



TOWN COUNCIL MEETING

WEDNESDAY 26TH FEBRUARY 2014

Wednesday 19th February 2014

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 19:30 on Wednesday 26th February 2014, to be held in the Council Chamber at the Town Hall.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. C. Mellor', with a long horizontal stroke extending to the right.

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 18th December 2013 | Minutes Attached | Page 5 |
| 3 | To receive Declarations of Interest from Members and Officers | Verbal | |
| 4 | To receive the Minutes of the following Committees: | | |
| 4a | Planning & Regeneration Committee held on Thursday 2nd January 2014 | Minutes Attached | Page 11 |
| 4b | Environment & Leisure Committee, held on Wednesday 22nd January 2014 | Minutes Attached | Page 17 |
| 4c | Planning & Regeneration Committee, held on Wednesday 29th January 2014 | Minutes Attached | Page 25 |
| 4d | Finance & Policy Committee, held on Wednesday 12th February 2014 | Minutes Attached | Page 31 |
| 5 | Doris Bainbridge Trust Fund | Report Attached | Page 35 |
| 6 | Medium Term Financial Strategy | Report Attached | Page 37 |
| 7 | Revenue Budget & Precept 2014/15 | Report Attached | Page 55 |
| 8 | Town Mayor's Announcements | Verbal Report | |
| 9 | Town Council Leader's Announcements | Verbal Report | |
| 10 | Town Clerk's Announcements | Verbal Report | |
| 11 | Devolved Services | Report Attached | Page 73 |

Pre-Group Meetings:

| | | | |
|----------|--------------|---|-----------------------|
| 1 | 19:00 | Conservative Group | Committee Room |
| 2 | 18:30 | Independent Group & Labour Group | Pickin 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 26th February 2014

Minutes of the Meeting of the Town Council held on Wednesday 18th December 2013 in the Council Chamber of the Town Hall.

| Membership Present: | Town Mayor | Cllr B Richardson (in the Chair) |
|---------------------------------|---|--|
| | Councillors | P Baggaley (Ap) T Bickley JP Mrs I Brown K Clayton M G Cope Mrs R Crowe R A Crowe Mrs G Dawn Miss R Dawn L Goff D Jones D Lloyd D R Payne T Roberts MBE (Ap) Mrs M Tribe (Ap) S Wallace C Wetton |
| Apologies received from: | Councillors | P Baggaley, T Roberts MBE Mrs M Tribe |
| Town Council Staff: | Town Clerk Mayor's Secretary/PA to the Town Clerk | Alan Mellor Helen Crossland – taking minutes |
| Public: | There were four members of the public present | |
| Venue: | Council Chamber | Town Hall |

TC35/13/14 Minutes of the Town Council Meeting held on Wednesday 9th October 2013

It was noted that under **TC34/13/14 – Notices of Motion, 2 Robin Hood Hotel**, Cllr T Roberts was stated as being on the Planning Committee of the District Council, and would not be voting; this should read 'Cllr D Payne'.

Subject to the above amendment, the Minutes of the last Town Council Meeting held on Wednesday 9th October 2013 were **AGREED** as a true and accurate record, and signed by the Chairman.

TC36/13/14 Declarations of Interest

It was **AGREED** to accept any Declarations of Interest as they may arise during the meeting.

TC37/13/14 Planning & Regeneration Committee, Wednesday 30th October 2013

PR37/13/14 – Outstanding Planning Applications

13/01375/FUL & 13/01376LBC – Weston Mill Pottery, Navigation Yard, Mill Gate, Newark

Cllr Mrs R Crowe and Cllr D Payne declared a personal interest in this application.

13/01448/LBC – Newark Area Internal Drainage Board, 31 Castle Gate, Newark

Cllr D Payne declared a personal interest in this application.

13/01460/FUL – Barclays Bank Plc, 41 Market Place, Newark

Cllr Mrs R Crowe and Cllr M Cope declared a personal interest in this application.

The Chairman, Cllr L Goff, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 30th October 2013.

TC38/13/14 Environment & Leisure Committee Minutes, Wednesday 6th November 2013

EL28/13/14 – Violin School Concert

Cllr D Payne informed the Town Council that the Violin School had been the subject of a report on the news that morning; thus showing the importance of having the School here in Newark.

The Chairman, Cllr D Jones, presented the Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday 6th November 2013.

TC39/13/14 Planning & Regeneration Committee Minutes, Wednesday 27th November 2013

The Chairman, Cllr L Goff, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 27th November 2013.

TC40/13/14 Youth Council Meeting, Wednesday 4th December 2013

Cllr Mrs G Dawn reiterated her previous comment that the Youth Council were to be congratulated on their enthusiasm and presented the Minutes of the Youth Council Meeting, held on Wednesday 4th December 2013.

Cllr D Payne was very pleased to see that the youth of the Town had taken an interest in the wellbeing of local animals (**YC23/13/14 – Any Other Business, 'Fly Grazing'**)

refers) and informed the meeting that a report is being prepared to go before the District Council.

YC27/13/14 – Funding/Budget

There was some discussion regarding the aspect of 'working with charities'. Cllr D Lloyd felt it was not appropriate for the Youth Council to 'fund' charities and could instead look at the applications that come into the Town Council and give their views on those.

The Town Clerk explained that the situation was not the same as the Town Council whereby applications for financial aid are received; the Youth Council were looking to support local charities, and give them the means to achieve a given goal. Cllr Mrs G Dawn pointed out that the Youth Council are taking their duties very seriously, and need projects to support.

TC41/13/14 Finance & Policy Committee Minutes, Wednesday 4th December 2013

The Chairman, Cllr K Clayton, presented the Minutes of the Finance & Policy Committee, held on Wednesday 4th December 2013.

Cllr L Goff declared a personal interest in **FP/37/13/14 – Requests for Financial Aid, 2 – Newark Community First Aid (NCFA)**.

FP38/13/14 – Street Collection Licences

Cllr D Payne noted that at the last meeting under this item, he had requested that the District Council be asked to send copies of the 'Returns' from the Street Collections so that the Town Council is aware of how successful or not these Collections are. The Town Clerk **AGREED** to ask the District Council to supply this information.

FP39/13/14 – Financial Out Turn

Cllr S Wallace asked if he could be given an update regarding the Sports Hub/Leisure Centre; Cllr Mrs G Dawn said that as far as she was aware the Leisure Centre was going ahead as planned and as far as the Sports Hub was concerned, matters were progressing, albeit slowly. One of the reasons for this was that Sport England are insisting on a new Playing Pitch Strategy covering the Newark & Sherwood District area.

There was then a discussion as to whether the £500k that was agreed to fund the Sports Hub project was being used to subsidise other parishes.

The Town Clerk pointed out that to date a sum of £7,500 has been agreed to pay for the Playing Pitch Strategy purely for the Newark urban area, this sum will now be the Town Council's contribution to the district wide Strategy. The Town Council will not therefore be subsidising any other parts of the District.

Cllr S Wallace asked for reassurance that the £500k would be 'ring fenced' for this project; Cllr Mrs G Dawn confirmed this and asked that the Town Clerk report back to all future Town Council meetings on how the talks are progressing.

Cllr M Cope reiterating his query as noted in the Minute regarding Vouchers 552 and 661, in that there appeared to be a discrepancy in the figures. Cllr K Clayton undertook to provide a written answer to Cllr M Cope. Cllr Mrs G Dawn requested that all Members receive a copy of this response.

TC42/13/14 Town Mayor's Announcements

The Town Mayor, Councillor Bryan Richardson, informed Members that a most successful night had been held for the Last Night of the Proms Concert last Friday.

TC43/13/14 Town Council Leader's Announcements

The Town Council Leader, Councillor Mrs Gill Dawn, had no announcements.

TC44/13/14 Town Clerk's Announcements

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

TC45/13/14 Appointments to Committee

Members **NOTED** the resignation of Cllr C Wetton from the Planning & Regeneration Committee.

Cllr L Goff thanked Cllr C Wetton for his support during his term of office on the Committee.

Cllr Mrs G Dawn proposed Cllr Mrs I Brown for the position of Vice-Chairman of the Environment & Leisure Committee for the remainder of the Civic year, to May 2014.

This was seconded by Cllr L Goff.

A vote was held and this appointment was **AGREED** Cllr Mrs I Brown was appointed Vice-Chairman of the Environment & Leisure Committee for the remainder of the Civic year, to May 2014.

TC46/13/14 Photography & Video Policy

There was some discussion as to how this could be 'policed', and how it would be able to differentiate between private and public use. During the discussion, it was **AGREED** that Cllrs C Wetton and D Payne meet with the Town Clerk to re-write/re-word paragraph 2.5 within the report, to make it absolutely clear.

Cllr C Wetton proposed, seconded by Cllr D Payne, that the Photography & Video Policy as set out in the report be approved, this was **AGREED**, with the proviso that the final wording be clarified as agreed above.

Members **CONSIDERED** the impact of the Local Audit and Accountability Bill on the conduct of Town Council meetings with regard to the possibility of Council meetings being filmed or recorded, in the future and requested the Town Clerk investigate the cost of suitable equipment to enable accurate recording of meetings, and to bring a report back to a future meeting of the Town Council.

TC47/13/14 New Electoral Arrangements for Newark & Sherwood District Council

The Town Clerk pointed out that the figures on page 41 of the Agenda Report were not accurate. In the 'Existing District Councillors' column, the figure for Beacon should read 3 (not 2), Devon should read 2 (not 1) and thus the total should read 11 (not 9).

Members then **CONSIDERED** the recommendations of the Local Boundary Commission to change the current ward arrangements and boundaries in Newark.

Prior to the meeting, Councillor D Lloyd had provided additional information to all Members for their consideration and for discussion tonight. Cllr Mrs G Dawn thanked Cllr D Lloyd for his hard and thorough work on this report, and proposed that the Newark Town Council Comments as put forward to Members be passed to the Boundary Commission.

This was seconded by Cllr Mrs G Dawn and **AGREED** unanimously.

The comments approved were:

1. The Town Council is pleased that the integrity of the Town boundary has been

retained.

2. It is supportive of aligning the boundary with the A1 which provides a more sensible boundary on its eastern edge.
3. However, the Town Council would propose to restore the Castle Ward to a 4 member Ward which reflects properly the community links around shared amenities, schools and long standing community ties. This also improves the equality of representation between Wards.
4. This means that the Devon Ward is restored to a 2 Member Ward which the Town council believes better reflects and unifies the 'Hawtonville' community.
5. These suggestions are reflected in the attached maps and form the Town Council's proposals for Ward boundaries.
6. The Town Council also requests that Newark & Sherwood District Council undertakes a community governance review as soon as possible in the light of the approved housing proposals in the wider Newark Urban Area.

| | | | |
|------------------------|---------------|----------------------|--------------------------------------|
| Meeting Closed: | 8.25pm | Next Meeting: | 26th February 2014 |
|------------------------|---------------|----------------------|--------------------------------------|



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Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU
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Agenda Item No: 4a

Committee Date: Wednesday 26th February 2014

PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Planning & Regeneration Committee held on Thursday 2nd January 2014, in the Council Chamber, Town Hall.

| Membership Present: | Councillor | L Goff (Chairman) |
|----------------------------|---|---|
| | Councillor | P Baggaley (Ap) Mrs I Brown (Vice Chairman) K Clayton R Crowe Miss R Dawn (A) D Lloyd B Richardson (Ap) A Roberts MBE S Wallace |
| In Attendance | Town Clerk | Alan Mellor Cllr Mrs R Crowe |
| Apologies | Cllrs P Baggaley and B Richardson | |
| Taking Minutes: | PA to the Town Clerk | Mrs H Crossland |
| Public: | There was one member of the public present. | |
| Venue: | Council Chamber, Town Hall | |

Before the meeting commenced, the Chairman wished all present a Happy New Year.

Cllr S Wallace re-iterated the concerns he had raised at the last meeting of this Committee regarding the level of non-attendance at these meetings; Cllr Mrs I Brown pointed out that some Councillors could not attend as they were on the Planning Committee at District Council level.

Cllr A Roberts MBE asked for clarification as to who was actually on this Committee – in his opinion all members of the Independent Group should attend, with the exception of anyone on the District Planning Committee. The Town Clerk clarified that the list of Councillors on the Agenda, with the exception of Cllr C

Wetton who has recently resigned from the Committee, represents the formal membership of the Planning Committee.

The Chairman undertook to speak with the Leader of the Council about the attendance of members from the Independent Group.

PR49/13/14 Minutes

The Minutes of the last meeting held on Wednesday 27th November, 2013 were **AGREED** and signed as a true and correct record.

PR50/13/14 Matters Arising

PR44/13/14 – Matters Arising

PR 39/13/14 – Miscellaneous Applications, b. Street Naming Requests

The Chairman informed those present that the District Council had indicated that there was no objection to the name proposed by the Town Council, namely 'MARSHALL VC CLOSE/LANE/STREET'.

Further discussion followed and it was suggested that possibly Newark Civic Trust and Newark Historical Society be approached and asked to help produce a 'list' of names of prominent, important people from Newark; the list could then be consulted as and when the need arose, for these street naming requests.

Another point was discussed in that there could be a lot more input from other 'societies/groups' in Newark, as there were lots of local people who were very well respected and who had done a lot for their communities, and local people would like to see them rewarded in this way. Further discussion followed and the fact that most of the street names that are chosen are of people that are no longer living was raised.

It was **AGREED** that there would be a report on the next Agenda for this Committee suggesting a way of preparing such a list as had been discussed, for this purpose.

PR51/13/14 Declarations of Interest

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

PR52/13/14 Outstanding Planning Applications

13/01394/FUL Land to the rear of 4 Middle Gate, Newark

6 Dwellings

Objection was raised to this application on the following grounds:

- No car parking was included
- Over intensification of the site
- Noise pollution from existing surrounding properties
- Inappropriate building design for the site
- No amenities
- Lack of light; the building would be in shadow for most of

the year

- 13/01646/FUL** **'Newnham' 3 Kings Road, Newark**
Installation of a disabled ramp to the front of the property.
No Objection was raised to this application.
- 13/01647/FUL** **13 The Avenue, Newark**
Householder application for extension to the existing garage and formation of adjoining garage with flat roof.
No Objection was raised to this application.
- 13/01693/FUL** **29 Wilson Street, Newark**
&
13/01694/LBC Conversion of an existing grade 2 listed building into a house of multiple occupancy and the reconfiguration of existing retail unit.
No Objection was raised to this application, bearing in mind that it appeared that the conversion would be aimed at student type accommodation, i.e., bedsits, with communal living space.
- 13/01755/FUL** **Waitrose Ltd, Ossington Way, Newark**
Installation of external horticulture units to the front of store and associated works.
No Objection was raised to this application.
- 13/01778/ADV** **The Spring House, Farndon Road, Newark**
&
13/01779/LBC Erection of illuminated and non-illuminated signs to the exterior of the building.
Cllr L Goff declared a personal interest in this application.
No Objection was raised to this application.
- 13/01808/FUL** **Paxtons Court Shopping Centre, 23-25 Slaughterhouse Lane, Newark**
Change of use from A1 (Retail) to D2 (Pilates and Low Back Pain Studio).
Cllr T Roberts MBE declared a personal interest in this application.
No Objection was raised to this application.
- 13/01753/LBC** **Stephenson Nuttall & Co, 6-8 Castle Gate, Newark**
&
13/01822/LBC Proposed colour change of the two front doors and side passage door from dark green to Oxford blue, also change the front frosted glass in the first floor windows to clear glass.
Install new projecting sign.
All Members of the Conservative Group declared a non-prejudicial interest in this application.
No Objection was raised to this application.

**13/01850/FUL
&
13/01851/LBC**

Mill Gate Museum, Mill Gate, Newark

Change of use from Class D1 (non-residential institution) to D2 (assembly and leisure). Externally, the proposed works include reinstating blocked up openings, reconfiguring several existing openings, inserting four new windows in four new openings, creating a new entrance with canopy and inserting new conservation roof lights. No internal alterations are to be considered within this application.

**&
13/01852/LBC**

This application relates to internal works only and includes an alternative internal WC arrangement. The proposed works include creating new WCs on the ground, mezzanine and upper floors, sliding floors to form a lobby, lift, platform lift and glazed balustrades. Various new partitions are also proposed to provide storage, side entrance lobby, kitchen and terrace lounge.

Cllrs Mrs R and R A Crowe declared a personal interest in these applications.

No Objection was raised to this application.

The Chairman of the Committee did point out that there are still signs directing the public to the Mill Gate Museum; Cllr T Roberts MBE informed him that this was up to the owner of the Museum to have them removed, not the District or County Council.

PR53/13/14 Notice of NSDC Planning Decisions

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

The point was made that it was good to see that the District Council had upheld the points of view of this Committee, with the exception of the Vodaphone application.

PR54/13/14 Miscellaneous Applications

a.

Nottinghamshire County Council Applications

Proposed Residents Parking Area – North Gate area, Newark

Members considered the above proposal and No Objection was raised.

Proposed Residents Parking Scheme – Lime Grove and Jubilee Street, Newark

Members considered the above proposal and No Objection was raised.

Lovers Lane Primary School Proposed Advisory 20mph Speed Limits

Members considered the above proposal and No Objection was raised.

Local Bus Services Consultation

Members raised a number of concerns about the impact these proposals would have on the communities in and around Newark. After discussion it was **AGREED** to submit the following comments:

- (i) The proposals are an ad hoc response to achieve revenue savings.
- (ii) Rather than implement such ad hoc proposals there should be a much wider and comprehensive review of public transport provision in Newark.
- (iii) A review should be undertaken to assess the public transport needs of the communities of Newark to the main travel to work destinations (Nottingham, Lincoln & Mansfield).
- (iv) A review should be undertaken to assess the identified lack of public transport provision between Newark and Kings Mill Hospital and the potential for improvements in this link
- (v) Current routes should be assessed with the view to a rationalising the current bus routes to provide more cohesive bus services to people living in a rural community like Newark who rely heavily on public transport.
- (vi) These proposals would lead to a loss of evening services which could impact on the retail and night economy of Newark; no consideration of this potential impact appears to have been taken into account.
- (vii) Route numbers 1, 2 and 3 should be investigated to ascertain if there is any possibility of combining them.

Proposed prohibition of parking (double yellow lines) and no stopping on entrance clearway – Boundary Road and Holden Crescent, Newark

Members considered the above proposal and No Objection was raised.

Proposed 40mph and 50mph Speed Limits – Beacon Hill Road, Newark and Beckingham Road, Coddington

Members considered the above proposal and No Objection was raised.

A request was made however for a 30 mph signs to be placed on Magdalene View.

b.

Street Naming

Residential Development – Parker Street, Newark

The Committee **NOTED** the positive response from the Developers regarding the possible street name of the above development as 'MARSHALL VC Close/Lane/Street'.

| | | | |
|------------------------|------------|----------------------|---|
| Meeting Closed: | 8pm | Next Meeting: | Wednesday 29th January 2014 |
|------------------------|------------|----------------------|---|



NEWARK TOWN COUNCIL

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

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Agenda Item No: 4b

Committee Date: Wednesday 26th February 2014

ENVIRONMENT & LEISURE COMMITTEE MINUTES

Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday, 22nd January 2014 in the Council Chamber, Town Hall.

| Membership: | Councillor | D Jones (in the Chair) |
|--------------------------|--|--|
| | Councillors | Mrs I Brown T Bickley JP M G Cope R A Crowe Mrs R Crowe Miss R Dawn (Ap) L Goff Mrs M Tribe |
| In attendance: | Councillors | Mrs G Dawn, D Lloyd, D Payne, S Wallace |
| Apologies: | Councillors | Miss R Dawn |
| Officers Present: | Town Clerk | Alan Mellor |
| | Deputy Town Clerk | James Radley |
| | Curator | Patty Temple |
| | There were two members of the public present | |
| Venue: | Council Chamber, Town Hall | |
| Taking Notes: | Helen Crossland – PA to the Town Clerk | |

Matters discussed

EL30/13/14 Minutes

The Minutes of the previous meeting held on Wednesday 6th November 2013 were accepted as a true and accurate record and signed by the Chairman.

EL31/13/14 Matters Arising

EL28/13/14 – Violin School Concert

The Town Clerk informed Members that he had met with members of the Violin School earlier in the day and that Concerts would take place on Friday 2nd and Saturday 3rd May 2014; tickets will be available in the near future.

EL32/13/14 Declarations of Interest

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

Cllr L Goff declared a personal interest in Agenda Items 6, 7 and 8.

EL33/13/14 Museum Update

Museum Accreditation (2.5) – Cllr Mrs M Tribe requested that a photocopy of the Accreditation Certificate (when it is received) be sent to Newark & Sherwood District Council; Cllr Mrs M Tribe would be talking to N&SDC with regard to assets being stored, that could be displayed here in the Town Hall.

Cllr D Payne requested that all Members be sent a copy of the certificate.

The Chairman informed Members that the Town Clerk had met with the Deputy Chief Executive of N&SDC with regard to the assets issue and that they were looking at how to work together to display some of the stored artefacts; this was a 'work in progress'.

Cllr Mrs M Tribe asked the Curator if there were any plans to commemorate the Anniversary of the Great War the Museum Curator said that there would be a display of First World War postcards (part silks) and embroidered postcards.

Newark Embroidery Group would also be displaying their hand-made postcards, which are of a similar design.

There would be a 'trail' of everything that Newark Town Council had that was linked to World War One, in the Town Hall and the volunteers would be trained to show it to people.

The Museum Curator was also hoping to get the original painting of the troops leaving for the First World War from the Market Place (the copy is in the bar area) to put on the display upstairs in the Art Gallery.

Cllr Mrs M Tribe asked if it would be possible to arrange a lecture from a prominent historian; the Curator agreed to see if this could be done.

The Town Clerk suggested that it may be appropriate to consider a recommendation to the Finance & Policy Committee that a sum of money be made available for this purpose (WW1 Anniversary Commemorations). Cllr R Crowe then proposed that the Town Clerk's suggested recommendation be made to the Finance & Policy Committee, this was **AGREED**.

Cllr L Goff informed Members that the Friends of Newark Cemetery would be doing something for the Commemoration; they have the 406 names from the Memorial, and matching photographs and these would also be on display for Remembrance Sunday.

Cllr R Crowe then asked about the Kidney Stones and what was proposed for their use; perhaps if Newark Town Council could not put them somewhere, they

should be offered elsewhere.

The Chairman reported that he was working on a solution but he could not say any more at the moment except that there was the possibility of additional land and the stones might look nice in a Country Park; the stones are not forgotten, just 'on the back burner'.

- (i) Members **NOTED** the Museum Update Report from the Curator.
- (ii) Members **NOTED** the financial contribution of £946.53 from the Association of Friends of Newark Town Hall Museum & Art Gallery (FONTT) towards the purchase of the Peter Brannan paintings.
- (iii) Members **NOTED** the winding up of FONTT.

EL34/13/14 Cemetery Update

- (i) After discussion, Members **AGREED** to the segregation of areas in the Thoresby Road Cemetery extension to cater for different religious or non-religious groups as indicated on the map in the report.

It was **AGREED** that the Deputy Town Clerk would make all Members aware of when the consecration takes place so they could attend if desired.

- (ii) The recommendation was that burial rights to grave spaces should be sold in advance together with the possible restrictions as outlined in the report.

This was proposed by Cllr Mrs M Tribe and seconded by Cllr L Goff.

After discussion an amendment was proposed by Cllr T Bickley JP and seconded by Cllr R Crowe that 'the status quo be maintained, restricting the right to pre-purchase grave spaces'.

A vote was taken and the amendment to the recommendation was **AGREED**.

- (iii) Members **NOTED** the appointment of an apprentice.

EL35/13/14 Review of Cemetery Fees & Charges

Cllr D Payne declared a personal interest in this Agenda Item.

Members **CONSIDERED** an increase in Cemetery Fees and charges, to be effective from 1st April 2014, as outlined in the report.

After discussion it was **AGREED** that a 5% increase be applied.

EL36/13/14 War Memorial

The Chairman proposed the recommendations as outlined in the report and this was seconded by Cllr T Bickley.

He suggested that the Working Party should be kept to as small a number as possible: the Chairman of this Committee, a Member of the Conservative Group, a Member of the Royal British Legion and a representative from the Commonwealth War Graves Commission (CWGC). The Chairman stated that the Working Party should be set up as soon as possible given the urgency that any 'missing' names should be on the War Memorial for the start of the commemoration celebrations.

Cllr R Crowe advised the Chairman that the Conservative Group Members were against the formation of a Working Party.

Cllr Mrs M Tribe felt that Newark Town Council should not be in the position of re-writing social and moral history of the War, and the past.

General discussion followed with regard to the criteria that was used for the original Memorial. The Town Clerk informed Members that he had talked with the Royal British Legion about this and that no-one could produce any printed evidence of what the criteria was.

Cllr D Payne said he had a clear recollection that Newark Town Council accepted advice from the Royal British Legion at the time.

Cllr M Cope also recalled an intensive effort at that time to ensure that all names were found before the War Memorial was installed; he did not understand why the 'missing' names were not discussed, or found, at that point.

Cllr M Cope then proposed that the 'political' element should be taken out of the Working Party and that no Councillors should be involved. He proposed that the Town Clerk, the Deputy Town Clerk along with representatives from the Royal British Legion and the Commonwealth War Graves Commission should set out the criteria for inclusion on the War Memorial.

This was seconded by Cllr R Crowe.

The Chairman then withdrew the original proposal.

A vote was taken on Cllr Cope's amended proposal, and was **AGREED**.

Cllr R Crowe pointed out that the poppy planters at the Cenotaph at the Church are in need of repair; he asked if one of the Town Council's planter could be put there.

The Deputy Town Clerk agreed to look into this.

EL37/13/14 Twinning Association Minutes

Members **NOTED** the Minutes of the Newark Twinning Association.

EL38/13/14 Exempt Items

Cllr M cope asked why certain aspects of these items could not be discussed in public; previously the Council has been criticised for operating a 'behind closed doors' system.

The Town Clerk said that the reports contained financial information which should be kept confidential whilst the matters are subject to debate.

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

This was seconded by Cllr T Bickley JP.

The press and public then left the meeting.

EL39/13/14 Christmas Lights

Prior to the meeting, copies of the bid by LITE for the tender had been circulated to all Members.

The Town Clerk then talked Members through the report, and the bid, in particular pointing out areas where it was suggested that some lights be removed and new lighting put in place. The main proposal was to extend the curtain of lights in the Market place; this was supported by Members.

The Town Clerk was of the opinion that some of the new lights should be purchased outright by Newark Town Council, as had been done last year (for the new 'curtain'); this would reduce the ongoing revenue costs as outlined in the LITE proposal.

Members were informed that LITE had agreed to fix the prices before them for a period of 5 years; the Town Clerk said he was comfortable to advise that an extension was acceptable and could be seen to be in the best interests of the Town Council.

Cllr Mrs M Tribe felt that since LITE had been appointed, over 12 years now, they had performed extremely well.

Cllr Mrs M Tribe also pointed out that the lights on Carter Gate were part of a competition that had taken place and that if these lights are to be taken down, they should be given to the winners of that competition (they designed them). The Town Clerk agreed to look into this matter.

Cllr M Cope was pleased with the proposal to extend the display in the Market Place and was hoping that the lights would eventually be right across the Market Place; he was happy to agree with the proposals.

- (i) Members **AGREED** to extend the curtain of lights in the Market Place.
- (ii) Members **AGREED** to the proposed improvements to the current light displays, proposed for Carter Gate and Kirk Gate.
- (iii) Members made the following recommendations to the Finance & Policy Committee:
 - That a sum of £7,500 be included in the Town Councils estimates for 2014/15 to meet the purchase cost of new light displays to be funded from Unused Capital Receipts,
 - That the revenue budget for Christmas Light displays be increased for the 2014/15 financial year by say £10,000 which should enable the majority of the proposed enhancements to be delivered.
- (iv) Members **AGREED** to renew the current contract with LITE, and also **AGREED** to suspend Standing Order 37 (2) for this contract as it was deemed to be in the best financial interest of the Town Council.

The Town Clerk was requested to bring another report back to this Committee to include more detail on the final Christmas Lights displays for 2014.

EL40/13/14 Newark Festival 2014

Cllr R Crowe requested that this Agenda Item be deferred to the Full Town Council meeting on 26th February 2014. Cllr M Cope supported this request and

said that this decision would be an integral part of the budget process.

A vote was held and there were 4 votes For and 4 votes Against.

The Chairman then used his casting vote and the request was defeated.

The Chairman informed Members that in September he and the Town Clerk had a meeting with the Liz Hobbs Group (LHG) with regard to the cost implications of the Newark Festival and they (LHG) were asked if they would be willing to take some more of the financial risk.

A 5 year contract, as in the recommendations, does give some stability and eliminates the Town Council's financial risk of not achieving the necessary level of ticket sales, this would however mean that the Town Council would lose overall control of the event.

The Chairman proposed that the 5 year contract be accepted, and this was seconded by Cllr T Bickley JP.

Cllr Mrs R Crowe said that the Conservative Group were against a 5 year contract, but would agree to a 3 year contract.

The Town Clerk pointed out that the proposed contract included an annual termination clause which would provide both parties with the option of concluding the contract early.

Cllr Mrs G Dawn pointed out that the last two Festivals had produced everything that was wanted, apart from the ticket sales. This report says that the LHG will take that risk in the future.

Cllr Mrs G Dawn said that the proposal to set up a Community Event Grant Scheme was also essential; more groups are needed to come forward to bring the community of Newark together.

Cllr Mrs G Dawn also felt that 5 years was a concern and asked the Town Clerk to return to LHG and see if there was any manoeuvrability with this; the Chairman re-iterated the point regarding the annual opt-out clause.

Cllr Mrs R Crowe asked if there would be any cost to Newark Town Council if this opt-out clause was invoked. The Town Clerk said no, but there is still a lot of work to be done in putting the contract in place.

Cllr M Tribe said that she had still not seen any concrete evidence that the Music Festival had been financially beneficial to the businesses in the Town although this information had been requested on several occasions. The Chairman countered this view stating that there was a wide range of evidence in support of the case that the Festival had made a significant contribution to the economy of Newark; for example a retail trader was quoted in the Newark Advertiser as saying that the Festival weekend had been better than the Christmas shopping period.

Discussion then followed regarding the Summer Picnic/Brass Explosion event in relation to combining it with the final Sunday Summer Band Concert.

Cllr D Lloyd asked if this report would be going to the Finance & Policy Committee for consideration; he also asked if he could be assured that the European Law/UK Law was not being breached with the tender thresholds.

The Town Clerk advised that, in his opinion, the matter didn't need to be referred to the Finance & Policy Committee, as the budget for the Festival was included in the Medium Term Financial Strategy; it was in effect no different to many services that require a decision to be made in advance of the financial year that

the expenditure is incurred. The Town Clerk did acknowledge that the EU procurement rules could be an issue and undertook to research this matter further, he suggested that any decision should be subject to the fact that it complies with European and UK Law on tender thresholds.

The Chairman said that he would be happy to recommend the report to Members because it gives some security to Newark Town Council and ensures the future of Newark Festival.

Following a vote the recommendations were passed as follows:

- (i) Members **AGREED** to hold a Newark Festival in June 2014.
- (ii) Members **AGREED** to enter into a five year contract with the Liz Hobbs Group, to stage the Festival as outlined in the report subject to the fact that it complies with European and UK Law on tender thresholds.
- (iii) Members **AGREED** to suspend Standing Order 37 (2) for this contract as it was deemed to be in the best financial interest of the Town Council.
- (iv) Members **AGREED** to establish a Community Events Grants Fund of £10,000 to provide support to other local groups who wish to stage events in Newark and become part of the overall Newark Festival.
- (v) Further to (iv) above, it was **AGREED** to ask the Town Clerk to submit a further report to this Committee with regard to a process and criteria for the award of Community Events Grants.

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|------------------------|---------------|----------------------|---|
| Meeting Closed: | 9.30pm | Next Meeting: | Wednesday 26th March 2014 |
|------------------------|---------------|----------------------|---|



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: 4c

Committee Date: Wednesday 26th February 2014

PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Planning & Regeneration Committee held on Wednesday, 29th January 2014 in the Council Chamber, Town Hall.

| Membership Present: | Councillor | L Goff (Chairman) |
|----------------------------|---|--|
| | Councillor | P Baggaley (A) Mrs I Brown (Vice Chairman) K Clayton R Crowe Miss R Dawn (Ap) D Lloyd B Richardson (A) A Roberts MBE S Wallace |
| In Attendance | Town Clerk | Alan Mellor |
| | Councillor | M G Cope |
| Apologies | Miss R Dawn | |
| Taking Minutes: | PA to the Town Clerk | Mrs H Crossland |
| Public: | There was one member of the public present. | |
| Venue: | Council Chamber, Town Hall | |

PR55/13/14 Minutes

The Minutes of the last meeting held on Thursday 2nd January, 2014 were **AGREED** and signed as a true and correct record.

PR56/13/14 Matters Arising

There were no matters arising.

PR57/13/14 Declarations of Interest

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

PR58/13/14 Outstanding Planning Applications

13/01579/LDC 23 Fairway, Newark

Lawful Development Certificate for the erection of a single storey side extension.

No Objection was raised to this application.

13/01581/FUL 3 Sheldrake Road, Newark

Householder application for proposed dormer extension to west elevation.

No Objection was raised to this application with the proviso that obscure glass should be required in those windows that overlook the neighbouring property.

13/01751/FUL 68 Wolsey Road, Newark

Change of use of the lower floor to a Day Nursery, demolition of the existing garage, re-surface driveway and front garden to provide off street parking. Demolition of room at the rear of the property, erection of a larger single storey room.

No Objection was raised to this application with the proviso that the surfaces on the driveway and front garden are permeable and that the glass on the side elevation of the proposed extension should be obscure if there is a potential overlooking issue.

13/01853/FUL 2 The Maltsters, Newark

Householder application for extension to garage with additional first floor over the whole of the garage and a porch to the side elevation.

No Objection was raised to this application.

13/01855/LBC W Boyes & Co Ltd, Imperial Building, Appleton Gate, Newark

Installation of 1 x Ruckus 8800 Access Point unit, will be wall mounted on to the front (North West) face of Boyes in line with the existing street lighting unit (15) and associated mains power connection unit as per site elevation.

No Objection was raised to this application, however a comment was made that it appeared to be easy to obtain such permission on a listed building for this installation yet the Town Council had problems in the past in obtaining permission to put up Christmas Lights. The Town Clerk agreed to look into this and report back.

13/01856/FUL W Boyes & Co Ltd, Imperial Building, Appleton Gate, Newark

Installation of 1 x Ruckus 8800 Access Point unit, will be wall mounted on to the front (North West) face of Boyes in line with the existing street lighting unit (15) and associated mains power connection unit as per site elevation.

No Objection was raised to this application.

13/01867/FUL King's Marina, Mather Road, Newark

Change of use to allow no more than 10 of the existing Grade 1 leisure moorings, full residential status at any one time.

No Objection was raised to this application provided that there are adequate facilities.

13/01875/FUL 2A Marston Moor Road, Newark

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

Objection was raised to this application on the following grounds:

- the application is too intensive for the site
- it is out of proportion and character with existing dwelling on the site and with neighbouring buildings
- it has the potential for overlooking the neighbouring property

14/00061/LBC Newark Museum, 14 Appleton Gate, Newark

Internal alterations including the removal of 20th Century stairs and partitions in the Tudor block and an external block.

Cllr Mrs I Brown and T Roberts MBE declared a non-prejudicial interest in this application as District Councillors.

No Objection was raised to this application.

14/00069/FUL Taylor Paddocks, The Bowers, Tolney Lane, Newark

Change of use from gypsy and traveller caravan site to form residential development site. Erection of 1 no. bungalow.

Objection was raised to this application on the following grounds:

- the development is in a known flood risk area which is inappropriate for the erection of a permanent dwelling
- the application contains no Environmental Impact Study

14/00100/FUL 135 Grange Road, Newark

Householder application for erection of first floor side extension over garage and construction of pitched roofs to front and rear elevations over existing flat roofs.

No Objection was raised to this application subject to there being no overlooking issues.

14/00107/FUL 46 Churchill Drive, Newark

Conversion of a semi-detached house to a ground floor and first floor two bed apartments.

No Objection was raised to this application.

PR59/13/14 Notice of NSDC Planning Decisions

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

PR60/13/14 Draft Wind Energy Supplementary Planning Document (SPD) Consultation

Cllr D Lloyd joined the meeting during discussion of this item.

Following a lengthy debate on the consultation document, the following comments were **AGREED**:

(i) Two additional criteria for considering Wind Turbine applications were proposed:

(a) Carbon Payback Equation; this will provide information to ensure that any development can be assessed as low carbon, in accordance with the policy objectives. This analysis should include the following matters;

- the building , transportation to site and construction
- grid connection
- running the turbine
- clean coal, gas, nuclear power stations running less efficiently, developing & maintaining the backup power stations
- upgrading highways
- peat displacement
- forestry clearance
- 'Capacity Credit' ie the percentage of wind generated energy that actually displaces conventionally generated energy. Bearing in mind that a percentage of this is nuclear and therefore carbon free anyway.

(b) Economic Viability:

- The viability of any particular site should be a consideration; this is no different to the assessment undertaken on many existing planning applications for housing, commercial and retail developments.

(ii) The cumulative impact of wind turbines on a particular landscape should also take into account the existing structures that affect a landscape profile.

(iii) The status of the visual views of Newark with regard to the Parish Church and Newark Castle should be raised to the same level as those given under the 'Southwell Views' Planning Policy.

(iv) There should be a minimum distance of 1km between any wind turbine and a residential dwelling.

- (v) The District Council should undertake a wider assessment of all renewable energy developments in the District, to ascertain the contribution being made to the achievement of Regional, County and District quotas.
- (vi) The proposal to require a Section 106 Agreement to provide a decommissioning bond is supported.
- (vii) All applications should be accompanied by a visual mock-up of the wind turbine in situ.

The Town Clerk was also instructed to write to the Secretary of State for Communities & Local Government expressing the Town Councils concerns about the national policy of encouraging wind turbines and the level of local concern and opposition that existed towards them. Also raising concerns that the basis for the calculation of Business Rates for wind turbines was wrong and should use the span of the blades as the main criteria and a proposal that wind turbines should be subject to the Community Infrastructure Levy.

PR61/13/14 Miscellaneous Applications

- a. **Nottinghamshire County Council Planning Applications**
Proposed Parking Restrictions – Barnby Gate, Newark
Members **NOTED** that the Traffic Regulation Order for the above was being implemented as originally advertised.
Mount C of E Primary School, Kings Road, Newark
Single storey extension to former nursery unit
Members **NOTED** that the above application was formally **GRANTED** on 16th January 2014.
Christ Church C of E Infant School Proposed Advisory 20mph Speed Limit
Members raised No Objection to the above proposal but mention was made that the zig-zag lines outside the school should be enforceable.
- b. **Additional Applications**
13/00889/FULM - Field Reference 8884, Cotham Road, Hawton, Notts
Additional documents received since the initial consultation.
Cllrs R Crowe and S Wallace declared a personal interest in this application.
Objection was raised to this application, on the same grounds as previously:
 - the number of turbines is excessive
 - they will have an adverse visual impact on the environment
 - the development will result in an over intensification of wind turbines in a sensitive part of the countryside
 - the siting of wind turbines in such close proximity to the

planned housing Growth Point will be detrimental to the development of that site.

c.

Street Naming

Parker Street, Newark

Members **NOTED** that Royal Mail would only allow the suggestion of MARSHALL VC as a street name is written as MARSHALL V C and **No Objection** was raised to this.

A suggestion of **PULFORD DRIVE/CLOSE** was put forward as a possible name for the second street name on this development.

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|------------------------|---------------|----------------------|--|
| Meeting Closed: | 9.05pm | Next Meeting: | Wednesday 5th March 2014 |
|------------------------|---------------|----------------------|--|



NEWARK TOWN COUNCIL

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

Agenda Item No: 4d

Committee Date: Wednesday 26th February 2014

FINANCE & POLICY COMMITTEE MINUTES

Minutes of the Finance & Policy Committee held on Wednesday, 12th February 2014 in the Council Chamber, Town Hall.

| | | |
|------------------------------|---|---|
| Membership Present: | Councillor | K Clayton (in the Chair) |
| | Councillors | P Baggaley M G Cope Mrs G Dawn L Goff D Lloyd D Payne S Wallace C Wetton |
| In attendance: | Councillors | T Bickley JP, Mrs I Brown, Mrs R Crowe, R A Crowe |
| Apologies for Absence | Councillors | There were no Apologies |
| Officers Present: | Town Clerk | Alan Mellor |
| Taking Notes: | | Helen Crossland |
| | There were two members of the public present. | |
| Venue: | Council Chamber, Town Hall | |

FP42/13/14 Minutes

FP37/13/14 – Requests for Financial Aid

2. Newark Community First Aid (NCFA)

With the addition of the words in red below:

Cllr D Lloyd was concerned that this application could set a precedent; the application was not in accord with the Financial Aid Policy, and there is already a discounted rate in place for events such as these. Cllr D Lloyd was also concerned that there are lots of charitable groups in Newark, **who may be unaware of the Policy and the funding available and who could also apply for this type of grant aid, this decision would deplete the funds available and**

to the detriment of other charitable groups.

With the above amendment the Minutes of the meeting held on Wednesday 4th December 2013 were **AGREED** as a true and accurate record and signed by the Chairman.

FP43/13/14 Matters Arising

There were no Matters Arising.

FP44/13/14 Declarations of Interest

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

FP45/13/14 Payment Schedules 8/14, 9/14 & 10/14

Members **AGREED** that payments in accordance with Payment Schedule 8/14 in the sum of £75,299.01 (seventy five thousand, two hundred and ninety nine pounds 01p), Payment Schedule 9/14 in the sum of £89,168.23 (eighty nine thousand, one hundred and sixty eight pounds 23p), and Payment Schedule 10/14 in the sum of £77,121.41 (seventy seven thousand, one hundred and twenty one pounds 41p) be **NOTED**.

FP46/13/14 Street Collection Licences

Members considered the following requests for Street Collection Licences 2014/2015:

- a. Newark Community First Aid on Saturday 12th July 2014.
- b. R.A.F.A. on Saturday 20th September 2014.
- c. Marie Curie Cancer Care on Saturday 22nd March 2014.
- d. R.S.P.C.A. on Saturday 7th or 14th June 2014, or any date given.

Members **AGREED** to advise Newark & Sherwood District council that the above applications be allowed.

The Town Clerk reported that he had asked information on the returns from these collections, as previously requested by this Committee, but to date had not received any response.

FP47/13/14 Appointments & Reports Back from Outside Bodies

- (i) Members **AGREED** to appoint a representative to serve on the Hospital of St Leonard Newark Charity for a one year term ending in February 2015.
Cllr R Crowe was nominated by Cllr D Lloyd and seconded by Cllr S Wallace.
Cllr L Goff was nominated by Cllr Mrs G Dawn and seconded by Cllr K Clayton.
There was a tied vote with three votes each, so the Chairman used his second and casting vote and Cllr L Goff was appointed as the Town Council representative.
- (ii) Members **AGREED** to appoint two representatives to serve on the Lilley & Stone School Charities for a one year term ending in February 2015.
Cllr D Lloyd moved and Cllr Mrs G Dawn seconded that Cllr Mrs R Crowe and Cllr K Clayton be appointed as the Town Council representatives. There being no other nominations these two appointments were **AGREED**.

- (iii) Members **RECEIVED** and **NOTED** the reports from Cllr Mrs I Brown and R Crowe, from the Newark Healthcare Consultative Group and Cllr Mrs M Tribe from the Newark Allotments & Gardens Association.

The Town Clerk also informed Members that he had received the new, draft constitution from the Newark Town Partnership, that morning, and would report back to the next meeting of this Committee.

FP48/13/14 Newark Sports Hub Project

Cllrs P Baggaley, K Clayton and Mrs G Dawn declared a personal, non-prejudicial interest in this Agenda Item.

Cllr D Lloyd welcomed the progress on this project, but asked for clarity on how the Town Council's investment would be used. He suggested that the Town Council should retain control over any documents or strategies which are produced using the Town Council's funding.

A number of Councillors queried why the Town Council was being asked to submit the Planning Application for the project. The Town Clerk advised that since the only resource currently available to take the project forward was being provided by the Town Council, this course of action would minimise the cost to the Town Council.

Some Members were concerned that this may result in the Town Council not being able to consider and submit comments on any such planning application. The Town Clerk agreed to investigate this concern further.

Members requested that a presentation by the Newark Sports Association would be helpful to provide an up to date position of their plans and aspirations for the project. It was **AGREED** that the Town Clerk should arrange a presentation in the near future.

After further discussion and a vote, Members **AGREED** to recommend to the Town Council that a further sum of £12,000 be released from the £500,000 budget already approved for this project, as a contribution towards the professional fees associated with the development. It was further **AGREED** that authority to incur specific items of expenditure be given to the Town Clerk, in consultation with Cllr D Lloyd, Cllr Mrs G Dawn and Cllr K Clayton.

Cllr D Payne asked for his abstention to be noted in the minutes.

FP49/13/14 Medium Term Financial Strategy

The Town Clerk informed Members that a statement had been released by the Government to the effect that; Town & Parish Councils would not be subject to the Excessive Council Tax Referendum principles for the 2014/15 financial year. However the government have also put all larger Town & Parish Councils on notice that the principles could be extended in 2015/16 if Council Tax increases are determined to be excessive this year. The Town Clerk advised Members that the Medium Term Financial Strategy would be updated to take account of this latest information.

Cllr K Clayton then moved that this Agenda Item be deferred to the Full Town Council Meeting on Wednesday 26th February. This was seconded by Cllr D Lloyd and **AGREED**.

FP50/13/14 Revenue Budget & Precept 2014/2015

Cllr K Clayton moved that this Agenda Item also be deferred to the Full Town Council Meeting on Wednesday 26th February; this was seconded by Cllr D Lloyd and **AGREED**.

The Town Clerk pointed out that on page 70 of this Agenda there was a typographical error which would be rectified on the Town Council Agenda Item.

FP51/13/14 Newark Festival 2014

- i. Members **NOTED** the decision taken by the Environment & Leisure Committee to hold a Newark Festival in June 2014.
- ii. Members **NOTED** the change to a three year contract with the Liz Hobbs Group to stage the Festival, including an annual termination clause.
- iii. Members **NOTED** the advice from the Town Clerk that the three year contract falls below the EU procurement threshold for this category of service.

FP52/13/14 Proposed Meeting Dates

Members **CONSIDERED** the meeting schedule as proposed and **AGREED** to recommend to the Town Council that it be accepted.

TOWN COUNCIL

| | |
|-------------------|------------------------------------|
| SUBJECT: | DORIS BAINBRIDGE TRUST FUND |
| REPORT BY: | TOWN CLERK |

1. Recommendations

- 1.1 Members are recommended to consider allocating the sum of £2,240 from the Interest Reserve Fund to meet the cost of holding the Sunday Band Concerts in the Castle Grounds in July and August 2014.

Background

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

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

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

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

This report is therefore submitted in accordance with that decision; to consider the application of funds for the 2014/15 financial year.

3. Financial Arrangements

- 3.1 There are a number of financial issues which are connected with the Trust as set out below.

3.2 Capital Sum

The capital sum of £56,018 is currently invested in a Deposit Account with the NatWest Bank; this provides the Trust with an annual income the use of which is discussed further below.

The Capital sum cannot be spent until a period of twenty years from the date of the death of Doris Bainbridge. The Capital sum therefore becomes available on 1st February 2017; it can only be used to support the objectives of the Trust.

3.3 Investment Income

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

In recent years the income earned from investments has fallen as interest rates have remained at historically low levels. Interest earned is held in an Interest Reserve Fund, the balance of this fund at 1st April 2014 is estimated to be £1,989.

3.4 Sunday Band Concerts

The Interest Reserve fund has been used for a number of years to meet the costs of the Sunday Band Concerts which are held in the Castle Ground in July and August. The estimated cost for 2014/15 will exceed the residual value of the fund, I would invite Members to consider supporting the Sunday Band Concerts by allocating the remaining funds available (estimated to be £2,240) to contribute towards the estimated cost in 2014/15.

If Members approve to continue supporting the Sunday Band Concerts from the Interest Reserve then the estimated balance as at 31st March 2015 will reduce to zero. Members should note therefore that the ongoing support for these concerts will have to be met from the Town Council's main revenue budget for the financial year 2015/16.

4. Financial, Legal and Equality Issues

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

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

TOWN COUNCIL

| | |
|-------------------|---------------------------------------|
| SUBJECT: | MEDIUM TERM FINANCIAL STRATEGY |
| REPORT BY: | TOWN CLERK |

1. Recommendations

- 1.1 Members are asked to consider and approve the attached Medium Term Financial Strategy covering the period 2013-2021.

2. Background

- 2.1 The report on the Medium Term Financial Strategy which was submitted to the Finance & Policy Committee on 12th February is attached at Appendix 1 for Members attention.

This Committee referred the Strategy to the Town Council without comment or recommendation.

- 2.2 Since the Strategy Report was submitted to the Finance & Policy Committee, the Secretary of State has now announced that Local Councils will be excluded from the Council Tax Referendum principles for 2014/15. However this announcement was accompanied by a warning that the principles could be extended in future years to larger Local Councils if increases are seen to be excessive for 2014/15.

Paragraph 2.6.4 of the Financial Strategy document attached has now been changed to reflect this announcement.

3. Financial, Legal and Equality Issues

- 3.1 Contained in the report.

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

Agenda Item No: 9

Committee Date: Wednesday 12th February 2014

FINANCE & POLICY COMMITTEE

| | |
|-------------------|---------------------------------------|
| SUBJECT: | MEDIUM TERM FINANCIAL STRATEGY |
| REPORT BY: | TOWN CLERK |

1. Recommendations

- 1.1 Members are asked to consider the attached Medium Term Financial Strategy covering the period 2013-2021 and make recommendations to the Town Council as appropriate.

2. Background

- 2.1 As part of the budget setting process for the current financial year 2013/14, the Council formally considered its revenue expenditure in the context of a Medium Term Financial Strategy (MTFS) in order to achieve a stable financial position over a number of years without the need for ongoing increases in Council Tax.
- 2.2 I have now taken the revised budget for 2013/14 as the base position and extrapolated this forward over a future seven year period, taking into account any known changes or service enhancements which the Council has already decided upon, including an allowance for inflation.

3. Localising Support for Council Tax Benefit

- 3.1 As Members will be aware from reports that have been submitted to this Committee over the last year, the Government has introduced significant changes to the arrangements for meeting the cost of Council Tax Benefit.
- 3.2 This change has resulted in significant impacts for all Parish Councils; the Government is now paying a grant to all Principal Councils which is calculated broadly to reflect a sum of 90% of the cost of paying out Council Tax Benefit. Whilst this grant is being paid directly to all authorities which levy a precept on the Billing Authority (Newark & Sherwood District Council (NSDC) is the Billing Authority for the Town Council), no grant is being paid directly to Parish Councils; instead it is included in the grant paid to NSDC.
- 3.3 NSDC notified the Town Council that it would make a grant of £118,520 in 2013/14 to reflect these new arrangements. This sum was calculated to achieve a financial outcome which puts each Parish Council back into the financial position it otherwise would have been in if these changes had not been implemented. Whilst this was a welcome decision for 2013/14, there was no guarantee that this grant would be paid in future years. Indeed NSDC informally warned Parish Councils this time last year that in preparing their budgets and precepts they should expect that this grant would, at best, reduce over a number of years.
- 3.4 NSDC has now notified all Parish Councils in their area that this grant will be reduced in the following profile including the cash amount for the Town Council:

2014/15 – 75% - £88,890

2015/16 – 50% - £59,260

2016/17 - 25% - £29,630

2017/18 – Zero - £0

As Members will see the plan is to eliminate the 'passing down' of this grant by 25% each year until it is withdrawn in 2017/18.

The District Council have taken this decision despite the comments made by the Local Government Minister - Brandon Lewis MP, in his written statement to Parliament in December last year when presenting the Local Government Finance Settlement for 2014/15. His statement includes the following paragraph:

'Parish councils and local Council Tax support

We have also set out previously that there is some £3.3 billion in the settlement this year for Council Tax support schemes. There is an element within this national pot that is there specifically to reflect reductions in the parish tax base. We have not separately identified the money because it is not ring-fenced and as caseloads change and schemes evolve, the amount that different parishes need will change. It would be wrong to try to manage that centrally. But we have been clear that we expect billing authorities to carry on passing on support to town councils and parishes to help mitigate any reduction in their tax base due to the local Council Tax support scheme. '

It would also seem from the detailed information provided by the Government to calculate the level of grant each District Council will receive in 2014/15 that; the Government has assumed that the specific figure calculated for support to Parish Councils will remain unaltered from the current year's figure. For NSDC this amounts to some £280,921 in total, of which the Town Council share was £118,520.

- 3.5 It is clear that the Government does not intend to change the methodology of this arrangement and therefore it is expected that any grant that is distributed which applies to Parish Council precepts will continue to be paid directly to the appropriate District/Unitary Council. The District Council is under no legal obligation to pass on this grant and it is also clear from information gleaned from the Society of Local Council Clerks that many Councils are phasing out this grant or withholding it in its entirety with immediate effect.
- 3.6 Whilst this issue was taken into account when Members considered and approve the Town Council's MTFs this time last year and the potential reduction was included in two of the possible options, it is disappointing that such a significant amount of income will be lost to the Town Council over the next few years.
- 3.7 The Council Tax Base, which is the tax base upon which the annual charge for Council Tax is calculated, has been notified and is 7,581.32 (7,541.88 2013/14). This represents an increase of 39.44 or 0.5% from the current years' figure. This increase reflects the additional new housing that has been completed over the last year. However the inclusion of Council Tax Benefits in the Council Tax Base calculation introduces a much more volatile factor which could mean that the Town Council's tax base will see fluctuations both up and down in future years.

4. Excessive Council Tax Referendum

- 4.1 As Members will be aware from previous budget reports, the Government has powers to require all Councils to hold a referendum on Council Tax increases which are seen as excessive and above a pre-determined limit set by the Government. It is understood that the Secretary of State is due to make an announcement on 12th February on the application of

these powers across different categories of Councils as well as the limit of increase which will trigger a referendum.

Whilst I do not anticipate that any announcement will be problematic for the Town Council; leaving such significant announcements until such a late date in the Council Tax setting timetable is not acceptable and makes longer term financial planning extremely difficult to undertake, if not impossible, with any degree of certainty.

- 4.2 Whilst ever the possibility of this Referendum being applied to Parish Councils exists, there remains an incentive for all Councils to maintain their precepts at as high a level as possible when setting budgets; such a policy preserves their position for future years as the precept for 2013/14 will be the base position from which all future Council Tax levels are judged.

In previous budget reports I have given this same advice and this year is no different; from purely a financial perspective, the advice is to set a precept at the highest possible level which is acceptable to the Town Council.

5. **Medium Term Financial Strategy**

- 5.1 The financial analysis in previous year's Strategy, demonstrated that the decisions made by the Council over a number of years have achieved a stable financial position over the medium term; with the revenue account being broadly in balance and general reserves being retained at very healthy levels.

- 5.2 Under normal circumstances I would be advising the Town Council that they have now reached a level which can be considered to be excessive in the context of the current level of net expenditure and known services changes. However exploratory discussions are being held with the NSDC to ascertain whether or not the Town Council would be able to take on a significant number of additional services which are currently provided by the District Council.

In this context therefore I would strongly recommend that the current financial position is maintained in order that the Town Council can consider any such transfers against a position of financial strength as displayed in the attached MTFS.

If the outcome of these discussions result in no services being transferred I would suggest that the Town Council takes a further fundamental analysis of its financial position during the 2014/15 financial year in order that the ongoing level of expenditure and precept can be reviewed before any decisions are taken with regard to the 2015/16 precept.

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

- 6.1 The attached Financial Strategy sets out the Council's revenue spending over a six year period using the revised budget for 2013/14 as the base position. It shows that the Council is in a stable financial position in the medium term, subject to any decisions to introduce significant additional revenue spending.

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

FINANCIAL STRATEGY 2013-2021



C O N T E N T S

1. INTRODUCTION

2. KEY AREAS

- 2.1 Moving Resources to Meet Priorities and New Pressures
- 2.2 Setting a Minimum Level of Reserve Balances
- 2.3 Maintaining a Sound and Sustainable Financial Position
- 2.4 Earmarked Reserves & Provisions
- 2.5 External Funding
- 2.6 Local Taxes
- 2.7 Maintaining and Developing Sound Financial Management

3. FINANCIAL RISK AND SENSITIVITY ANALYSIS

- 3.1 Summary Medium Term Financial Plan
- 3.2 Budget Inflation Assumptions
- 3.3 Council Tax Base
- 3.4 Service Demands

1. INTRODUCTION

1.1 This strategy effectively sets out the overall framework on which the Council plans and manages its financial resources to ensure that they fit with, and support, the direction of the Council's key aims. Overall it shows that the Council has an acceptable financial risk over the six year planning horizon.

Its Objectives

1.2 In its broadest terms, the strategy is designed to ensure that:

- Finance contributes to the vision and key aims of the Council
- The Council's financial position is sustainable
- Probity and stewardship exist in the use of financial resources
- Resources are used with due regard to achieving value for money

Key Areas

1.3 The overall strategy is appropriate for all services. It identifies the key areas making up the overall framework that are considered on a regular basis. It then highlights the factors against each area that are used to meet the objectives (as set out in 1.2, above). These key areas are:

- Moving resources to meet priorities and new spending pressures (2.1)
- Setting a minimum level of reserve balances (2.2)
- Maintaining a sound and sustainable financial position (2.3)
- Maintaining other earmarked reserves (2.4)
- Generating/maximising external funding where this meets our priorities and operational objectives (2.5)
- Ensuring that local taxes play an appropriate part in providing local resources to deliver the Council's programme (2.6)
- Maintaining and developing sound financial management (2.7)

Time Frame

- 1.4 Clearly, the strategy needs to evolve and develop in response to new financial opportunities/risks and new policy directions. Therefore, the strategy is reviewed on a regular basis and at least annually. It is updated where necessary.

2. KEY AREAS

2.1. MOVING RESOURCES TO MEET PRIORITIES AND NEW PRESSURES

2.1.1 The Council's existing budgets at any one time are, to a certain extent, historically based. Consequently, they may not always meet the latest priorities and spending pressures.

2.1.2 The ability to move resources to meet priorities is needed if the Council's objectives are to be met. The strategy to achieve this is:

- **To identify yearly efficiency savings** and to re-direct these resources to priority areas including applying them to reductions in the Council Tax charge.
- **To gradually reduce investment in non-priority areas** by limiting increases in resources and undertaking more fundamental reviews when opportunities arise.
- **To align and examine Council spending against priorities** on an on-going basis. This may from time to time include fundamental reviews of specific areas of the Council's base budget. This could include making statements that sufficient resources have been allocated in a particular area to meet the Council's priorities.

2.1.3 In order to continue maintaining the ability to show that the Council's resources are being directed towards its priorities it is important that timely reviews of the Council's priorities are undertaken.

2.2 SETTING A MINIMUM LEVEL OF RESERVE BALANCES

2.2.1 It is the role of the Council's Responsible Finance Officer (RFO) to provide advice on a minimum level of general reserves to act as a contingency against any unforeseen events or unexpected liabilities.

There is no suggested set figure and the RFO needs to advise a level to reflect local circumstances.

2.2.2 The Council faces a number of financial and business risks. These are detailed, reviewed and updated as part of the risk register. The main reason to

hold reserves is to meet any unforeseen expenditure which the Town Council may become liable to meet in any given financial year.

2.2.3 Whilst it is understood that the level of reserves may fluctuate from year to year and can fall below any minimum level agreed in a particular year, the Council aims to maintain a minimum General Revenue Balance of 10% of net revenue expenditure or £100,000, whichever is the higher, at the end of any 6-year planning period, as a contingency measure.

2.2.4 The introduction of changes to the calculation of the Council Tax Base and the funding of local Council Tax Benefit for 2013/14, has resulted in the Town Council experiencing a significant reduction in its' Council Tax this was offset by the receipt of a grant from NSDC in 2013/14.

NSDC have advised the Town Council that this grant will be withdrawn over the next four years by an annual reduction of 25%, this decision reduces the level of uncertainty over a significant amount of income but places a challenge on the Town Council in maintaining its current level of financial strength.

2.3 MAINTAINING A SOUND AND SUSTAINABLE FINANCIAL POSITION

2.3.1 With a principle set regarding a minimum level of general reserves, the Council plans and manages its finances within this target, which is detailed in a 6-year Medium Term Financial Plan with associated spending plans and service strategies.

2.3.2 The financial strategy effectively details the financial plan in order to deliver services set out in the Council's objectives.

- Sets out the spending and financing plans over 6 years for general fund revenue services and 3 years for capital investment.
- Assesses the affordability of proposed service developments and new capital investment over a 6 year planning period.

2.3.3 The financial strategy is constructed in detail as part of the Council's yearly budget setting process. It is reviewed and updated where necessary, following the annual budget out-turn.

2.3.4 The budget formulates spending plans in detail for the next financial year and provides forecasts over a 6-year period. As part of this process, the risk register is also reviewed and updated.

2.4 EARMARKED RESERVES AND PROVISIONS

2.4.1 In addition to general reserves, the Council maintains earmarked reserves that are held for specific purposes. They are provided to meet known commitments and in some cases, to spread expenditure over financial years.

2.4.2 These reserves can exist over a number of years. Although this is a prudent way of safeguarding the Council's financial position, it is equally important to check that resources are not being tied up unnecessarily and that they are in accordance with accounting practice.

2.4.3 The Council also holds provisions in respect of obligations for which the timing of payments due is uncertain.

2.4.4 Therefore, these reserves and provisions are reported in the Statement of Accounts and are reviewed as part of the annual budget process.

2.5 EXTERNAL FUNDING

2.5.1 It is recognised that the Council has limited resources and cannot achieve all of its aims in isolation. However (apart from local taxes) the Council does have access to a variety of funding sources as set out below.

Partnership/External Funding

2.5.2 The Council has had a good track record of leveraging in such funding e.g. delivery of some of the Council's current key aims such as supporting the events programme. However this source of financial support is diminishing as public sector budgets in particular are squeezed.

2.5.3 Clearly, the maximisation of these resources is important and the Council channels efforts in various ways to achieve this. However, funding is only sought if it will contribute and help deliver the Council's priorities.

Where funding is for a fixed period the Council's plan should include appropriate sustainability or exit strategies

Resources for Capital Investment

2.5.4 Plans for securing, maximising and utilising financing specifically for capital projects are detailed in the Council's Capital Investment Strategy. This covers:

- Proceeds from selling/disposing of fixed assets (capital receipts)
- Partnerships and External Funding
- Local Businesses and Developers
- Borrowing

Fees and Charges

2.5.5 Council services generate approximately £115,000 per year (9% of gross expenditure) from various fees, sales, rents and other charges.

2.5.6 The Council has discretion to recover costs or make market level charges.

Maximising income is achieved in two ways:

- Each year, a target increase on current charges is set for each council service. The achievement of the target should allow for some discretion with regard to certain factors. For example, price-resistance, high demand, concessionary discounts, meeting the Council's priorities etc, can be accommodated in a way that meets the overall target, whilst achieving the Council's priorities.
- The Council will also review income strategies in future budgets and service reviews.

Investment Income

2.5.7 The Council periodically has surplus cash to invest on a temporary basis. The Council's annual Investment Strategy sets out the way in which income from this source is achieved balanced against the security of the funds invested.

2.6 LOCAL TAXES

2.6.1 Most council spending is ultimately financed from the "public purse." At a local level, the main tax that contributes to the provision of local services is the Council Tax (Precept).

2.6.2 The Council is mindful of the level of local tax that falls on its local residents and how much they are asked to contribute to the delivery and improvement of services.

2.6.3 The Council aims to set its Council Tax each year at a level which minimises the burden on Council Tax payers and is also within any central government guidelines.

2.6.4 The Localism Act includes provision for Councils to hold a local referendum in circumstances where the year on year increase in Council Tax Charge exceeds a pre-determined % set by the Secretary of State.

For 2014/15 the Secretary of State has set a limit of 2% for most principal authorities; however this principle has not been extended to Town & Parish Councils.

There is therefore no limit on the level of increase, which the Town Council needs to take into consideration, which would trigger a referendum for 2014/15. However the Secretary of State has stated that he is 'putting Local Councils on notice' that he will be prepared if necessary to extend the referendum principle to larger town councils from 2015/16. It is clear that all Local Councils are on notice to keep Council Tax increases at reasonable levels if the sector is to avoid the potential for referendums being applied in the future.

2.7 MAINTAINING AND DEVELOPING SOUND FINANCIAL MANAGEMENT

2.7.1 Staying on track and monitoring financial plans and the use of resources is clearly a vital part of this strategy. This is achieved through a system of:

- Regular budget monitoring and analysis of spending with managers
- Regular financial and performance reporting to the Council's Finance & Policy Committee and Management Team

3. **FINANCIAL RISK**

3.1 **SUMMARY MEDIUM TERM FINANCIAL PLAN (MTFP)**

Based upon latest information presented to the Town Council, the following financial plan provides a summary of the estimated position of the town Council's revenue account over the next seven years.

| Summary Medium Term Financial Plan | | | | | | | | |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | 2013/ 2014 | 2014/ 2015 | 2015/ 2016 | 2016/ 2017 | 2017/ 2018 | 2018/ 2019 | 2019/ 2020 | 2020/ 2021 |
| | £000 |
| Total Expenditure | 803 | 825 | 845 | 866 | 886 | 908 | 931 | 953 |
| Council Tax | 776 | 779 | 791 | 803 | 815 | 827 | 840 | 852 |
| District Council Grant | 118 | 89 | 59 | 30 | 0 | 0 | 0 | 0 |
| Addition to Balances | 91 | 43 | 5 | -33 | -71 | -81 | -91 | -101 |
| Balance b/fwd | 371 | 462 | 506 | 511 | 478 | 407 | 326 | 235 |
| Balance c/fwd | 462 | 505 | 511 | 478 | 407 | 326 | 235 | 134 |

3.2 **BUDGET INFLATION ASSUMPTIONS**

The above medium term plan includes provision for overall inflation increases at the rate of 3% per annum, which is slightly above the current rate but provides a conservative position across the 6 year period. Payroll inflation is included at a lower rate of 2% per annum.

It also takes into account known changes in spending arising from decisions the Council has already made.

3.3 **COUNCIL TAX BASE**

The estimated Council Tax Base for 2014/15 is 7,581.32; this represents a small increase from the previous years' figure due mainly to new houses being built. For future years an annual increase of ½% has been allowed to reflect the growth in new housing within Newark.

3.4 SERVICE DEMANDS

The possible transfer of services from NSDC to the Town Council could have significant financial implications for the Town Council and impact on its MTFS. It is imperative that any such transfer is accompanied by a clear analysis of the net financial cost and its impact on this Strategy.

TOWN COUNCIL

| | |
|-------------------|---|
| SUBJECT: | REVENUE BUDGET & PRECEPT 2014/15 |
| REPORT BY: | TOWN CLERK |

1. Recommendations

- 1.1 That the budget proposals as revised for the financial year 2013/14 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £685,130 be approved.
- 1.2 That the budget proposals as submitted for the financial year 2014/15 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £735,860, subject to any adjustments arising from the consideration of Agenda Item 5, be approved.
- 1.3 That the projected aggregate net expenditure on Town Council services for the financial year 2014/15 be met by way of the levying of a precept of £779,587 on Newark & Sherwood District Council, leaving the sum of £505,377 in General Revenue Balances, subject to any adjustments arising from the consideration of Agenda Item 8, be approved.

This precept represents a nil increase from that levied in 2013/14, this precept will result in a Council Tax charge of £102.83 per annum for a Band D property, the same charge as in the current financial year.

2. Background

- 2.1 The report on the Revenue Budget which was submitted to the Finance & Policy Committee on 12th February is attached at Appendix 1 for Members attention.

This Committee referred the budget and precept to the Town Council without comment or recommendation.

3. Financial, Legal and Equality Issues

- 3.1 Contained in the report.

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

Agenda Item No: 10

Committee Date: Wednesday 12th February 2014

FINANCE & POLICY COMMITTEE

| | |
|-------------------|---|
| SUBJECT: | REVENUE BUDGET & PRECEPT 2014/2015 |
| REPORT BY: | TOWN CLERK |

1. Recommendations

To receive the Town Council's proposed Revenue Budget and Precept for the financial year 2014/15 and make recommendations as appropriate to the Town Council on the following :

- 1.1 The budget proposals as revised for the financial year 2013/14 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £685,130 (£803,650-£118,520).
- 1.2 The budget proposals as submitted for the financial year 2014/15 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £735,860 (£824,750 less £88,890).
- 1.3 The level of precept required for 2014/15 to meet the net expenditure in respect of all services and functions operated by the Town Council and the level of the resulting Council Tax charge.

2. Background

- 2.1 Under the Town Council's Finance Standing Orders this Committee is tasked with considering the Council's revenue estimates and precept for the next financial year and to make recommendations accordingly to the Town Council.

This report is therefore submitted in accordance with those Standing Orders, although it has been custom and practice over many years for the Finance & Policy Committee to defer them without comment to the Town Council for approval.

- 2.2 The budget papers are attached at Appendix A and comprise the following principal components:

- Revenue Budget
- Repairs and Renewals Fund
- Capital Receipt
- Earmarked Reserves
- Revenue Balances
- Precept

3. Revenue Budget

3.1 Format

The Revenue Budget papers now provide the following comparative information:

- a. actual expenditure and income for 2012/13
- b. the original estimate of expenditure and income for 2013/14
- c. the probable out-turn of expenditure and income for 2013/14
- d. the proposed Budget for 2014/15

3.2 Criteria for Construction

In preparing these estimates your Officers have paid regard to:

- a. The overall need for the Town Council to exercise control of its expenditure in order that the charge it makes on Council taxpayers through Council Tax is maintained at an acceptable level.
- b. Allotment Rents are those approved by the Environment & Leisure at its meeting on 12th September 2011 (Minute EL20/12/13 refers).
- c. Cemetery Fees for 2013/14 have been reviewed by the Environment & Leisure Committee on 22nd January 2014 and a 5% increase was approved.
- d. Town Hall Fees for 2013/14 have not yet been reviewed; a separate report will be submitted to the next Committee cycle. The detailed estimates include a 5% provision for inflation although the income budget figure could also be achieved by a small increase in the number of lettings.
- e. Each budget head has been reviewed and where considered necessary adjusted up or down to reflect the base level of need for that particular area of spending or income.
- f. An allowance for price increases in 2014/15 has been included at the 5% level and has been built into each budget head apart from those where a more specific provision is known.

It is anticipated that pay will not increase by more than 2% for 2014/15; this is the level of salary increase which has been built into the estimates for next year.

3.3 Specific Issues

In addition to information provided during the year in respect of individual budgets and/or comments raised within the financial out turn statements, the following comments are now offered where significant variations apply in the revised and/or estimate costs.

3.3.1 Central Establishment

a. Community Event Grants

This is a new budget head reflecting the recommendation from Environment & Leisure Committee to establish such a fund in the sum of £10,000 to support community groups to be part of the Newark Festival during the summer.

b. Youth Council

This is a new budget head which was agreed during 2013/14 to give the newly established Youth Council funds which they can spend on projects that they wish to support. A sum of £2,000 has been included for both 2013/14 and 2014/15 financial years.

c. Defibrillator

A new budget head to reflect the decision made in 2013/14 to install this equipment in a telephone box in the Market Place. The revised budget of £2,250 reflects the installation costs reducing to £100 in 2014/15 for ongoing running costs.

d. Consultancy

This budget head had been increased by a total of £25,000 for 2014/15, this is allocated across all cost centres so Members will see an appropriate increase throughout the revenue estimates.

This additional estimate provision is to provide officer support as may be required to work on the possible 'Devolved Services' project which may take place during the forthcoming year.

e. Investment Interest

Reduction of £4,000 from original estimate figure due to continuing low level of interest rates, a small increase anticipated for 2014/15.

3.3.2 Town Hall – no significant changes

3.3.3 Environment

a. Newark In Bloom

This budget head was increased in 2013/14 following the decision to introduce eight planters at a number of locations within the town centre. The Highway officers subsequently approved twenty two sites in total, planters for all these sites were purchased in 2013/14 with the excess held in stock to be sited in 2014/15. The revenue estimate for 2014/15 is calculated to be sufficient to plant up all twenty two.

b. Cemetery Fees and Plinths

Both of these income budgets show a reduction from the original estimate figure (£12,400 in total) reflecting a lower demand for these services.

3.3.4 Public Conveniences

Estimates now more accurately reflect the costs of operating the St marks toilets, a number of budget heads have changed accordingly.

The revised Payroll budget shows a significant reduction for 2013/14 but has been put back to the original level in 2014/15; this will enable the introduction of pay to be aligned with the 'Living Wage' if Members agree to that. A separate report will be submitted for consideration during the next financial year.

3.3.5 Leisure & Economic Development

a. Christmas Light Displays

This budget head has increased by £6,400 for the Revised Figure and a further £5,000 for 2014/15; these increases reflect the decisions made by the Environment & Leisure Committee to introduce a new curtain lights in the Market Place for last Christmas and a recommendation to this

Committee to increase the budget further to facilitate an expansion of these decorations and further improvements around the town.

b. Sunday Band Concerts

The estimates submitted are based on the presumption that the cost will be met from the Doris Bainbridge Trust Fund. 2014/15 will be the last year in which these events can be funded from this source as the investment interest element will be exhausted. The continuation of these concerts in future years will therefore need to be met from Council Tax in future years.

In addition the budget figure for 2014/15 has been increased by £6,000 to reflect the suggestion submitted to the last meeting of the Environment & Leisure Committee to integrate the Summer Picnic/ Brass Explosion into these weekly events and hold a bigger concert over the August Bank holiday weekend to be the finale to the summer concerts.

The Summer Picnic/ Brass Explosion has subsequently been reduced to zero on the assumption that the Town Council will approve this suggested change.

c. Newark Festival

The revised budget reflects the increased costs and reduction in income arising from the festival held in June, as previously reported to Members.

The budget for 2014/15 has been set at £60,000 reflecting the decision taken at the last meeting of the Environment & Leisure Committee to hold a festival next year. The arrangements for the festival include a contribution of this sum from the Town Council with Liz Hobbs Group taking on the financial risk associated with tickets sales; the income budget has thus been reduced to zero.

d. Violin School

This initiative is now in its third year and has proved to be very popular; the Town Council's input is largely to provide free use of the Town Hall to stage the concerts.

Given the proposal to introduce a new Community Event Grant budget, as discussed above under the Establishment cost centre, Members may now feel that it is appropriate to consolidate these two budget heads together as they appear to be aimed at delivering the same outcomes.

e. First World War Commemoration

At the last meeting of the Environment & Leisure Committee, there was a discussion about the activities planned in the Town Hall Museum to commemorate the 100th anniversary of the start of World War One; it was

a recommendation that this Committee consider including a budget for any further activities that may require supporting during the forthcoming year and therefore a sum of £1,000 has been included for Members consideration.

4. REPAIRS AND RENEWALS FUNDS

4.1 The Repairs and Renewals Funds have been established to provide funds for the conduct of major projects of repair and development relating to the various services provided by the Town Council, which are be briefly described below.

Allotments The Upkeep and Development of Allotment sites.

Cemetery A wide range of capital projects, including the provision of roadways, landscaping and arboriculture activities together with replacement vehicles and large items of equipment.

Civic Pride To provide enhanced facilities for, and to improve the environment of the Town, this fund has been utilised to provide town centre planters in 2013/14 and is now exhausted.

Office Equipment For the replacement and maintenance of office furniture and equipment as required and in line with health and safety

Information Technology Updating, replacing and enhancing the IT network, systems and hardware on an ongoing basis

4.2 The Schedule provided sets out the financial position over the two years 2012/14. The list of approved and outstanding projects includes work previously agreed but not yet undertaken/completed, together with a number of new projects and provision for the necessary refurbishment and replacement of equipment and machinery.

5. CAPITAL RECEIPT, GRANT MONIES AND EARMARKED RESEVES

5.1 Attached as the final statement to Appendix A. is the financial position in respect of the above.

The Capital Receipt estimates now include the income received from the sale of Bowbridge Road land. The expenditure against the capital receipt includes the following items:

- (i) Works to new Cemetery Extension.
- (ii) Legal & professional fees associated with the land transactions.
- (iii) Agreed contributions to NSDC for their planned new leisure facilities
- (iv) Christmas Light display improvements.

6. CAPITAL CHARGES

6.1 The sums included on the Summary page under Capital Charges include the principal and interest sums payable in respect of the leasing of the Ford Truck.

No budget is planned for 2014/15 with the replacement Truck proposed to be funded from the Cemetery Repairs & Renewals Fund.

7 NEWARK & SHERWOOD DISTRICT COUNCIL GRANT

7.1 This was a new item of income re the District Council has advised all parish Councils that the grant will be phased out over a number of years by an annual reduction of 25% but

will be received in 2013/14 for the first time. It has arisen from the changes to the funding of Council Tax Benefit and it has been calculated to put the Town Council into no worse a financial position than it would have been if these changes had not been introduced

8. REVENUE BALANCES

- 8.1 The Budget now presented provides for an estimated General Fund Balance at 31 March 2015 of £505,377.

9. MEDIUM TERM FINANCIAL STRATEGY

- 9.1 The Town Council considered and approved its Medium Term Financial Strategy at the Full Town Council meeting held on 20th February 2013; this covered the period up to the end of the 2019/20 financial year. I have submitted a separate report on this agenda to update this strategy based upon the revised budget figures for 2013/14 as presented in this report.

In summary the estimated General Fund Revenue Balance of £505,377 at 31 March 2015 is in line with 'Middle Case Scenario' summarised in the report. It reflects the strong financial position that the Town Council has achieved whilst keeping the Band D rate of Council Tax fixed for a further year.

10. EXCESSIVE COUNCIL TAX RISE REFERENDUM

The Localism Act includes provision for Councils to hold a local referendum in circumstances where the year on year increase in Council Tax Charge exceeds a pre-determined % set by the Secretary of State.

For 2013/14 the Secretary of State set a limit of 2% for most principal authorities; however this principle was not extended to Town & Parish Councils.

At the time of writing this report no announcement has been made with regard to Precepts for 2014/15 and the extension of these powers to limit Council Tax rises down to 'Local Councils'.

I will update Members on this position at the meeting

In summary however I would re-iterate my advice from last year, that the Town Council should consider increasing the level of Council Tax for 2014/15 to the highest possible acceptable level. This advice is given in order that the impact of any referendum requirement is kept to an absolute minimum for future financial years.

11. PRECEPT

The Precept as proposed for 2014/15 is £779,587; this represents a small increase from the current year's precept, reflects the new grant that will be received from NSDC and a small increase in the Council Tax Base. It will result in a Band D Council Tax Charge of £102.83 which is no change from the current years' figure.

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

APPENDIX A

| | Actual | Original | Revised | |
|---|----------------|-----------------|-----------------|-----------------|
| | 2012/13 | Estimate | Estimate | Estimate |
| | 2012/13 | 2013/14 | 2013/14 | 2014/15 |
| | £ | £ | £ | £ |
| PAYROLL COSTS exc. PCs | 427,446 | 455,000 | 455,000 | 462,750 |
| CENTRAL ESTABLISHMENT | 73,869 | 79,680 | 76,800 | 97,570 |
| TOWN HALL | 83,023 | 95,030 | 91,980 | 100,350 |
| ENVIRONMENT | -39,125 | -19,290 | -9,180 | -2,800 |
| PUBLIC CONVENIENCES | 0 | 0 | 0 | 0 |
| LEISURE & ECONOMIC DEVELOPMENT | 152,906 | 158,260 | 185,850 | 166,880 |
| TOTALS | 698,119 | 768,680 | 800,450 | 824,750 |
| Capital Charges PWLB existing | 77,939 | 0 | 0 | 0 |
| Capital Charges Finance Lease | 5,486 | 5,490 | 3,200 | 0 |
| Net Operating Cost | 781,544 | 774,170 | 803,650 | 824,750 |
| Newark & Sherwood District Council Grant | 0 | 118,520 | 118,520 | 88,890 |
| Precept | 894,039 | 775,532 | 775,532 | 779,587 |
| (Deficit)/Surplus | 112,495 | 119,882 | 90,402 | 43,727 |
| General Fund Balance b/fwd | 258,753 | 324,222 | 371,248 | 461,650 |
| General Fund Balance 31 March | 371,248 | 444,104 | 461,650 | 505,377 |

| | Code | Actual | Original | Revised | Budget |
|-------------------------------------|------|---------------|----------------|---------------|----------------|
| CENTRAL ESTABLISHMENT | 101 | 2012/13 | 2013/14 | 2013/14 | 2014/15 |
| | | £ | £ | £ | £ |
| Mayoralty | | | | | |
| Mayor's Allowance | 4001 | 3,810 | 4,000 | 4,000 | 4,310 |
| Mayor's Sunday/Mayor Making | 4002 | 795 | 950 | 940 | 990 |
| Mayors At Home | 4003 | 1,100 | 1,160 | 1,160 | 1,220 |
| Christmas Carol Competition | 4005 | 250 | 300 | 0 | 300 |
| Civic Functions | 4004 | 3,983 | 4,630 | 4,630 | 4,000 |
| Mayoral Car | 4010 | 3,384 | 5,790 | 5,790 | 5,500 |
| Badges/Shields/Insignia | 4011 | 1,000 | 1,700 | 1,000 | 1,750 |
| Mayoral Robes | 4765 | 500 | 830 | 500 | 500 |
| Employees | | | | | |
| Pensions | 4902 | 3,345 | 3,520 | 3,520 | 3,520 |
| Subsistence/Travel & Vehicle Costs | 4019 | 626 | 1,000 | 1,000 | 750 |
| Honoraria Payment | 4020 | 695 | 780 | 780 | 820 |
| Advertising/Appointments | 4023 | 1,000 | 1,050 | 500 | 500 |
| Uniforms | 4021 | 220 | 230 | 230 | 240 |
| Payroll Administration | 4915 | 1,360 | 1,420 | 1,420 | 1,490 |
| Staff Training inc. Health & Safety | 4022 | 3,500 | 5,000 | 4,000 | 4,000 |
| Establishment Expenses | | | | | |
| Printing & Stationery | 4025 | 5,990 | 7,100 | 6,500 | 6,830 |
| Postage | 4027 | 2,565 | 2,890 | 2,890 | 3,030 |
| Telephones | 4028 | 6,031 | 7,350 | 7,000 | 7,350 |
| Information Technology | 4029 | 15,750 | 21,790 | 20,000 | 21,000 |
| Insurance | 4129 | 4,199 | 4,410 | 2,730 | 2,890 |
| Audit | 4031 | 3,000 | 2,000 | 2,890 | 3,030 |
| Consultancy: Personnel/Legal/Audit | 4137 | 1,003 | 4,620 | 4,400 | 14,740 |
| Office Equipment | 4032 | 680 | 715 | 700 | 740 |
| Repairs & Renewals Fund | 4860 | 830 | 870 | 870 | 910 |
| Publications | 4034 | 75 | 100 | 50 | 50 |
| Bank Charges | 4039 | 2,357 | 2,150 | 2,500 | 2,630 |
| Conferences/Seminars | 4036 | 500 | 1,040 | 500 | 1,000 |
| Other Expenditure | | | | | |
| Subscriptions | 4041 | 452 | 555 | 500 | 530 |
| Grant - St Marys Church | 4045 | 1,500 | 1,500 | 1,500 | 1,580 |
| Grants - Voluntary Bodies | 4044 | 1,248 | 4,630 | 3,000 | 4,000 |
| Grants - Community Events | | 0 | 0 | 0 | 10,000 |
| Youth Council | | | | 2,000 | 2,000 |
| Newark Civic Awards | 4040 | 170 | 170 | 170 | 170 |
| Defibrillator | | | 0 | 2,250 | 100 |
| Election Costs | 4061 | 10,000 | 10,000 | 7,500 | 7,500 |
| Risk Management | 4128 | 1,000 | 1,050 | 1,000 | 1,000 |
| GROSS EXPENDITURE | | 82,918 | 105,300 | 98,420 | 120,970 |
| INCOME | | | | | |
| Payroll Administration | 1095 | 4,410 | 4,630 | 4,630 | 4,860 |
| Agency Services | 1355 | 940 | 990 | 990 | 1,040 |
| Investment Interest | 1870 | 3,699 | 20,000 | 16,000 | 17,500 |
| GROSS INCOME | | 9,049 | 25,620 | 21,620 | 23,400 |
| NET EXPENDITURE | | 73,869 | 79,680 | 76,800 | 97,570 |

| TOWN HALL | Code | Actual | Original | Revised | Budget |
|-----------------------------------|-------------|----------------|-----------------|----------------|----------------|
| | 201 | 2012/13 | Budget | Budget | Budget |
| | | 2013/14 | 2013/14 | 2013/14 | 2014/15 |
| | | £ | £ | £ | £ |
| Premises | | | | | |
| Developer's Maintenance Charge | 4100 | 26,250 | 27,560 | 27,560 | 28,940 |
| Maintenance & Equipment | 4101 | 12,900 | 15,650 | 15,650 | 15,000 |
| Electricity | 4103 | 8,137 | 8,500 | 8,500 | 8,930 |
| Gas | 4104 | 16,990 | 14,000 | 15,000 | 15,750 |
| Rents | 4107 | 109 | 180 | 110 | 110 |
| Rates | 4105 | 18,091 | 19,000 | 18,600 | 19,530 |
| Sewerage/Water Charges | 4106 | 1,556 | 1,990 | 1,900 | 2,000 |
| Town Hall Maintenance Reserve | 4860 | 21,000 | 22,050 | 22,050 | 23,150 |
| Supplies and Services | | | | | |
| Clothing and Uniforms | 4121 | 293 | 350 | 350 | 300 |
| Contractual Services | 4122 | 6,422 | 9,770 | 7,000 | 8,500 |
| Marketing & Promotion | 4125 | 538 | 1,100 | 1,100 | 1,160 |
| Refreshments | 4065 | 1,364 | 2,000 | 2,000 | 2,100 |
| Bookings Expenditure | 4163 | 1,761 | 1,660 | 1,800 | 1,890 |
| Bar Purchases | 4168/71 | 6,641 | 8,820 | 9,000 | 9,500 |
| Establishment Expenses | | | | | |
| Insurance | 4129/30 | 8,531 | 8,960 | 8,190 | 8,600 |
| Payroll Administration | 4915 | 540 | 570 | 570 | 600 |
| Consultancy: Personnel/Legal/l | | | | | |
| Audit | 4137 | 600 | 1,570 | 1,500 | 5,030 |
| Subscription/Licences | 4131 | 743 | 1,100 | 1,100 | 1,160 |
| GROSS EXPENDITURE | | 132,466 | 144,830 | 141,980 | 152,250 |
| INCOME | | | | | |
| Lease of Rent & Rates Office | 1151 | 7,000 | 7,000 | 7,000 | 7,000 |
| S Wing Lease to Markets/Car Parks | 1152 | 4,552 | 4,800 | 4,800 | 4,800 |
| Lettings | 1160/63 | 23,640 | 20,000 | 20,000 | 21,000 |
| Refreshments | 1035 | 1,286 | 4,000 | 2,000 | 2,100 |
| Town Hall Bar | 1171 | 12,965 | 14,000 | 16,200 | 17,000 |
| GROSS INCOME | | 49,443 | 49,800 | 50,000 | 51,900 |
| NET EXPENDITURE | | 83,023 | 95,030 | 91,980 | 100,350 |

| | Code | Actual 2012/13 | Original Budget 2013/14 | Revised Budget 2013/14 | Budget 2014/15 |
|--------------------------------------|-----------|-------------------|-------------------------------|------------------------------|-------------------|
| Environment inc Cemetery | 301 | £ | £ | £ | £ |
| Premises | | | | | |
| Maintenance of Allotments | 4102 | 2,274 | 3,300 | 3,000 | 3,470 |
| Dog Litter Bins | 4324 | 2,200 | 2,300 | 2,300 | 2,420 |
| Cemetery Upkeep of Grounds | 4322 | 20,221 | 18,900 | 19,000 | 19,950 |
| Street Furniture | 4325 | 530 | 560 | 250 | 590 |
| Rates | 4105 | 6,862 | 7,250 | 7,050 | 7,400 |
| Electricity | 4103 | 638 | 480 | 200 | 420 |
| Gas | 4104 | 1,294 | 1,080 | 1,080 | 1,130 |
| Water and Sewerage | 4106 | 1,852 | 2,630 | 2,630 | 2,760 |
| Capital Funding | | | | | |
| R & R Fund Allotments | 4810 | 3,850 | 4,040 | 4,040 | 4,240 |
| R & R Fund Cemetery | 4830 | 13,780 | 14,470 | 14,470 | 15,200 |
| Supplies and Services | | | | | |
| Equip, Tools & Materials | 4320 | 804 | 1,160 | 1,000 | 1,050 |
| Prot Clothing/Safety Equip't | 4321 | 1,353 | 1,050 | 1,000 | 1,050 |
| Promotions | | | | | |
| Newark in Bloom | 1340/4340 | 10,618 | 11,340 | 11,340 | 11,500 |
| Produce Show | 4341 | 100 | 530 | 530 | 530 |
| Garden Competition | 4342 | 566 | 580 | 500 | 530 |
| Vehicle & Machinery Costs | | | | | |
| | 4309 | 10,373 | 11,500 | 10,000 | 10,500 |
| Establishment Expenses | | | | | |
| Payroll Admin Expenses | 4915 | 900 | 940 | 940 | 990 |
| Consultancy: Personnel/Legal/I | | | | | |
| Audit | 4137 | 1,120 | 2,940 | 2,800 | 9,380 |
| Telephone | 4028 | 1,994 | 2,300 | 2,200 | 2,310 |
| Insurance | 4129 | 7,437 | 7,820 | 6,480 | 6,800 |
| GROSS EXPENDITURE | | 88,766 | 95,170 | 90,810 | 102,220 |
| INCOME | | | | | |
| Allotment Rents | 1350 | 4,633 | 4,730 | 4,500 | 4,730 |
| Agency Storage | 1351 | 610 | 640 | 640 | 670 |
| Plinths/Memorial Tablets | 1362 | 22,386 | 18,900 | 13,500 | 14,200 |
| General Fees | 1360 | 92,191 | 82,000 | 75,000 | 78,750 |
| Newark in Bloom | 1340 | 8,071 | 8,190 | 6,350 | 6,670 |
| GROSS INCOME | | 127,891 | 114,460 | 99,990 | 105,020 |
| NET EXPENDITURE | | -39,125 | -19,290 | -9,180 | -2,800 |

| | Code | Actual | Original | Revised | Budget |
|---|------|-----------------|-----------------|-----------------|-----------------|
| PUBLIC CONVENIENCES | 401 | 2012/13 | Budget | Budget | Budget |
| | | 2012/13 | 2013/14 | 2013/14 | 2014/15 |
| | | £ | £ | £ | £ |
| Employees | | | | | |
| Payroll: Gross | 4900 | 77,160 | 80,000 | 66,000 | 81,000 |
| National Insurance | 4901 | 2,521 | 2,750 | 2,500 | 2,750 |
| Superannuation | 4902 | 7,743 | 8,210 | 7,000 | 7,250 |
| Payroll Administration | 4915 | 1,070 | 1,130 | 1,130 | 1,190 |
| Premises | | | | | |
| Repairs and Maintenance NSDC | 4601 | 4,639 | 3,680 | 1,000 | 3,860 |
| Rates | 4105 | 8,933 | 9,390 | 9,170 | 9,630 |
| Electricity | 4103 | 8,167 | 8,200 | 9,000 | 9,450 |
| Gas | 4104 | 1,035 | 1,890 | 1,000 | 1,050 |
| Water & Sewerage | 4106 | 9,000 | 9,450 | 2,250 | 5,720 |
| Share of Vehicle Costs & Storage | 4310 | 610 | 640 | 640 | 670 |
| Supplies & Services | | | | | |
| Materials Inc. Cleaning | 4602 | 3,368 | 3,950 | 3,950 | 4,150 |
| Clothing and Uniform | 4121 | 360 | 340 | 500 | 370 |
| Contractual Services NSDC | 4622 | 4,756 | 5,000 | 3,500 | 4,000 |
| Vending Machines | 4640 | 0 | 100 | 100 | 100 |
| Establishment Expenses | | | | | |
| Telephone Costs | 4028 | 633 | 720 | 720 | 760 |
| Central Administration | 4030 | 940 | 990 | 990 | 1,040 |
| Personnel Consultancy | 4137 | 120 | 320 | 1,000 | 3,350 |
| Health & Safety Consultancy | 4138 | 0 | 630 | 630 | 630 |
| Insurance | 4129 | 805 | 850 | 1,290 | 1,340 |
| Gross Expenditure | | 131,860 | 138,240 | 112,370 | 138,310 |
| INCOME | | | | | |
| Vending Machines | 1640 | 72 | 20 | 20 | 20 |
| Weighing Machines | 1635 | 32 | 30 | 30 | 30 |
| NSDC Town Hall Cleaning costs | 1623 | 0 | | | |
| Gross Income | | 104 | 50 | 50 | 50 |
| Net Expenditure | | 131,756 | 138,190 | 112,320 | 138,260 |
| Grant payable by NSDC | 1650 | -131,756 | -138,190 | -112,320 | -138,260 |

| LEISURE & ECONOMIC DEV | Code | Actual 2012/13 | Original Budget 2013/14 | Revised Budget 2013/14 | Budget 2014/15 |
|---|------|-------------------|-------------------------------|------------------------------|-------------------|
| | 501 | £ | £ | £ | £ |
| Promotions | | | | | |
| Christmas Lights Displays | 4725 | 43,236 | 43,000 | 49,400 | 54,400 |
| Christmas Lights Promotions | 4726 | 15,361 | 14,700 | 15,500 | 16,280 |
| General | 4745 | 1,500 | 1,730 | 1,730 | 1,820 |
| Museum/Civic Regalia | | | | | |
| Museum Revenue | 4770 | 2,890 | 3,040 | 3,040 | 3,200 |
| Museum Capital | | 1,580 | 1,660 | 1,660 | 1,750 |
| Museum Acquisitions | | 2,100 | 2,210 | 2,210 | 2,320 |
| Museum Insurance cover | 4775 | 10,537 | 11,070 | 11,440 | 12,010 |
| Arts & Entertainment Programme | | | | | |
| Band Concerts Summer | 4720 | 2,355 | 3,000 | 2,000 | 8,000 |
| Queens Diamond Jubilee Event | | 7,594 | 0 | 0 | 0 |
| Summer Picnic/Brass Explosion | 4721 | | 5,000 | 6,250 | 0 |
| Violin School Event | 4722 | 568 | 1,000 | 250 | 750 |
| Newark Festival | 4723 | 100,018 | 250,000 | 261,400 | 60,000 |
| First World War Commemoration | | | | | 1,000 |
| Twining/Friendship Links | | | | | |
| Twining | 4750 | 712 | 580 | 2,800 | 1,000 |
| Friends Support Groups | 4760 | 490 | 520 | 250 | 500 |
| Admin. Expenses | | | | | |
| Consultancy: Personnel/Legal/l | | | | | |
| Audit | 4137 | 3,300 | 7,050 | 8,300 | 9,000 |
| Payroll Admin | 4915 | 540 | 570 | 570 | 600 |
| Insurance | 4129 | 3,448 | 530 | 250 | 260 |
| GROSS EXPENDITURE | | 196,229 | 345,660 | 367,050 | 172,890 |
| INCOME | | | | | |
| Newark Festival | 1723 | 34,485 | 180,000 | 172,000 | 0 |
| Sunday Band Concerts | 1720 | 2,355 | 3,000 | 2,000 | 2,240 |
| Christmas Lights | 1726 | 5,770 | 3,470 | 5,750 | 2,250 |
| Museum | 1770 | 648 | 560 | 1,250 | 1,310 |
| Hire of Equipment | 1745 | 65 | 370 | 200 | 210 |
| GROSS INCOME | | 43,323 | 187,400 | 181,200 | 6,010 |
| NET EXPENDITURE | | 152,906 | 158,260 | 185,850 | 166,880 |

**REPAIRS AND
RENEWALS FUND
2013/14 & 2014/15**

| | Balance 31.03.2013 | Contrib. 2013/14 | Probable Expend. | Projects | Estimated Balance 31.03.2014 | Contrib. 2014/15 | Estimated Expend. | Projects | Estimated Balance 31.03.2015 |
|-----------------------------------|-----------------------|---------------------|---------------------|-------------------------|------------------------------------|---------------------|----------------------|--------------------------|------------------------------------|
| | £ | £ | £ | | £ | £ | £ | | £ |
| ALLOTMENTS | 12,253 | 4,040 | -3,500 | Electric Gates | 12,793 | 4,240 | -10,500 | Electric Gates | 6,533 |
| CIVIC PRIDE | 3,087 | | -3,087 | Town Centre Planters | 0 | | | | |
| CEMETERY: | | | -1,000 | Miscellaneous Equipment | | 15,200 | -5,000 | Tree Works | |
| | | | -21,390 | Grave Digging Machine | | | -6,000 | Fees Cemetery Lodge | |
| | | | -790 | Fees | | | -18,000 | Pick Up Truck | |
| | 64,170 | 14,470 | -3,000 | Tree Works | 52,460 | | | | 38,660 |
| INFORMATION TECHNOLOGY | 25,340 | | -13,980 | Replacement Equipment | 11,360 | | -1,500 | Improve Website | 9,860 |
| | | | -2,500 | Improve Website | | | | | |
| OFFICE | 5,399 | 870 | | | | 910 | -5,000 | Replacement of Equipment | |
| EQUIPMENT | | | | | 6,269 | | | | 2,179 |
| Totals | 110,249 | 19,380 | -49,247 | | 82,882 | 20,350 | -46,000 | | 57,232 |

**RESERVE FUNDS 2013/14 &
2014/15**

| | Balance 31.03.2013 | Contrib. 2013/14 | Probable Expend. | Projects | Estimated Balance 31.03.2014 | Contrib. 2014/15 | Estimated Expend. | Projects | Estimated Balance 31.03.15 |
|--------------------------------|-----------------------|---------------------|---------------------|--------------------------|------------------------------------|---------------------|----------------------|---------------------------------|----------------------------------|
| | £ | £ | £ | | £ | £ | £ | | £ |
| Capital Receipt | | | | | | | | | |
| | | | -103,050 | Cemetery Extension | | | | | |
| | | | -3,000 | Christmas Lights Columns | | | -500,000 | Leisure Centre | |
| | 2,122,355 | | -2,550 | Christmas Light Displays | | | -480,500 | Sports Hub | |
| | | | -7,500 | Playing Pitch Strategy | | | -12,000 | Sports Hub Feasibility Study | |
| | | | -20,000 | Valuation Fees | | | -3,200 | Christmas Light Columns | |
| | | | | | 1,986,255 | | -7,500 | Christmas Light Displays | 983,055 |
| <hr/> | | | | | | | | | |
| GENERAL REVENUE RESERVE | | | | | | | | | |
| | 50,154 | | | | 50,154 | | | | 50,154 |
| <hr/> | | | | | | | | | |
| DORIS BAINBRIDGE | | | | | | | | | |
| | | | -2,000 | Band Concerts 2013/14 | | | -2,240 | Band Concerts 2014/15 | |
| INVESTMENT FUND | | | | | | | | | |
| | | 400 | | Investment Interest | | 251 | | Investment Interest | |
| | 3,589 | | | | 1,989 | | | | 0 |
| <hr/> | | | | | | | | | |
| EARMARKED RESERVES | | | | | | | | | |
| <hr/> | | | | | | | | | |
| Election Costs | 9,561 | 7,500 | | | 17,061 | 7,500 | | | 24,561 |
| <hr/> | | | | | | | | | |
| Risk Management | 7,000 | 1,000 | | | 8,000 | 1,000 | | | 9,000 |
| <hr/> | | | | | | | | | |

| | | | | | | | | | | |
|------------------------------|------------------|---------------|--------------------------------|----------------|------------------|---------------------------|------------------|----------|----------|------------------|
| Town Hall Maintenance | 27,560 | | 2013/14 Revenue provision | 28,940 | | 2014/15 Revenue provision | | | | |
| | 22,050 | | 2013/14 Revenue provision | 23,150 | | 2014/15 Revenue provision | | | | |
| | | -6,000 | Fire Alarm Upgrade | | | | | | | |
| | | -5,000 | Ballroom Sound System | | | | | | | |
| | | -3,780 | Flooring | | -6,000 | Flooring | | | | |
| | | -28,320 | External Repairs | | -100,000 | External Repairs | | | | |
| | 110,369 | | | 116,879 | | 62,969 | | | | |
| Newarks of the World | 4,070 | | | 4,070 | | 4,070 | | | | |
| MUSEUM | | 2,210 | 2013/14 Revenue provision | 2,320 | | 2014/15 Revenue provision | | | | |
| | | | -2,000 Peter Brannan Paintings | | -1,000 | Equipment | | | | |
| | 16,879 | | -2,250 Revaluation of Assets | 14,839 | -2,000 | Restoration | | | | |
| | | | | | | 14,159 | | | | |
| PUBLIC CONVENIENCES | 22,437 | | | 22,437 | | 22,437 | | | | |
| Totals | 2,346,414 | 60,720 | -185,450 | 0 | 2,221,684 | 63,161 | 1,114,440 | - | 0 | 1,170,405 |

TOWN COUNCIL

| | |
|-------------------|--------------------------|
| SUBJECT: | DEVOLVED SERVICES |
| REPORT BY: | TOWN CLERK |

1. Recommendations

1.1 Members are asked to :

- (i) Consider whether or not the principle of transferring a package of services to the Town Council from the District Council, is supported,
- (ii) Subject to (i) above instruct the Town Clerk to undertake a detailed analysis of the services to provide the Town Council with a financial appraisal for consideration,
- (iii) Give the Town Clerk delegated authority, in consultation with the Leader of the Council, the Chairman of Finance & Policy Committee and the Leader of the Opposition Group, to procure any necessary professional and administrative support to take the project forward.

2. Background

2.1 Over the last few months a number of informal meetings have taken place at a senior level with the District Council to explore the potential for the transfer of some services from the District to the Town Council. These discussions originally focused around the various parks & open spaces that are located in the town, however this was subsequently extended to cover a much wider package of services.

2.2 These exploratory discussions culminated in the District Council putting forward a proposal for consideration; this report seeks to provide Members with an overview of the proposal, seek an initial view on the principle of such a transfer and if approved give authority for further work to be undertaken to research the matter.

2.3 The proposal from the District Council is set against the background of the Localism Agenda which seeks to give local communities a greater degree of say and control of local public services. This would empower the Town Council to have a much wider remit to shape, provide and be accountable for services provided in the town.

From the District Council perspective it has the potential to achieve revenue savings and will also give a greater degree of equity across the whole district with most Town & Parish Councils providing similar ranges of services through their local precepts.

However the key issue for the Town Council is to ascertain whether or not such a transfer can be delivered without a significant financial impact which would undermine its long term financial stability.

2.4 At a meeting attended by the Leader of the Town Council, the District Council’s Leader and Chief Executive and myself; it was agreed that the Town Council was interested in exploring the potential for such a transfer and that some initial research work into the viability of the proposal would be undertaken. This was on a ‘without prejudice’ basis and it was made clear that any transfer had to be on a financially viable basis for the Town Council.

3. Service Package

3.1 The District Council have put forward the following package of services which, in principle, it

would be prepared to consider transferring to the Town Council:

- (i) Newark Car Parks
- (ii) Newark Market
- (iii) Community Centres (Bridge & Hawtonville)
- (iv) Public Conveniences
- (v) Lincoln Road Sports Hall
- (vi) Parks & Open Spaces
- (vii) Sherwood Avenue Play Amenities
- (viii) Riverside Environmental Improvement Schemes

3.2 For clarity the above package does not include the following:

- (i) Newark Castle & Grounds
- (ii) Sconce & Devon Park
- (iii) Riverside Arena, Mount Street, Appleton Gate & Livestock Market and Car Parks plus the Lorry Park

3.3 The transfer of the above services would be accompanied with the transfer of all the assets associated with those services. This would include any land eg the Market Place, as well as any equipment and infrastructure that supports the delivery of those services.

4. Financial Arrangements

4.1 The above proposal is based on the Town council taking responsibility for both the expenditure and income associated with the above package of services.

This will, no doubt, be the key issue for the Town Council to consider in assessing whether or not such a transfer is acceptable.

4.2 It is understood that the current level of net expenditure required to deliver the package of services is just over £200,000. A summary of the costs attributed to these services for the 2013/14 financial year has been provided by the District Council, it is attached at Appendix 1 for information. At the time of writing this report I have not been able to examine the detail supporting these figures and am not in a position to offer any comment on them.

This represents an increase of around 25% on the Town Council's current level of expenditure and in isolation would require a similar increase in the rate of Council Tax to fund it.

4.3 Such an impact is, I suggest, not acceptable or deliverable from a Town Council perspective. Indeed if such an increase could be justified by Members I suspect that, given the size of the Town Council, it may come under the scrutiny of the Government under the Excessive Council Tax Referendum arrangements!

I would advise that this is, perhaps, the very worst case scenario and further discussions with the District Council should seek to achieve an accompanying financial package which can make the transfer affordable in the short, medium and long term.

4.4 By way of example the financial cost may be bridged by some or all of the following factors:

- (i) The Town Council achieving savings on the current running costs through efficiencies and or changes in the way the services are delivered,
- (ii) The transfer is accompanied by some 'endowment funding' from the District Council,
- (iii) Use of Town Council reserves in the short term,

- (iv) Possible transfer of related Section 106 and CIL funding from the District Council,
- (v) Central Government grant support
- (vi) Increase in Town Council Tax Base arising from the possible longer term review of the current boundary to include planned new housing developments.

4.5 The Revenue Estimates for 2014/15, which are being considered elsewhere on this agenda, included a contingency sum to meet the cost of any interim support required to facilitate the project. The 'Consultancy' budget head has been increased by a total of £25,000 for 2014/15, this is allocated across all cost centres so Members will see an appropriate increase throughout the revenue estimates.

5. Staffing Issues

5.1 Such a transfer would be accompanied by a transfer of staff who work for more than 50% of their time on these services under the TUPE arrangements.

At this stage it is anticipated that this will only affect those staff working in the Markets & Car Parks section, although further detailed work in this area will be required.

5.2 In addition to any staff that transfer from the District Council, a review will need to be undertaken to assess what the impact of the proposal will have on the current Town Council's staff structure. At present the staff structure is adequate to deliver and manage the current services provided but such an increase in the scope and size of services will, I am sure, require more resources to manage and support them. This will be an additional factor that the Town Council will need to consider and will have an associated cost.

6. Other Issues

6.1 The proposed transfer will have a wide ranging impact on the Town Council and the way it is currently structured and operates on a day to day basis. Whilst it is not possible to go into the detail of all issues which will need to be considered the following list sets out some of the areas which will need to be reviewed:

- (i) Office accommodation
- (ii) Switchboard
- (iii) IT Systems both software and hardware
- (iv) Website design and functionality
- (v) Banking
- (vi) Insurance
- (vii) Committee structure
- (viii) Consultancy support

6.2 It is envisaged that it will impact on just about every aspect of the Town Council's current staff structure and supporting administrative processes.

Members will no doubt appreciate from the above comments the scale of the project being proposed. If successful it will bring a much wider range of services under the direct control of the Town Council, this will have a corresponding impact on the importance of the Town Council within the town and influence on its future growth and development.

The Town Council's profile should be much higher and it should be able to pay a much bigger role in contributing to the community and economic wellbeing in the future.

6.3 Given the complexity of the project and the number of issues that will need to be addressed it has provisionally been accepted that any transfer should be effective from the start of a

financial year with 1st April 2015 being considered an appropriate target which could be achieved.

7. Next Steps

7.1 The first issue to consider is the income & expenditure associated with the services included in the package. This will need to cover both historical information as well as the estimated figures for the current and future years.

I am confident that this can be achieved without any outside help as long as there are no further significant new projects which the Town Council wish to see implemented.

7.2 The project would then need to consider the operational issues linked with the service package, this may well require additional professional support in the following disciplines: Human Resources, Legal, Estates and IT. Further support may be required as the project develops subject to the issues that need to be resolved.

7.3 I would suggest that a report back on the project is tabled at all future Full Town Council meetings, to provide Members with an update on progress made.

7.4 The District Council have also indicated that; given that the project will be taken forward over the next year, they will endeavour to keep to a minimum any initiatives to change the current method of service delivery for those services included in the package. In addition if there any proposed changes they will consult the Town Council to obtain a view on them before they are implemented.

Whilst the Town Council can't have a veto on new initiatives it is a sensible proposal and ensures that both parties can assess the package against a fixed and known position.

8. Financial, Legal and Equality Issues

8.1 Contained in the report.

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

NEWARK TOWN COUNCIL DEVOLVED SERVICES - 2013/14 BASE BUDGETS

| | Costs/Income Transferring | | |
|--|---------------------------|-----------------|----------------------------|
| | Direct Costs | Income | Net Expenditure/ Income |
| | £ | £ | £ |
| Newark car parks | 121,936 | -529,142 | -407,206 |
| Newark Market | 219,360 | -325,820 | -106,460 |
| Community Centres | 21,300 | -2,820 | 18,480 |
| Public Conveniences | 118,961 | -10,950 | 108,011 |
| Lincoln Road Sports Hall | 14,700 | -1,000 | 13,700 |
| Parks & Playing Fields | 31,446 | -6,250 | 25,196 |
| Sherwood Avenue Amenities | 19,140 | -3,400 | 15,740 |
| Environmental Schemes | 1,125 | -2,010 | -885 |
| Car Parks & Markets Admin | 240,540 | 0 | 240,540 |
| Total | 788,508 | -881,392 | -92,884 |
| Recharge for services if provided by NSDC | | | |
| Projected GM & Comm Fac Mgmt recharge | 257,083 | | 257,083 |
| Projected Car Parks Trade Waste & CCTV recharge | 100,000 | | 100,000 |
| Management Fee for car parks retained by NSDC | | -40,000 | -40,000 |
| TOTAL Cost to Town Council | 1,145,591 | -921,392 | 224,198 |