



TOWN COUNCIL MEETING

WEDNESDAY 18TH FEBRUARY 2015

Thursday 12th February 2015

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 19:00 on Wednesday 18th February 2015 to be held in the Council Chamber at the Town Hall.

Yours sincerely

Mr Alan Mellor
Town Clerk



A G E N D A

1	Apologies for Absence		
2	To approve the Minutes of the Meeting of the Town Council held on Wednesday 17th December 2014	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 Tuesday 30th December 2014	Minutes Attached	Page 11
4b	Environment & Leisure Committee, held on Wednesday 21st January 2015	Minutes Attached	Page 19
4c	Planning & Regeneration Committee, held on Wednesday 28th January 2015	Minutes Attached	Page 23
4d	Finance & Policy Committee, held on Wednesday 11th February 2015	Minutes Attached	Page 31
5	Doris Bainbridge Trust Fund	Report Attached	Page 35
6	Devolved Services	Report Attached	Page 37
7	Medium Term Financial Strategy	Report Attached	Page 61
8	Revenue Budget and Precept 2015/2016	Report Attached	Page 79
9	Town Mayor's Announcements	Verbal Report	
10	Town Council Leader's Announcements	Verbal Report	
11	Town Clerk's Announcements	Verbal Report	
12	Notice of Motion	Report Attached	Page 101

Pre-Group Meetings:

1	18:30	Conservative Group	Committee Room
2	18:30	Independent 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 18th February 2015

Minutes of the Meeting of the Town Council held on Wednesday 17th December 2014 in the Council Chamber of the Town Hall.

Membership Present:	Town Mayor	Cllr T Bickley JP (in the Chair)
	Councillors	P Baggaley 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 B Richardson T Roberts MBE Mrs M Tribe S Wallace C Wetton
Apologies received from:	Councillors	None
Town Council Staff:	Town Clerk Deputy Town Clerk	Alan Mellor James Radley
Public:	There were ten members of the public present.	
Venue:	Council Chamber	Town Hall

TC40/14/15 Minutes of the Town Council Meeting held on Wednesday 15th October 2014

The Minutes of the last Town Council Meeting held on Wednesday 13th August 2014 were **AGREED** as a true and accurate record, and signed by the Chairman.

TC41/14/15 Declarations of Interest

The following Members declared a personal interest in the Devolved Services Agenda item as they are also elected Members on Newark & Sherwood District Council:

Councillors; T Bickley, Mrs I Brown, Mrs R Crowe, Mrs G Dawn, D Lloyd, D Payne, T Roberts MBE, Mrs M Tribe,

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

TC42/14/15 Planning & Regeneration Committee Minutes, Wednesday 29th October 2014

The Chairman, Cllr L Goff, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 29th October 2014.

Cllr D Payne referred to Minute PR37/14/15 and asked what steps the Town Council was taking to have a Neighbourhood Plan. He was aware that many Parish Councils in the District were in the process of getting a Neighbourhood Plan adopted and when this was achieved they would be entitled to receive 25% of all Community Infrastructure Levy receipts arising from developments within their parish as opposed to the 15% rate for the those parishes that don't have such a Plan. He was concerned that Newark Town Council would be missing out on the potential source of increased income.

Cllr L Goff undertook to give him a written reply.

It was agreed that this would be circulated to all Town Councillors.

TC43/14/15 Planning & Regeneration Committee Minutes, Wednesday 26th November 2014

The Chairman, Cllr L Goff, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 26th November 2014.

TC44/14/15 Youth Council Minutes, Wednesday 3rd December 2014

Whilst this meeting didn't take place due to a lack of business and the availability of members to attend; the Deputy Mayor Cllr R Crowe wished to congratulate the Chairman, Robert Hughes for having a part in this years' pantomime at the Palace Theatre.

TC45/14/15 Finance & Policy Committee Minutes, Wednesday 3rd December 2014

The Chairman, Cllr D Lloyd presented the Minutes of the Meeting of the Finance & Policy Committee held on Wednesday 3rd December 2014.

TC46/14/15 Town Mayor's Announcements

The Town Mayor invited all those present to join him for a Christmas drink after the conclusion of the meeting.

TC47/14/15 Town Council Leader's Announcements

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

TC48/14/15 Town Clerk's Announcements

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

TC49/14/15 Devolved Services

Prior to the debate taking place Cllr A Roberts MBE said that he had spoken and voted on the matter at the District Council and would therefore not speak or vote on the report at the Town Council.

Cllr G Dawn said that this item was an important debate for the Town Council, the devolution of services was a major issue which would have long term consequences for the Town Council. She then thanked the Town Clerk for all the hard work which had gone into the project thus far.

Cllr D Payne then moved that Standing Order 10 (4) be suspended for this agenda item, this was seconded by Cllr M Cope and following a vote this was agreed.

Cllr D Lloyd proposed the following recommendation:

'(i) That Newark Town Council is supportive of the principle of devolving services to a local level and welcomes the opportunity to take a greater role in shaping place, services, and policy.

(ii) That the draft agreement and package proposed by Newark and Sherwood District Council is not acceptable in its present form, most especially due to incomplete information and a level of cost which is penal to any shared aspiration to deliver and enhance services in Newark Town.

(iii) That the Town Clerk and Leader of the Council be given authority to renegotiate the draft agreement with Newark and Sherwood District Council with specific consideration being given to:

(a) A level of net cost to the Town Council which is less than currently proposed and recognises the need to invest capital and revenue in the services being devolved, and the ability of Newark Town Council to have a revenue position which enables positive partnership discussions with Local Authorities and community groups to further develop services in light of the Town Council having a greater complement of services and a more strategic role.

(b) A full review of existing S106 agreements already signed off in Newark, the amounts therein, and the purpose of those and that *all* applicable monies be commuted to the Town Council. In addition to a concordat in the agreement that confirms a meaningful dialogue with the Town Council on all future S106 and CIL agreements

(c) Clarity of ownership on *all* assets that have been considered in early stages of the discussions and an agreement that those where ownership is uncertain or disputed, and where it is assumed that there is potential for capital receipts, be included in the agreement either with caveats on realising any capital (or a provision for immediate release to N&SDC whereupon a strategic use is realised) or that they be included once ownership is known (and the net cost of the agreement is re-profiled).

(d) The agreement being rewritten, and repurposed, as a partnership arrangement such that any discussions and review are ongoing and the process

of devolution continues insofar as possible. That the agreement therefore also specifically details that discussions occur on: sports/play provision; museums and cultural services; car parking and enforcement; conservation, street furniture, and signage; ward and neighbourhood studies, and all pertinent enforcement activities.

(e) The agreement recognises relevant asset condition surveys and commutes more realistic levels of repairs/renewals such that those assets can be brought up to the necessary standard in the early years of the agreement before becoming the entire responsibility of the Town Council thereafter

(f) That specific reference is made to the use of the Charter for markets in Newark and how both parties will operate within this, and invoke it should there be any need in future

(g) That any surrender of the Market Office follows a discussion with NTC as to how that service will be delivered if those personnel are relocated.

Cllr D Lloyd then spoke in support of his proposal. He supported the principle of devolution and felt that public services should be provided at the lowest level possible making them close to the community. He felt that by taking on these services it would increase the Town Council's legitimacy and give it a greater role to shape the town in the future.

The original package with a wide range of services was welcomed but he felt that the final package was less attractive, particularly as it no longer included the car parks.

The proposed package of services would result in expenditure in excess of £400,000 per annum being transferred to the Town Council together with an offsetting grant of £189,000. The impact of this would be that the Town Council would have to increase its Council Tax rate by more than the planned 1% level in order to achieve a balanced budget.

The delivery of new houses in the two Growth Point areas is integral to delivering a long term funding solution but this is a high risk strategy as the planning permission for the houses has yet to be given.

Cllr Lloyd was also concerned that it would lead to position of 'Double Taxation' for the residents of Newark when compared to people living in other parishes in the District. In this context there are misconceptions in other parts of the District that Newark is being favoured by the District Council.

In the future the Town council would see an increased demand for services arising from the new housing developments, this is in addition to the services which are currently provided for the benefit of people who live in the surrounding parishes.

In summary he couldn't support the package as it stands as the financial impact would limit the Town Council's ability to expand existing services or provide new services beyond those included in the proposed package. The key issue was therefore to request the District Council to provide more financial resource to fund the proposal.

Cllr D Payne seconded Cllr Lloyd's proposal, he said that his natural instinct was to support the idea of devolved services but he couldn't do that at any price.

The package as proposed would result in the Town Council's revenue reserves being depleted very quickly. It would lead to a position of 'Double Taxation' compared to other parishes in the District.

Car parks are being devolved to other parishes but not to the Town Council which is not a fair position.

The proposal would give an unfair financial outcome for the residents of Newark.

Cllr D Jones said that he wasn't happy with Cllr Lloyd's proposal. He felt that the District Council had been very helpful with the extension of the Town Council's boundary to take in the new houses to be located to the South of Newark.

In addition the external Auditor had already pointed out that the Town Council's reserves were becoming excessive in comparison to its current level of expenditure. He was fully supportive of the principle of devolved services and proposed the following amendment to the proposal under discussion:

Paragraph (ii) - Delete the words 'is not acceptable in its current form' and replace with 'requires further work and clarification'.

Paragraph (iii) – delete the words 'renegotiate the draft agreement' and replace with 'continue negotiations'

Paragraph (vii) – Delete the whole of last sentence starting with 'That the agreement

Paragraph (x) – delete in its entirety.

The above amendment was seconded by seconded by Cllr L Goff.

Following a short debate the meeting was adjourned so that the above amendment could be printed out in order that Members could consider it properly.

When the meeting recommenced a vote was taken on the amendment which was defeated.

Cllr K Clayton then move an amendment, as follows:

Paragraph (vii) – Delete words ' a partnership' and replace with ' stage 1 of a devolution agreement'

Cllr D Lloyd accepted this proposed change and the amended words were incorporated into the main proposal.

Cllr P Baggaley then moved a further amendment as follows:

Paragraph (iii) – After the words 'Newark and Sherwood District Council' add in the following 'by the end of the current financial year'.

Cllr D Lloyd accepted this proposed change and the amended words were incorporated into the main proposal.

Cllr Mrs G Dawn said that she had listened carefully to the comments made by Cllrs Lloyd and Payne, she thanked them for their considered contributions and said that she would support their proposed motion.

Cllr R Crowe said he was concerned about the short timescale now proposed to implement the project. The Town Clerk responded that it was important that any change took effect from the start of a financial year and that such a timetable could be achieved.

A vote was then taken and the following final proposal was **AGREED**:

- (1) That Newark Town Council is supportive of the principle of devolving services to a local level and welcomes the opportunity to take a greater role in shaping

place, services, and policy.

- (2) That the draft agreement and package proposed by Newark and Sherwood District Council is not acceptable in its present form, most especially due to incomplete information and a level of cost which is penal to any shared aspiration to deliver and enhance services in Newark Town.
- (3) That the Town Clerk and Leader of the Council be given authority to renegotiate the draft agreement with Newark and Sherwood District Council, by the end of the current financial year, with specific consideration being given to:
- (4) A level of net cost to the Town Council which is less than currently proposed and recognises the need to invest capital and revenue in the services being devolved, and the ability of Newark Town Council to have a revenue position which enables positive partnership discussions with Local Authorities and community groups to further develop services in light of the Town Council having a greater complement of services and a more strategic role.
- (5) A full review of existing S106 agreements already signed off in Newark, the amounts therein, and the purpose of those and that *all* applicable monies be commuted to the Town Council. In addition to a concordat in the agreement that confirms a meaningful dialogue with the Town Council on all future S106 and CIL agreements
- (6) Clarity of ownership on *all* assets that have been considered in early stages of the discussions and an agreement that those where ownership is uncertain or disputed, and where it is assumed that there is potential for capital receipts, be included in the agreement either with caveats on realising any capital (or a provision for immediate release to N&SDC whereupon a strategic use is realised) or that they be included once ownership is known (and the net cost of the agreement is re-profiled).
- (7) The agreement being rewritten, and repurposed, as stage 1 of a devolution agreement such that any discussions and review are ongoing and the process of devolution continues insofar as possible. That the agreement therefore also specifically details that discussions occur on: sports/play provision; museums and cultural services; car parking and enforcement; conservation, street furniture, and signage; ward and neighbourhood studies, and; all pertinent enforcement activities.
- (8) The agreement recognises relevant asset condition surveys and commutes more realistic levels of repairs/renewals such that those assets can be brought up to the necessary standard in the early years of the agreement before becoming the entire responsibility of the Town Council thereafter
- (9) That specific reference is made to the use of the Charter for markets in Newark and how both parties will operate within this, and invoke it should there be any need in future
- (10) That any surrender of the Market Office follows a discussion with NTC as to how that service will be delivered if those personnel are relocated

Meeting Closed:	8.45pm	Next Meeting:	18th February 2015
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NEWARK TOWN COUNCIL

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

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Agenda Item No: 4a

Committee Date: Wednesday 18th February 2015

PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Meeting of the Planning & Regeneration Committee held on Tuesday 30th December 2014 in the Council Chamber of the Town Hall.

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

PR45/14/15 Minutes

The Minutes of the last meeting held on Wednesday 26th November, 2014 were **AGREED** and signed as a true and correct record.

PR46/14/15 Matters Arising

PR44/14/15 – Miscellaneous Applications

b. Nottinghamshire County Council Applications

Barnby Road Academy Primary & Nursery School – 20mph speed limit

An email from the Landscape and Reclamation Team at Nottinghamshire County Council that had been received responding to this Committee's comments on this application, was circulated to all present.

PR47/14/15 Declarations of Interest

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

PR48/14/15 Outstanding Planning Applications

14/00721/FULM Deincourt Hotel, London Road, Newark

Demolition of an existing single storey extension attached to the western side elevation of the hotel and replace it with a new two-storey extension. Demolition of a detached building that fronts onto London Road and a part two-storey, part three-storey extension with underground car parking would be erected to the eastern side of the existing hotel.

During the debate Members raised the following issues of concern that they wished to bring to the District Council's attention:

- (i) The building has been in the ownership of the current owners for over ten years and they are therefore responsible for its poor current state of repair. In addition it is regretted that the District Council appears to have taken no action in this regard,
- (ii) Members are concerned that there is no up to date Conservation Area Character Appraisal in place for the site,
- (iii) Concerns were also identified about any increase in traffic flows arising from the development at an already very busy junction. This was particularly related to ingress and egress into the premises.

Subject to the above concerns being notified to the District Council, No Objection was raised to this application.

14/01640/FUL Plots 1-10 Green Park, Tolney Lane, Newark

Remove/vary conditions 5 and 6 attached to the planning permission granted on appeal at Plots 1-10 Green Park, Tolney Lane.

It was AGREED to Object to this application on the following grounds:

- (i) The appeal decision gave three months for the boundary wall to be removed. This time has now elapsed and the wall remains in place.
- (ii) As the Planning Inspectors decisions have not been acted upon within the prescribed time frame

Members expected that the Planning permission would be revoked.

- (iii) These issues are being considered by the Environment Agency, but no representation has been made yet.

14/01919/FUL Christ Church C of E School, Victoria Street, Newark

Security fencing to low areas of existing perimeter wall.

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

No Objection was raised to this application.

14/01964/FULM Land at Highfields School, London Road, Newark

Residential development comprising 83 units and associated infrastructure, including the relocation of the existing school car park and sports pitches and the removal of 8 TPO trees.

It was Agreed to Object to this application on the following grounds:

- (i) It will result in the loss of a 'Green' space between Newark and Balderton,
- (ii) The traffic impact assessment is poor and the Town Council does not accept the conclusions drawn from it.
- (iii) The application will exacerbate traffic congestion on London Road in particular,
- (iv) The application takes no account of Network Rails' proposals to amend the road layout at the rear of the site to effectively remove the current level crossing over the East Coast mainline,
- (v) It was noted that the Environment Agency do not agree with the application. The Town Council also considers that there are very real concerns about flooding on the site,
- (vi) A total of 14 high value Oak and Yew trees will be lost to make way for a car park and they will not be replaced with appropriate replacements,
- (vii) The site has some archaeological importance,
- (viii) The proposed new footpath goes through Newark Town Council allotments; the loss of which is not acceptable. There is also no Section 106 funding being proposed for open space and play areas,
- (ix) There is insufficient Social Housing,
- (x) The development is over intensive and will result in the houses being too dense for the site,
- (xi) Concern that the development will have a further adverse impact on the local Toad population around the Barnby Road area.

- 14/02103/FUL 13 Parliament Street, Newark**
 Householder application for a proposed single storey rear extension to replace existing single storey lean-to extension.
No Objection was raised to this application.
- 14/02104/LBC 13 Parliament Street, Newark**
 Proposed single storey rear extension to replace existing single storey lean-to extension.
No Objection was raised to this application.
- 14/02111/FUL 24 Saucemere Drive, Newark**
 Householder application to remove existing boundary hedge and provide new garden wall/fence.
No Objection was raised to this application.
- 14/02133/FUL Land North West of Manor Farm, Ollerton Road, Little Carlton, Newark**
 Construction and operation of a single wind turbine and associated infrastructure including turbine foundations, a crane hard-standing/laydown area, access track, transformer kiosk, substation kiosk and associated cabling.
No Objection was raised to this application.
- 14/02155/ADV Brownhills Service Centre, Brunel Drive, Newark**
 Erection of one Totem sign within our site overlooking the A1 stating our company name and our services (e.g. Brownhills Motorhomes; Sales, Servicing & Parts)
It was AGREED to Object to this application on the following grounds:
- (i) The sign is too large and ugly in its character,
 - (ii) It will be distracting to passing motorists on a busy main arterial road and represents a danger for highway users,
 - (iii) It will spoil the view of the town and St Marys church.
- 14/02159/FUL 1 Hine Avenue, Newark**
 Householder application for erection of first floor side extension over existing ground floor accommodation.
No Objection was raised to this application.
- 14/02184/FUL Homebase Ltd, Northgate Retail Park, Trent Lane, Newark**
 Variation of condition 9 of planning permission 02/02798/FULM to allow the sale of non-food goods by catalogue showroom retailer from up to 185m² of the existing sales area.
No Objection was raised to this application.

- 14/02201/FUL 51 Lincoln Road, Newark**
Householder application for a proposed first floor side extension.
No Objection was raised to this application.
- 14/02134/FUL 14 Albert Street, Newark**
Conversion of a three storey dwelling with basement into three separate apartments.
No Objection was raised to this application.
- 14/02216/OUT 82 Eton Avenue, Newark**
Outline application with some matters reserved for erection of one (no) two storey dwelling.
No Comment was made on this application.

PR49/14/15 Notice of NSDC Planning Decisions

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

PR50/14/15 Miscellaneous Applications

- a. Amended/Additional Planning Applications**
14/01691/FUL – 1 Taylors Paddock, Tolney Lane, Newark
Erection of Amenity Block – Amended Plan received.
It was AGREED to Object to this application. The amendment did not change the original reasons for the objection which should stand.
- b. Nottinghamshire County Council Applications**
Bishop Alexander Primary School
Keep Clear Entrance Markings – No Stopping Monday to Friday 8am to 4.30pm and No Waiting Monday to Friday 8am to 4.30pm
No Objection was raised to this application.
- William Street & New Street, Newark**
Proposed Residents Parking Scheme, Monday to Saturday 8am – 6pm
No Objection was raised to this application, but Members urged N&SDC to have regard for sustainable and integrated communities.
- Magnus C of E Academy, Earp Avenue, Newark**
20mph School Speed Limit
Cllrs B Richardson and S Wallace declared a personal interest in this application.
No Objection was raised to this application.

Bowbridge Primary School, Bowbridge Road, Newark

Members **NOTED** that the above application has now been formally **GRANTED**.

Trent Skip Hire Limited, Quarry Farm Transfer Station, Bowbridge Lane, New Balderton, Newark

Erection of a steel framed building for the use as a materials recycling facility (MRF).

It was AGREED to Object to this application on the following grounds:

- (i) This development will result in an estimated 80 HGV vehicles per day entering and leaving the site; this volume of traffic cannot be accommodated on surrounding minor road network,
- (ii) The Town council also believes that the proximity of the site to Newark town centre will exacerbate the congestion already experienced in the town,
- (iii) The site is a poor location for dealing with waste from across Nottinghamshire located as it is on the edge of Lincolnshire. There are better locations for such sites which are closer to the source of the waste materials which it will deal with.

The Wharf and Barnby Gate, Newark

Initial consultation – new parking bays on Barnby Gate and additional No Waiting at any Time Restrictions (double yellow lines) on The Wharf.

No Objection was raised to this application.

c. Licensing Applications

Prior to discussion of this item Cllr Mrs I Brown declared a prejudicial interest and left the meeting.

The Ram Hotel, 19 Castlegate, Newark

No Objection was raised to the application for a new premise licence for the above on the basis that it will be subject to the same security and litter requirements for similar establishments operating nearby.

Lincolnshire Co-Op, Bowbridge Road, Newark

Cllrs D Lloyd and L Goff declared a personal interest in this application.

No Objection was raised to the application for a new premise licence for the above.

Cllr Mrs I Brown returned to the meeting following discussion of this item.

PR51/14/15 Land South of Newark

The Town Clerk talked Members through the following issues with regard to this Planning Application, and which have been sent through to the District Council since the last meeting of this Committee.

1. Allotment provision – Planners are now seeking to put them back in.
2. Open Spaces – Negotiations are around the value of the S106 agreements for the ongoing maintenance of it.
3. Community Centres – This is a matter of debate and discussion between the planners and the developers.
4. Landscaping Buffer Zones – The planners have taken this on board – there are still negotiations between the two parties.

The Town Clerk informed Members that he was still awaiting a formal response from the Planners.

The additional item on the Addendum is part of the ongoing debate.

There is a possibility that on the 14th January 2015 there is to be a Special Meeting at N&SDC to discuss this application.

It was AGREED that the Town Clerk be given Delegated Authority in line with the original responses, with the two Leaders (Cllr Mrs G Dawn and Cllr D Lloyd), if required by 14th January.

If there is no Special Meeting on that date, this can be brought back to the next meeting of this Committee on Wednesday 28th January 2015.

Meeting Closed:	8.20pm	Next Meeting:	Wednesday 28th January, 2015
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Agenda Item No: 4b

Committee Date: Wednesday 18th February 2015

ENVIRONMENT & LEISURE COMMITTEE MINUTES

Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday, 21st January 2015 in the Council Chamber, Town Hall.

Membership:	Councillor	D Jones (in the Chair)
	Councillors	P Baggaley (A) Mrs I Brown M G Cope R A Crowe Mrs R Crowe Mrs G Dawn (Ap) L Goff Mrs M Tribe
Apologies:	Councillors	Mrs G Dawn
In Attendance:	Councillors	T Bickley JP
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

EL23/14/15 Minutes

As the meeting due to be held on Wednesday 5th November had been cancelled owing to a lack of substantive business and Councillors apologies, there were no Minutes to be accepted. It was **NOTED** that the Minutes from the meeting held

on 17th September 2014 should have been put in the Agenda; however, those Minutes had been received at the Full Town Council meeting held on 15th October 2014, where no additional comments were made.

The Town Clerk apologised for this oversight.

EL24/14/15 Matters Arising

There were no Matters Arising.

EL25/14/15 Declarations of Interest

Cllrs Mrs M Tribe and D Jones declared a personal interest in Agenda Item 6 (Allotments).

Cllr L Goff declared a personal interest in Agenda Item 7 (Friends of Newark Cemetery).

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

EL26/14/15 Museum Update

The Curator and her team were congratulated for the excellent Sam Derry exhibition and unveiling of his portrait event which was held in December last year.

Members then **NOTED** the Agenda report submitted by the Curator and the ongoing Spotlight Gallery Programme.

EL27/14/15 Allotments

Members discussed the report in some detail.

Some of the points raised were:

1. Although Newark Town Council's allotments are no worse than other areas, they could still be better.
2. Are exiting tenants asked for any feedback? The Deputy Town Clerk responded that currently only verbal responses are gained but as outlined in paragraph 3.3 in the Agenda Report, this will be changed to a written form.
3. Members felt that the leaflet being written by the Newark Allotments and Gardens Society was a very good idea (paragraph 6.2, 1 in the Agenda Report) and it was suggested that perhaps the Town Council may be able to offer some monetary assistance if required.
4. It was felt by some Members that additional Officer time may be required. Not just for the collection of rents etc., but to 'pick up' any problems that allotment holders may be having.

The Town Clerk said that if it were necessary, this could be done efficiently and could be delivered quite easily. He then said he would investigate the benefit of this action and report back to this Committee.

5. The average age of allotment holders was discussed and their varying needs. For example, a composting toilet might be a good idea on some of the sites.

6. A suggestion was made that the way forward could be to spray the allotments properly before tenants are allocated to them.
7. Perhaps some help could be sought from the Newark in Bloom group.

During discussion of this item, mention was made of the recent vandalism of the planters that have been put around the Town Centre.

The Deputy Town Clerk informed Members that the supplier of those planters is also a stallholder on Newark Market and he had taken it upon himself to replace the conifers and other items that had been lost, out of his own pocket. This action was noted, with thanks from the Committee.

Discussion followed with regard to CCTV and any possible police action that may be taken if any suspects are found.

At the end of the debate Members agreed the following:

- (i) It was agreed that a recommendation be made to the Finance & Policy Committee that they consider additional budgetary provision for officer time to be input into the administration and control of allotments, when it considers the estimates for the 2015/16 financial year,
- (ii) The Town Clerk be asked to submit a report back to this Committee on progress made and the impact of this additional resource,
- (iii) The Town clerk submit a further report to this Committee with a range of options to enhance the current allotment sites,
- (iv) Note the implementation of a system to obtain reasons for tenancy terminations in the future,
- (v) That a letter of thanks be sent to Mr S Nicholson for his replacement, free of charge, the plants that have been the subject of vandalism from the Town Centre Planters over recent weeks.

EL28/14/15 Friends of Newark Cemetery (FoNC) Update

Members **NOTED** the groups fund raising activities and continued support in running the London Road Cemetery.

The Chairman congratulated Cllr L Goff, who is the Chairman of the group and thanked them for all their hard work and commitment throughout the year.

Cllr L Goff informed Members that there would be a meeting of the Friends group next Wednesday 28th January, at 2pm in the Pickin Room and anyone who was interested would be welcome to attend. He also thanked the Deputy Town Clerk for his continuing support.

Cllr L Goff also informed Members that the group belonged to the National Federation of Cemeteries.

Meeting Closed:	7.35pm	Next Meeting:	Wednesday 25th March 2015
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NEWARK TOWN COUNCIL

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

Tel: 01636 680 333 ~ Fax: 01636 680 350

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

Agenda Item No: 4c

Committee Date: Wednesday 18th February 2015

PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Planning & Regeneration Committee held on Wednesday, 28th January 2015 in the Council Chamber, Town Hall.

Membership Present:	Councillor	L Goff (Chairman)
	Councillor	P Baggaley Mrs I Brown K Clayton (Ap) R Crowe D Lloyd B Richardson (Vice Chairman) A Roberts MBE S Wallace
In Attendance	Cllr	Mrs R Crowe
	Town Clerk	Alan Mellor
Apologies	Cllr K Clayton	
Taking Minutes:	PA to the Town Clerk	Mrs H Crossland
Public:	There were 3 members of the public present.	
Venue:	Council Chamber, Town Hall	

PR52/14/15 Minutes

The Minutes of the last meeting held on Tuesday 30th December, 2014 were **AGREED** and signed as a true and correct record.

PR53/14/15 Matters Arising

PR48/15/16 - Outstanding Planning Applications

14/01964/FULM – Land at Highfields School, London Road, Newark

This Committee had **Objected** to this application at the last meeting; Cllr D Lloyd

informed Members that since then, he had attended the Parish Council briefing in connection with the proposed Barnby Crossing alterations and that one of the objections:

'the proposed new footpath goes through Newark Town Council allotments.....'
was no longer applicable.

Cllr L Goff expressed his concern that there had been no local meeting for the people of Barnbygate.

14/02184/FUL – Homebase Ltd, Northgate Retail Park, Trent Lane, Newark

Cllr D Lloyd informed Members that the catalogue showroom retailer relevant to this application would not be re-locating from the Town Centre. They would have an additional presence at Homebase Ltd if the application is permitted.

PR51/14/15 – Land South of Newark

The Town Clerk informed Members that a Special Planning Committee meeting had been held at the District Council; the comments from this Committee were sent into the District Council, and were largely supported.

Cllr S Wallace joined the meeting at this point.

PR54/14/15 Declarations of Interest

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

PR55/14/15 Outstanding Planning Applications

14/02080/LBC Rear of Toni & Guy, 12 -13 Market Place, Newark

Change of use of red telephone box to defibrillator mounting point.

Cllr L Goff declared a personal interest in this application.

No Objection was raised to this application.

Cllr P Baggaley joined the meeting at this point.

14/02173/FUL Falcon Motors, 2 Northern Road, Newark

Erection of new fencing and gates and creation of new vehicular access.

No Objection was raised to this application.

14/02239/ADV Falcon Motors, 2 Northern Road, Newark

Three illuminated wall signs.

No Objection was raised to this application.

15/00068/FUL Falcon Motors, 2 Northern Road, Newark

Proposed change of use of part of site for siting of 5 no. shipping containers for self storage use.

No Objection was raised to this application.

14/02212/FUL Grosvenor Court, Brunel Drive, Newark

Reconfiguration of building from to units to four units

incorporating 2 new internal walls, 4 new roller shutter doors, 3 new fire doors, 3 new internal toilet blocks, removal of trees and foliage and forming level concrete surface around building. Change of use from B8 to B2 for unit 1 and B8 to B1 for units 3 and 4.

No Objection was raised to this application, however, it was suggested that the applicant could be encouraged to integrate some of the trees and foliage around the building.

14/02254/FUL 4 Salisbury Road, Newark

Conversion of family dwelling into house of multiple occupancy. Insertion of window in place of garage door on front elevation. Retrospective permission for insertion of 2 no. velux roof windows to rear.

Amendment to 14/02254/FUL Reduce the number of bedrooms from 8 to 7

Objection was raised to this application and amendment for the following reasons:

- It would result in an over utilisation of the site
- It is an inappropriate location for a House of Multiple Occupation and would be out of character with neighbouring properties in the area
- The application is overbearing, and inappropriate for the area
- There is insufficient parking being provided for a dwelling housing seven and possibly more people
- Internal rooms would be exceptionally small

14/02260/FUL Stephenson House, Mather Road, Newark

Erection of satellite dish for communal use to existing antenna.

No Objection was raised to this application.

14/02280/FUL 22 Harewood Avenue, Newark

Householder application for demolition of garage and existing single storey rear outrigger and erection of two storey side extension and single storey rear extension.

Cllrs Mrs I Brown, R Crowe, D Lloyd, T Roberts MBE and S Wallace declared a personal interest in this application.

No Objection was raised to this application.

15/00005/FUL Gateway (Textiles) Ltd, Northern Road, Newark

Reconfiguring and refurbishment of existing industrial units and associated external works.

No Objection was raised to this application.

- 15/00010/LBC** **1 Stephenson House, Mather Road, Newark**
Erection of satellite dish for communal use to existing antenna.
No Objection was raised to this application.
- 15/00026/LBC** **Nat West, 1 Market Place, Newark**
The proposal is for the change of use and conversion to residential accommodation to provide 2 no. one bedroom flats and 2 no. two bedroom flats. The proposal is grade II* listed and there are no proposals to extend or alter the external elevations or impact upon the historic fabric of the building. However, in order to comply with building regulations, an openable vent will need to be integrated at the principal staircase leading to the flats at 3rd floor. This could be achieved by updating a window at the 3rd floor staircase to an automated window located at the rear. If this cannot be done, an openable vent will need to be integrated in the roof above the staircase. The proposal details the use of the existing floor plan arrangement to provide residential accommodation with some minor alterations to provide a kitchen/living/dining area, a bathroom and bedroom(s).
No Objection was raised to this application.
- 15/00029/FUL** **18 Dunholme Avenue, Newark**
Householder application for erection of single storey kitchen extension to replace existing single storey extension.
No Objection was raised to this application.
- 15/00041/FUL** **22 Slaughterhouse Lane, Newark**
Remove existing non-compliant aluminium shopfront and replace with new painted softwood one to detail.
No Objection was raised to this application.
- 15/00063/ADV** **Lincoln Co-Operative, Albert Street, Newark**
The retention of a non-illuminated advertisement.
Cllrs L Goff, D Lloyd and B Richardson declared a personal interest in this application.
No Objection was raised to this application.
- 15/00067/ADV** **36 Lombard Street, Newark**
Erection of aluminium fascia panel with projecting letters to the front and side elevation and also a projecting blade sign from the front elevation.

This application was subject to a lengthy debate. The original planning application had, in fact, been objected to by this Committee. It was thought that because of this, the application would be put before the District Council Planning Committee for consideration. This was not the case, and a decision was made under the Scheme of Delegation, by Officers, and the application was permitted, hence this application for Advertising, and another for a premise licence.

The Town Clerk then explained to Members what he had ascertained from the District Council appertaining to this.

Mention was made of DCLG codes which the Town Clerk was previously unaware of. He was currently awaiting a response from the District Council with regard to how this Committee could identify which applications come under these codes.

Members were appalled that they had no prior knowledge of this system and felt it was unacceptable that no training or advice had been offered in this regard.

It was further **AGREED** that the Town Clerk should continue to discuss the issue with the Planning Officers and to invite an Officer to attend the next meeting to discuss this further.

It was **AGREED** to **Object** to the application for the following reasons:

- The proposed material for the sign is inappropriate for this location within a Conservation Area
- Litter – no provision has been made to address the additional litter that will arise from such an outlet
- Access – there is no access for deliveries
- Parking – there are no parking facilities to ‘pick up’ food, the shop has double yellow lines directly outside it
- Highway safety – the pedestrian crossing near to the shop is already considered to be dangerous and this would exacerbate that problem
- The shop is adjacent to a bus stop which, if there was to be illegal parking outside, would lead to major safety concerns
- There is already a surfeit of these types of premises in the Town

14/02149/FUL Brownhills Service Centre, Brunel Drive, Newark

Application to seek permission for up to 40 motorhomes to be parked on overnight camping area 365 days a year.

No Objection was raised to this application.

15/00070/FUL 91 Grange Road, Newark

Householder application for the erection of a single storey side/rear extension to existing dwelling, new roof to existing single storey area and all associated external works.

No Objection was raised to this application.

15/00082/FUL Land South of Newark, Bowbridge Lane, Balderton, Newark

Proposed bridge over structure for cyclists, pedestrian and equestrian traffic using the Sustrans route crossing the proposed Southern Link Road at land south of Newark.

Cllr L Goff declared a personal interest in this application.

No Objection was raised to this application.

15/00086/FUL Newark Hospital, Boundary Road, Newark

Front extension and internal alterations to emergency department.

No Objection was raised to this application.

15/00106/FUL 30 Market Place, HSBC, Newark

Disabled access, relocating existing external ATM to be situated through glazing. Infill the existing ATM's aperture with stone, like for like. Re-installation of rails in front of existing external ATM. Installation of a door to create alternate/disabled access.

No Objection was raised to this application.

15/00107/ADV 30 Market Place, HSBC, Newark

HSBC Global design standards. ATM signage and door signage.

No Objection was raised to this application.

15/00115/LBC 30 Market Place, HSBC, Newark

Disabled access. Relocating existing external ATM, to be situated through glazing. Infill the existing ATM's aperture with stone, like for like. Re-installation of rails in front of existing external ATM. Installation of a door to create alternate/disabled access. Lowering an area of internal floor to gain access. Install 2 no. ramps for disabled users. Expanding the width of 1 no. door to accommodate disabled ramp.

No Objection was raised to this application.

15/00116/FUL 39 Beacon Hill Road, Newark

Householder application for proposed garage.

No Objection was raised to this application.

PR56/14/15 Notice of NSDC Planning Decisions

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

PR57/14/15 Miscellaneous Applications

a. Nottinghamshire County Council Applications

William Gladstone C of E Primary School – 20mph School Speed Limit

No Objection was raised to this application.

The Wharf and Barnby Gate, Newark

New Parking bays on Barnby Gate and additional 'No Waiting at Any Time' restrictions (double yellow lines) on the Wharf.

No Objection was raised to this application.

b. Licensing Applications

Cllr Mrs I Brown declared a prejudicial interest in this application and left the meeting.

Hawtonville Local Ltd, 65 Beech Avenue, Newark

An application had been received for a new premise licence for the above.

No Objection was raised to this application.

36 Lombard Street, Newark

An application had been received for a new premise licence for the above. It was **AGREED to Object** to this application on the following grounds:

- Litter – no provision has been made to address the additional litter that will arise from such an outlet
- Access – there is no access for deliveries
- Parking – there are no parking facilities to ‘pick up’ food, the shop has double yellow lines directly outside it
- Highway safety – the pedestrian crossing near to the shop is already considered to be dangerous and this would exacerbate that problem
- The shop is adjacent to a bus stop which, if there was to be illegal parking outside, would lead to major safety concerns
- There is already a surfeit of these types of premises in the Town

Meeting Closed:	8.10pm	Next Meeting:	Wednesday 25th February, 2015
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NEWARK TOWN COUNCIL

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

Tel: 01636 680 333 ~ Fax: 01636 680 350

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

Agenda Item No: 4d

Committee Date: Wednesday 18th February 2015

FINANCE & POLICY COMMITTEE MINUTES

Minutes of the Finance & Policy Committee held on Wednesday, 11th February in the Council Chamber, Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	K Clayton M G Cope Mrs G Dawn L Goff D Payne B Richardson (Vice-Chairman) S Wallace C Wetton (Ap)
In attendance:	Councillors	P Baggaley, Mrs I Brown
Apologies for Absence	Councillors	C Wetton
Officers Present:	Town Clerk	Alan Mellor
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were four members of the public present.	
Venue:	Council Chamber, Town Hall	

FP39/14/15 Minutes

The Minutes of the meeting held on Wednesday 3rd December 2014 were **AGREED** as a true and accurate record and signed by the Chairman.

FP40/14/15 Matters Arising

FP38/14/15 – Financial Out Turn 2013/14

Cllr L Goff asked if there was any update on the Defibrillator for the Town Centre; the Town

Clerk informed him there was no news on planning consent yet.
There were no other Matters Arising.

FP41/14/15 Declarations of Interest

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

FP42/14/15 Payment Schedules 8/15 & 9/15

Members **AGREED** that payment in accordance with Payment Schedule 8/15 in the sum of £99,575.98 (ninety nine thousand, five hundred and seventy five pounds 98p), and Payment Schedule 9/15 of £114,148.57 (one hundred and fourteen thousand, one hundred and forty eight pounds 57p) be **NOTED**.

FP43/14/15 Voluntary Body Grant Applications

(i) **Newark Live at Home Scheme**

The request for the sum of £350 towards the transport costs of the scheme was **AGREED**.

FP44/14/15 Citizens Advice Bureau

Following discussion of this item, it was proposed by Cllr D Lloyd, and seconded by Cllr Mrs G Dawn that a grant of £5,000 be given to the Sherwood and Newark Citizens Advice Bureau in the 2015/16 financial year.

The grant to be shown as a separate item within the revenue estimates and should be reviewed annually.

The grant was approved on the understanding that the Citizens Advice Bureau will maintain the current three day opening in Newark during 2015/16 financial year.

It was hoped that by approving this grant other Parish Councils would also be minded to support this organisation as it provides services to residents across the District.

A vote was held and the above was **AGREED**.

FP45/14/15 Street Collection Licences

Members **AGREED** to recommend to Newark & Sherwood District Council that the following applications for Street Collection Licences be **APPROVED**:

1. Cllr D Payne declared a prejudicial interest in this application and took no part in the discussion.
RSPCA on Saturday 20th June, or any date given.
2. Newark and District Round Table on Saturday 12th December 2015.
3. Help for Heroes on Wednesday 22nd April 2015.

Cllr L Goff declared a personal interest in this application.

4. Newark Community First Aid on Saturday 18th July 2015.

FP46/14/15 Internal Audit Report

It was **NOTED** that on page 95 of the Agenda, item 11.2, under the heading of **Actual Control** it should read '*The Medium Term Financial Strategy*' NOT 'The Budget'.

Members then **ACCEPTED** and **ENDORSED** the proposed actions in response to the Internal Audit Report as presented in the Agenda.

FP47/14/15 Review of Cemetery Fees & Charges

Cllrs D Payne and L Goff declared a personal interest in this Agenda Item.

Following a discussion about the charge for kerbs in the Cemetery, Cllr K Clayton proposed that the charge should be relevant to the amount that is required for additional work, and suggested an additional £50 be added.

There was no seconder for this proposal, so it was **NOT AGREED**.

Cllr S Wallace then proposed a 2% increase in the Cemetery Fees and Charges, to be effective from 1st April 2015; this was seconded by Cllr D Payne.

A vote was taken and this was **AGREED**.

FP48/14/15 Medium Term Financial Strategy

The Chairman proposed that this Agenda Item be deferred to the Full Town Council meeting on 18th February and this was **AGREED**.

FP49/14/15 Revenue Budget & Precept 2015/2016

The Chairman proposed that this Agenda Item be deferred to the Full Town Council meeting on 18th February and this was **AGREED**.

The Town Clerk pointed out that he would have to change the report to accommodate the agreed grant of £5,000 to the Sherwood and Newark Citizens Advice Bureau.

FP50/14/15 Proposed Meeting Dates

It was proposed by Cllr M Cope and seconded by Cllr L Goff that the meeting schedule and recommended dates be **AGREED**.

Meeting Closed:	7.25pm	Next Meeting:	Wednesday 8th April 2015
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TOWN COUNCIL

SUBJECT:	DORIS BAINBRIDGE TRUST FUND
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are recommended to consider:

- (i) Allocating the sum of £696 from the Interest Reserve Fund to meet the cost of holding the Sunday Band Concerts in the Castle Grounds in July and August 2015.
- (ii) Supporting the Newark Gatehouse Project through the use of the Trust's Capital Sum in 2017 and seek a legal opinion to ensure that such a use would be in accordance with the terms of the Trust.

2. 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 2015/16 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 In this regard a request has recently been received from the District Council for the Town Council to consider supporting the Newark Castle Gatehouse Project. At this stage they have submitted an application for a Heritage Lottery Fund grant to contribute towards the major improvements proposed to the Gatehouse.

This project may provide a possible appropriate use of the Capital Sum of the Trust that will become available in 2017. If Members are minded to support such a use in principle I would suggest that a legal opinion be sought to ensure that it would be in accordance with the terms of the Trust Fund as set out above.

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 2015 is estimated to be £496.

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 2015/16 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 £696) to contribute towards the estimated cost in 2015/16.

If Members approve to continue supporting the Sunday Band Concerts from the Interest Reserve then the estimated balance as at 31st March 2016 will reduce to zero. Members should note therefore that there will only be a minimal level of funding available in the future to provide ongoing support for these concerts and they will have to be met largely from the Town Council's main revenue budget.

4. Financial, Legal, Equality and Risk 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:	DEVOLVED SERVICES
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to :

- (i) Consider whether or not to accept the devolution package as outlined in the report,
- (ii) To ensure that the transfer is implemented as seamlessly as possible it is agreed that the Town Clerk be given delegated authority, in consultation with the Leader of the Council and the Chairman of the Finance & Policy Committee, to take such decisions as may be necessary to facilitate the transfer of services contained in the agreed package,
- (iii) In the event that any of the transferred services require the employment of additional staff it is proposed that they be employed directly by the Town Council. This will enable any Employer Superannuation costs to be reduced as the Town Council's rate is significantly lower than that of the District Council,
- (iv) To consider setting up a new temporary Committee with the specific task of reviewing the new services which are being transferred to identify any possible changes which can make them more efficient or effective and also to ensure that they are delivering to the standard that is required by the Town Council. If Members agree with this proposal I would suggest that the appointments to it be included on the Agenda for the Mayor Making Town Council meeting which will be held on 17th May following the elections.

2. Background

2.1 In December last year the Town Council considered a report on the draft agreement to accompany the transfer of a package of additional services from the District Council. The following minute was agreed:

- (1) That Newark Town Council is supportive of the principle of devolving services to a local level and welcomes the opportunity to take a greater role in shaping place, services, and policy.
- (2) That the draft agreement and package proposed by Newark and Sherwood District Council is not acceptable in its present form, most especially due to incomplete information and a level of cost which is penal to any shared aspiration to deliver and enhance services in Newark Town.
- (3) That the Town Clerk and Leader of the Council be given authority to renegotiate the draft agreement with Newark and Sherwood District Council, by the end of the current financial year, with specific consideration being given to:
- (4) A level of net cost to the Town Council which is less than currently proposed and recognises the need to invest capital and revenue in the services being devolved,

and the ability of Newark Town Council to have a revenue position which enables positive partnership discussions with Local Authorities and community groups to further develop services in light of the Town Council having a greater complement of services and a more strategic role.

- (5) A full review of existing S106 agreements already signed off in Newark, the amounts therein, and the purpose of those and that *all* applicable monies be commuted to the Town Council. In addition to a concordat in the agreement that confirms a meaningful dialogue with the Town Council on all future S106 and CIL agreements.
- (6) Clarity of ownership on *all* assets that have been considered in early stages of the discussions and an agreement that those where ownership is uncertain or disputed, and where it is assumed that there is potential for capital receipts, be included in the agreement either with caveats on realising any capital (or a provision for immediate release to N&SDC whereupon a strategic use is realised) or that they be included once ownership is known (and the net cost of the agreement is re-profiled).
- (7) The agreement being rewritten, and repurposed, as stage 1 of a devolution agreement such that any discussions and review are ongoing and the process of devolution continues insofar as possible. That the agreement therefore also specifically details that discussions occur on: sports/play provision; museums and cultural services; car parking and enforcement; conservation, street furniture, and signage; ward and neighbourhood studies, and; all pertinent enforcement activities.
- (8) The agreement recognises relevant asset condition surveys and commutes more realistic levels of repairs/renewals such that those assets can be brought up to the necessary standard in the early years of the agreement before becoming the entire responsibility of the Town Council thereafter.
- (9) That specific reference is made to the use of the Charter for markets in Newark and how both parties will operate within this, and invoke it should there be any need in future.
- (10) That any surrender of the Market Office follows a discussion with NTC as to how that service will be delivered if those personnel are relocated.

2.2 Further negotiations have since taken place with the District Council and this report is submitted for Members to consider the agreement which has now been reached. The following report gives an update on each of the points itemised in the Minute above.

The revised Heads of Agreement is attached at Appendix 1.

3. The Package

3.1 Financial cost of the Package.

3.1.1 Members were concerned about the overall cost of the Package and the impact that it would have on the financial strength of the Town Council. Whilst the District Council have not agreed to reduce the cost of the Package, they have accepted that as the original proposal was framed the Town Council would have had problems sustaining an acceptable level of General Reserve Funds in the medium term. This 'deficit' position would have been recovered as the additional Council Tax income from the new house building took effect but this recovery was towards the end of the twenty year period examined.

3.1.2 A detailed examination of the financial forecasts has been undertaken with the District Council and a revised payment profile has been agreed. In overall terms the District Council will still pay a total of £3.78m over the 20 year period of the

agreement, however they have agreed to re-profile the annual payments to effectively 'front load' them, this will achieve a financial position that enables the Town Council to maintain an acceptable level of General Reserve Fund balance throughout the twenty year period of the financial support.

- 3.1.3 In addition it has been agreed that there will be annual calculation undertaken to assess the delivery of the estimated increase in the Town Council's Council Tax Base compared to the current projection. The support payment will then be adjusted up or down to reflect any over or under achievement. This will put both Council's in a position of sharing the risk associated with the delivery of new housing.

Any adjustment to the support will be based upon the Council Tax generated or lost as a result of the Council Tax Base comparison. This will use the Band D Council Tax charge assuming an annual 1% increase throughout the twenty year grant period.

- 3.1.4 This revised position provides a great deal more comfort to the Town Council to the extent that; the Package can be accepted without undermining its medium term financial strength and will allow some headroom for future investment in new or additional services.

These calculations are based on the assumption that the Band D Council Tax charge will increase by 1% throughout the twenty year support period.

A summary Financial Plan is attached at Appendix 2 showing the estimated impact of the Devolved Service package up to the financial year 2034/35.

- 3.1.5 Clearly financial forecasts over such a long period can only give an indication of the movement in the level of the General Reserve Fund, as there are too many variable factors which will impact on the expenditure and income of the Town Council. Appendix B, at the very least, demonstrates that there will be a reduction in the General Reserve balance in the short term until the level of new houses coming on stream delivers more Council Tax income which should meet the additional costs incurred in taking on the additional services.

The forecast shows that the General Reserve Fund remains in a positive position throughout but dips below the agreed minimum level (£100,000) for five years starting in 2020/21. The current financial strength of the Town Council, together with the financial safeguards built into the Devolved Service agreement does provide a reasonable level of comfort and should allow the Town Council to take any financial corrective action in a planned way over a number of years should that be necessary.

- 3.1.6 The financial analysis at Appendix 2 is different from the Medium Term Financial Plan as submitted to the Finance & Policy Committee as it now reflects the latest estimated profile of new house building which was received after that Agenda was sent out.

4. Section 106 Agreements

- 4.1 This issue is covered in Paragraph 5.8 of the attached Heads Of Agreement; it is explicit that the current list of such agreements in the sum of £325,854, as set out in Schedule 2, will be transferred to the Town Council. In addition a full review of Section 106 Agreements relating to the Parish of Newark will be undertaken to ensure that all such sums are transferred.

5. Ownership of Assets

- 5.1 A full list of assets to be transferred is now included in the Heads of Agreement. Any further assets which remain of uncertain ownership will continue to be investigated by the District Council.

6. Future Services

- 6.1 This is covered in Paragraph 7 of the Heads of Agreement; it now includes the provision for a formal review of the package of services. The first review will take place within 18 months of the transfer and annually thereafter.
- 6.2 This review will include exploring the potential to transfer additional services; whilst specific mention is made of car parks and street furniture, the review should and will include other services which are of interest to both Councils.

7. Asset Condition

- 7.1 Paragraph 5.7 of the Heads of Agreement now includes a payment of £32,000 by the District Council towards the repair costs of the Market Place.

This represents 40% of the estimated cost of undertaking both Urgent and Non-Urgent repairs required to the Market Place.

8. Market Charter

- 8.1 Specific reference is now made to the Market Charter in Paragraphs 8.7 and 8.8 of the Heads of Agreement.
- 8.2 The District Council have given an undertaking that they will not in the future hold any additional rival markets within the town boundary. This excludes the current Wednesday auction on the Arena Car Park and Sunday car boot sales on the Lorry Car ark.
- 8.3 The District Council also undertakes to enforce the Charter where there are substantive grounds to support such action, subject to the Town Council meeting any costs incurred.

9. Markets Office

- 9.1 This is dealt with at Paragraph 20.1 of the Heads of Agreement; it includes a provision for the District Council to discuss with the Town Council its intentions for the future delivery of any services affected by the surrender of the current leases.

10. Other Issues

- 10.1 It is still intended that the transfer of responsibility for the package of services is 1st April 2015. Whilst this leaves very little time to facilitate the transfer, this remains an achievable date as the Agreement provides for the management and delivery of the services to be undertaken initially by the District Council through a series of Service Level Agreements.
- 10.2 There will however, no doubt, be a number of issues that will require consideration and decisions taken to ensure that the services continue to operate in an effective manner. To ensure that the transfer is implemented as seamlessly as possible it is suggested that the Town Clerk be given delegated authority, in consultation with the Leader of the Council and the Chairman of the Finance & Policy Committee, to take such decisions as may be necessary to facilitate the transfer of services contained in the agreed package.
- 10.3 Following discussions with the Car Parks & Markets Manager there may be opportunities to achieve some efficiencies in the operation of the market that can reduce the current cost of the operation.

In the event that these may involve the employment of additional staff it is proposed that they be employed directly by the Town Council. This will enable any Employer Superannuation costs to be reduced as the Town Council's rate is significantly lower than that of the District Council.

- 10.4 I would envisage that the first few months following the transfer will be taken up with a period of familiarisation with the services provided and to endeavour to achieve a seamless transfer so that users of the services are not inconvenienced.

I would suggest that it may be appropriate for Members to consider setting up a new Committee with the specific task of reviewing the new services which are being transferred, to identify any possible changes which could make them more efficient or effective and also to ensure that they are delivering to the standard that is required by the Town Council. If Members agree with this proposal I would suggest that the appointments to it be included on the Agenda for the Mayor Making Town Council meeting which will be held on 17th May following the elections.

11. Financial, Legal, Equality and Risk Issues

- 11.1 The report includes an analysis of the financial implications of the proposed devolution package.

There is a clear risk associated with the proposal which, in the main, is associated with its affordability in the medium term. This will need to be closely monitored to ensure that the Town Council's financial stability and strength is not undermined.

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

HEADS OF AGREEMENT

DEVOLUTION OF SERVICES AND ASSETS FROM NEWARK & SHERWOOD DISTRICT COUNCIL TO NEWARK TOWN COUNCIL

1.0 PARTIES

1.1 Newark & Sherwood District Council (“the District Council”) and Newark Town Council (“the Town Council”).

2.0 PURPOSE

2.1 The purpose of the Agreement is to devolve a range of services and assets from the District Council to the Town Council.

3.0 OBJECTIVES OF THE DEVOLUTION PACKAGE

3.1 The main objective of the devolution package is to give the Town Council greater autonomy and powers in the strategic operation and management of certain services and facilities within the parish of Newark, thereby giving the Town Council a stronger voice and responsibility in respect of its local area.

3.2 The devolution package to the Town Council will form part of a wider devolution programme of a range of services and facilities to other larger town and parish councils within the district including Southwell Town Council and Ollerton Town Council.

4.0 CONSEQUENCES TO THE DISTRICT COUNCIL

4.1 The District Council, in common with other principal councils, is reducing its expenditure in the face of reductions in government grant. The District Council wishes, as a consequence of the devolution package to the Town Council, to deliver a net annual saving of approximately £260,000 to the District Council averaged over the 20 year period of this Agreement and calculated with reference to the revenue spend currently shown in the District Council’s approved budget for 2014/15.

5.0 NATURE OF THE DEVOLUTION PACKAGE

5.1 The package of services and assets to be transferred will include a mixture of assets which carry an ongoing maintenance liability (for example parks and open spaces) and those which generate income (for example kiosk adjacent to London Road toilets and kiosk adjacent to Arena toilets). The District Council will also provide an income stream through a grant payment to the Town Council (“the Grant Payment”) which will assist the Town Council in meeting the costs of maintaining the said services and assets. This sum will be adjusted or other appropriate financial arrangements made in the event of other services of assets being transferred in the future.

- 5.2 The total annual cost to the Town Council of the transferred services and assets including operational and management costs has been calculated as £449,000. The annual Grant Payment to be made by Newark & Sherwood District Council to the Town Council has been calculated in accordance with the figures set out in the attached Schedule. For the avoidance of doubt the calculations assume a 1% annual increase in the Town Council's Band D Council Tax charge year on year throughout the currency of this Agreement. These payments will be made annually for a period of twenty years, during which period projections of housing growth will enable the Town Council's precept to grow significantly.

The amount of the Grant Payment payable in each year will be reviewed on an annual basis, in October of each year, having regard to the Town Council's Council Tax Base for the following financial year. The Grant Payment shown in Schedule 1 for a particular year will be adjusted upwards or downwards to reflect the difference between the actual Council Tax Base for that year, compared to the estimated Council Tax Base as set out in Schedule 1. The grant adjustment will be then calculated using the formula below:

$$(A-B) \times C$$

Where A = Estimated Council Tax Base for year Y as set out in Schedule 1

B = Actual Council Tax Base for year Y as calculated in September in previous financial year

C = Band D Council Tax Charge for Newark Town Council for year Y as set out in Schedule 1

Notwithstanding the above the overall payment by the District Council to the Town Council over the initial 20 year period shall not exceed the sum of £3.78m but may be a lesser sum in the event of the Council Tax Base being greater than that set out in Schedule 1.

- 5.3 In the event that the Council Tax Base at the end of the initial 20 year period is less than the estimated Council Tax Base as set out in Schedule 1; the District Council will continue to make an annual Grant Payment. This will be calculated as the difference between the actual Council Tax Base in year 21 compared to the estimated Council Tax Base as set out in Schedule 1 for year 20. This difference will be multiplied by the estimated Band D Council Tax Charge for the Town Council in year 21 onward using the estimated Band D Charge for year 20 plus an assumed annual increase of 1%. This formula will continue to be used until the Council Tax Base as set out in Schedule 1 for year 20 is achieved at which point Grant Payments from the District Council to the Town Council will cease.
- 5.4 Notwithstanding clauses 5.2 and 5.3 above, the Grant Payment may be adjusted or other appropriate financial arrangements made in the event of agreement to transfer other services or assets in the future.
- 5.5 The parties agree that the sums set out in paragraph 5.2 may be adjusted after the expiry of an initial 12 month period in the event that there have been any significant miscalculations which may have prejudiced either party.
- 5.6 In making the Grant Payment to the Town Council, the District Council recognises that it is retaining all Car Park income generated from those car parks under its control and management within the Parish of Newark.

- 5.7 Should there be a change so fundamental in local government structure or legislation such as to render this agreement or any part thereof unenforceable, the parties or their successor authorities shall agree the best equivalent to the terms set out in this agreement or failing the parties reaching an agreement as to the way forward, the parties agree to submit to arbitration with a view to reaching a solution which best reflects the methodology set out in clauses 5.2 and 5.3 ante.
- 5.8 The package will include the transfer of appropriate sums, set out in Schedule 2, from the District Council to the Town Council which are held in the District Council's reserves including sums held by way of commuted payments for ongoing maintenance of open spaces and play areas on private estates and monies held in repairs and renewals accounts for assets which will transfer to the Town Council. In addition the District Council will transfer to the Town Council the sum of £32,000, to be held by the Town Council in a Repairs & Renewals Fund to meet the cost repairs required to Newark Market Place.
- 5.9 The District Council will transfer to the Town Council all Section 106 monies held expressly for the benefit of the assets and services to be transferred as set out in Schedule 2 to this agreement. The District Council further undertakes to review all monies held under Section 106 Agreements relating to the Parish of Newark in order to determine whether any additional sums should transfer to the Town Council as consequence of this agreement. Following the completion of such review the District Council will consult with the Town Council on its recommendations prior to reaching a conclusion as to which additional monies, if any, should transfer to the Town Council.
- 5.10 The District Council recognises through this agreement that the Town Council has the discretion to maximise income generation, cease to provide services, or resolve to provide services to a lower or different standard than that currently provided.
- 5.11 In addition, where property or assets are transferred to the Town Council, unless express covenants, conditions, prohibitions or restrictions are attached, they may choose to dispose of those assets by way of a leasehold disposal to generate an additional income stream or by way of freehold disposal to generate a capital receipt subject to any such net capital receipt so generated by a lease of 7 years or more or freehold disposal being shared as to 50% to the District Council and 50% to the Town Council such provision to apply for a period of 80 years. Other than with the express consent of the District Council, the Town Council shall be under an obligation to obtain best value in any disposal.

6.0 SERVICES AND ASSETS TO BE TRANSFERRED

- 6.1 The package of assets and services to be transferred to the Town Council will include the following:-
- (i) A leasehold interest in Newark Market Place as set out in clause 8 of this agreement
 - (ii) Those parks and open spaces within the parish of Newark as are specified in clause 9 of this Agreement
 - (iii) Those environment improvement sites as are set out in clause 10 of this Agreement including such interest as the District Council holds in the Riverside Walk but, for the avoidance of doubt, excluding the Millennium Bridge
 - (iv) Those open spaces on private estates detailed in clause 11 of this Agreement
 - (v) The freehold or leasehold transfer of all public toilets owned or leased by the District Council within the parish of Newark as set out in clause 13 of this Agreement including the adjoining kiosks at the London Road toilets and the Arena toilets.

- 6.2 The package currently excludes the Bridge Community Centre pending negotiations as to its potential disposal to St Leonard's Church and excludes Hawtonville Community Centre pending the conclusion of the Hawtonville Neighbourhood Study. However, the parties agree that further discussions will take place regarding their potential transfer to the Town Council should an alternative route not be identified.
- 6.3 The package will include the transfer from the District Council to the Town Council of all fixed and moveable assets used exclusively in respect of the services or land and buildings to be transferred, including fixed electricity boxes, litter bins, benches, life belts, market stalls, market sheets, market trollies and other market equipment to be agreed as detailed in Schedule 3 to this Agreement.
- 6.4 The parties will agree an overall valuation for the said assets and this will be reflected in the overall package. However, for the avoidance of doubt, there shall be no direct payment from the Town Council to the District Council in respect of the said assets.
- 6.5 The Town Council will be responsible for the ongoing maintenance and repair of the said fixed and moveable assets and the District Council agrees to transfer the benefit of any maintenance agreements in respect thereof (subject to consent for such transfer being first obtained and given).
- 6.6 For the avoidance of doubt the transfer will not include any CCTV equipment or wi-fi apparatus. The District Council shall be entitled to retain the said equipment including cameras and poles on the relevant land or premises in perpetuity at no cost and further shall have uninterrupted rights to enter the land with or without vehicles and equipment to maintain, repair or replace the same.

7.0 REVIEW OF DEVOLUTION PACKAGE

- 7.1 Both parties agree to undertake a review of the devolution package within a period of eighteen months after the initial transfers are effected on 1st April 2015 and thereafter on an annual basis.
- 7.2 In particular, but not exclusively, the annual review will include exploring the potential to transfer additional services and/or assets and opportunities to deliver services in a more effective and integrated manner.
- 7.3 In particular the parties will consider the potential transfer of car parks and street furniture and other services or assets.
- 7.4 In the event of such further transfers being agreed, the terms of this agreement, including the Grant Payment by the District Council to the Town Council will be renegotiated (clauses 5.2 and 5.3 refers).
- 7.5 The parties will also give detailed consideration to the staffing implications should such further transfers be effected.
- 7.6 In the event of any changes to the devolution package being agreed by the parties, there shall be a minimum of 6 months notice before such changes take effect.

8.0 NEWARK MARKET PLACE

- 8.1 The District Council will grant a 99 year lease to the Town Council for the exclusive use of the Newark Market Place (as defined on the attached plan) to include the holding of markets and other events and activities.
- 8.2 The District Council will not seek to impose any restrictions on the Town Council as to the use of the Market Place during the currency of the lease.
- 8.3 The market will be operated through a service level agreement with the District Council for an initial 2 year term at a price of £110,370 in the first year, reducing by 5% in the second year. In the event that the Town Council wish to terminate the Agreement after the initial 2 year term they shall first be required to give a minimum of 6 months notice.
- 8.4 The Town Council will also enter into a Service Level Agreement with the District Council for an initial 12 month period for the removal of trade waste and cleansing of Newark Market Place at a price of £100,000. In the event that the Town Council wish to terminate the Service Level Agreement at the expiry of the initial period, they shall first be required to give a minimum of 6 months notice.
- 8.5 The lease of Newark Market Place to the Town Council will be a full repairing lease.
- 8.6 The District Council and Town Council will agree a schedule of condition of the Market Place prior to the commencement of the lease to the Town Council.
- 8.7 The District Council will grant the Town Council such rights as are necessary and appropriate to hold markets and fairs under its Market Charter (such rights also to relate, where appropriate, to any other property to be transferred in addition to the Market Place).
- 8.8 Whilst the District Council will retain the rights held under its Market Charter, it undertakes that it will not in the future hold any additional rival market within the Parish of Newark. For the avoidance of doubt this excludes those which are already held by the District Council within the Parish of Newark including the Cattle Market, the Wednesday Auction and Car Boot sales held at the Cattle Market Car Park. Where requested by the Town Council to do so, where appropriate and where there are substantive grounds to do so the District Council will seek to enforce its Charter Rights to protect the operation of Newark Market subject to full indemnity from the Town Council as to costs.

9.0 PARKS AND OPEN SPACES

- 9.1 The District Council will transfer to the Town Council the freehold interest (or such lesser interest as it may hold) in the following parks and open spaces:-

Riverside Park
Tolney Lane Play Area
Arena Play Area
Beaumont Gardens including bowls pavilion but excluding the library
Friary Gardens
Fountain Gardens

Sherwood Avenue Park East – Bowls Club including bowls pavilion, tennis courts and car park (subject to a lease dated 6 October 2006 between the District Council and Newark Northern Bowls Club)
Sherwood Avenue Park West – including skate park, play area and multi-use games area

- 9.2 There will be no covenants, prohibitions or restrictions on the transfers other than those to which the relevant titles are already subject save that in the event of the Town Council disposing of any of the said assets, the net proceeds from any disposal shall be distributed as to 50% to the District Council and 50% to the Town Council for a period of 80 years from the date of the transfer.
- 9.3 A disposal shall be deemed to be a freehold disposal or a leasehold disposal for a term of 7 years or more.
- 9.4 Unless expressly agreed by the parties, the Town Council shall be required to obtain best value for any qualifying disposal.

10.0 ENVIRONMENTAL IMPROVEMENT SITES

- 10.1 The District Council shall transfer to the Town Council such interest as it holds in the following sites:

Riverside Walk to rear of 22-32 Castlegate (*NOTE: this includes a small area of unregistered land shown edged blue on the relevant plan which is not in the district councils ownership*)

Riverside Walk from the end of Town Wharf to Water Lane (*NOTE: this is in 3 separate ownerships, the District Councils ownership is shown edged red on the relevant plan, Nottinghamshire County Council's ownership is shown edged green and Portland Homes and Field Estate companies split ownership is shown edged in blue*)

Riverside Walk Cow Lane (this extends from Cow Lane to a point near to Trent Lane). The transfer of this parcel of land will reserve a right for the Council and its successors in title to obtain access over the land to maintain the Millennium Bridge and a right to undertake any necessary works on the land in connection with the repair, refurbishment and general maintenance of the bridge including repairing supporting structures on the land transferred to the Town Council (*NOTE: this parcel of land includes The Riverside Walk but expressly excludes the land to the rear of 65 Northgate*)

Otter Park Millgate and road and yard adjacent thereto subject to the reservation of a right on the part of the Council to erect appropriate signage in relation to the civil war trail with the prior agreement of the Town Council.

Railway Walk Beacon Hill to Clay Lane (*NOTE: this includes a small area of unregistered land which is not in the District Councils ownership*)

Land on the south side of Clay Lane

Albert Street / Portland Street bedding scheme

Shrub beds at junction of Hawton Road, Windsor Road and Boundary Road

Footpath link (including steps) from Beacon Hill Road to Stanley Terrace (*NOTE: this includes a small area of unregistered land which is not in the District Councils ownership*)

For the avoidance of doubt the package excludes any part of the Town Wharf and mooring rights attached to the Barge.

- 10.2 The said transfers shall include all fishing and mooring rights (if any) attaching to the land to be transferred.

- 10.3 In respect of those sections of the Riverside Walk in which the District Council does not have a freehold or leasehold interest but which form an integral part of the Riverside Walk the Town Council shall be under an obligation to maintain the same as if a freehold interest had been transferred unless prevented by the freehold owner from doing so.
- 10.4 Subject to negotiations with the landowner, if identified, the Town Council will maintain Beastmarket Hill roundabout and the adjacent bedding scheme. (The title to Beastmarket Hill roundabout is unregistered and ownership is currently unknown)
- 10.5 For the avoidance of doubt the transfer does not include the Millennium Bridge.
- 10.6 The Town Council shall have absolute discretion as to the standard of repair and maintenance of the said environmental improvement sites.

11.0 OPEN SPACE ON PRIVATE ESTATES

- 11.1 The package will include the transfer of such interest as the District Council holds in the following open spaces and play areas located on private estates:-

Broughton Drive amenity open space

College Close amenity open space and play area (2 areas)

Farndon Road – the Ivies (2 areas)

Farndon Road – De Havilland Way

Newbury Road Estate amenity open space, roundabout, verges and play areas (excluding part as shown edged purple which will be retained in the ownership of the District Council) NOTE: the devolution package includes areas of land at Newbury Road Estate which are not in the District Council's ownership but which are currently maintained by it. The commuted payment received from the developer included these areas although the land was not formally transferred to the District Council by the developer (these areas are shown edged in blue)

Autumn Croft Road Estate – amenity open space, play area and path adjacent to Phillipott Close

Hounsfeld Close open space

Hine Avenue

Ringrose Close open space

Pine Close open space

Wheatsheaf Avenue – amenity open spaces and play areas (2 areas)

John Pope Way open space

Barnby Road Community Park

- 11.2 The District Council will not impose any covenants, restrictions or prohibitions on the said transfers other than those to which the respective titles are subject save that in the event of any disposal of any of the assets by the Town Council, the net proceeds of such disposal shall be distributed as to 50% to the District Council and 50% to the Town Council for a period of 80 years.
- 11.3 A disposal shall be deemed to be a freehold disposal or a leasehold disposal for a term of 7 years or more.

11.4 Unless expressly agreed by the parties, the Town Council shall be required to obtain best value for any qualifying disposal.

11.5 In addition to the above, the Town Council will maintain the remainder of the open space at Newbury Road Estate which is retained in the ownership of the District Council, at its expense, until such time as it is redeveloped by the District Council. In consideration of the Town Council assuming such maintenance liability, the District Council will transfer the whole of the commuted payment in respect of the same to the Town Council. In the event of any open space provision being required as a consequence of the redevelopment of the land, this will be transferred to the Town Council by the District Council following completion of the redevelopment of the land.

12.0 MAINTENANCE OF PARKS OPEN SPACES AND ENVIRONMENTAL IMPROVEMENT SITES

12.1 For an initial period of 3 years from the date of the transfer of assets set out in clause 9, 10 and 11 ante, the Town Council will enter into a service level agreement with the District Council for the maintenance of the said assets to the current specification at a price of £189,000 in the first year, reducing by 5% per annum in the two subsequent years. Should the Town Council wish to vary the specification after the first year this would be subject to agreement between the parties to vary the price and specification and subject to a minimum of 6 months prior notice in respect of a reduction in the level of maintenance. Should the Town Council wish to terminate the Service Level Agreement at the expiry of the initial 3 year term, it shall be required to have first given the District Council a minimum of 6 months notice of such termination.

13.0 PUBLIC TOILETS

13.1 The District Council will transfer the freehold of the London Road toilets and adjoining retail unit to the Town Council.

13.2 The District Council will not impose any covenants, restrictions or prohibitions in the transfer set out in clauses 13.1 above save that in the event that the Town Council resolves to close and dispose of the said public toilets or enter into a freehold disposal of the retail unit, the net proceeds of disposal shall be distributed as to 50% to the District Council and 50% to the Town Council.

13.3 The District Council will transfer a leasehold interest in the Arena car park toilets and adjoining retail unit to the Town Council for a term of 25 years.

13.4 For the avoidance of doubt, clause 13.2 shall not apply to any rental income deriving to the Town Council in respect of the retail units adjacent to the London Road toilets (or, for the avoidance of doubt, the Arena toilets) which shall be retained by the Town Council as part of the overall package.

13.5 Subject to receiving the appropriate consents from the Landlord, the District Council will assign its leasehold interest in the St Mark's Toilets to the Town Council subject only to the terms of the said lease.

13.6 The District Council will enter into a Service Level Agreement with the Town Council for an initial 24 month period for the management and operation of the public toilets at the Gilstrap and Sconce Park at a price of £41,170 per annum. In the event that the District Council wish to terminate the Service

Level Agreement at the expiry of the initial period, they shall first be required to give a minimum of 6 months' notice.

14.0 BACK OFFICE SERVICES

14.1 A Service Level Agreement may be entered into between the parties for the provision by the District Council to the Town Council of back office services associated with the assets and services to be transferred in particular asset management.

15.0 MISCELLANEOUS

15.1 As part of the agreed package the Town Council will maintain all District Council planters (as listed in Schedule 4) within the parish of Newark at its sole expense excluding those held by the Council in its housing revenue account.

16.0 DESCRIPTION OF ASSETS TO BE TRANSFERRED

16.1 Schedule 5 includes a list and plans of the parks, open spaces, environmental improvement sites, open spaces on private estates, public toilets and kiosks to be transferred by the District Council to the Town Council.

17.0 FINANCIAL AND OTHER INFORMATION

17.1 The District Council and the Town Council will provide each other with such detailed financial information and other information as may be required in order that the transfer of assets, services and payments can be made.

18.0 FUTURE TRANSFER OF ASSETS

18.1 Lincoln Road Playing Fields and the Bridge Community Centre Playing Field have currently been excluded from the package pending a review of the recommendations from the Bridge Ward Neighbourhood Study. It is the intention of the District Council that part of the site will be developed for residential purposes with a proportion of the sale proceeds being applied towards environmental improvements in the Bridge Ward and enhancement of the area of open space/playing field to be retained as public open space. The Town Council agrees that on completion of such a review it will accept a transfer from the District Council of the Lincoln Road Playing Fields subject to an agreed percentage of the proceeds of any disposal of the remainder of the land being transferred by the District Council to the Town Council in respect of future maintenance.

18.2 For the avoidance of doubt the said transfer will include the Lincoln Road Pavilion.

19.0 FUTURE OPEN SPACE PROVISION

19.1 Where further open space provision comes forward within the parish of Newark, principally through residential development schemes, the District Council will consult with the Town Council to clarify whether it wishes to take on responsibility for its future ownership and maintenance.

19.2 The Town Council agrees that it will accept a freehold transfer from the developer of any strategic open space provision within the parish of Newark subject to receipt of a commuted payment from the developer in respect of future maintenance.

20.0 TOWN HALL OFFICES AND MARKETS AND CAR PARKS OFFICE

20.1 As part of the agreed package the Town Council agrees to accept a surrender of the leases of the Town Hall offices and/or markets and car parks office from the District Council if the District Council, at any time prior to the expiry of the said lease terms, wishes to vacate the said premises. The Town Council shall not require any payment from the District Council for the said surrender. Any such surrender will follow a discussion with the Town Council as to the District Council's intentions for the future delivery of those services.

21.0 DATE OF TRANSFER

21.1 Both parties agree to use their best endeavours to secure the devolution of the package of services and functions as described in this Agreement to Newark Town Council on 1 April 2015.

SIGNED by
On behalf of NEWARK & SHERWOOD DISTRICT COUNCIL

SIGNED by
On behalf of NEWARK TOWN COUNCIL

Dated

Schedule One

Grant Payments by District Council

Financial Year	Tax Base increase by 0.8% per year plus new growth	Band D Charge – increased by 1% each year	Grant Payment
2015 – 2016	£7,798.43	£103.86	£239,000
2016 – 2017	£8,007.82	£104.90	£229,000
2017 – 2018	£8,266.88	£105.95	£219,000
2018 – 2019	£8,670.02	£107.01	£209,000
2019 – 2020	£9,082.38	£108.08	£199,000
2020 – 2021	£9,426.03	£109.16	£199,000
2021 – 2022	£9,841.44	£110.25	£199,000
2022 – 2023	£10,264.17	£111.35	£189,000
2023 – 2024	£10,734.29	£112.47	£189,000
2024 – 2025	£11,225.16	£113.59	£189,000
2025 – 2026	£11,671.96	£114.73	£189,000
2026 – 2027	£12,036.34	£115.87	£189,000
2027 – 2028	£12,364.63	£117.03	£189,000
2028 – 2029	£12,695.55	£118.20	£179,000
2029 – 2030	£12,952.11	£119.38	£179,000
2030 – 2031	£13,132.73	£120.58	£179,000
2031 – 2032	£13,237.79	£121.78	£169,000
2032 - 2033	£13,343.69	£123.00	£159,000
2033 – 2034	£13,450.44	£124.23	£149,000
2034 – 2035	£13,558.04	£125.47	£139,000

NOTE: - the Grant Payments set out above are indicative only. The actual Grant Payment for each year may be adjusted upwards or downwards and will be calculated using the formula set out in clause 5.2.

Schedule Two

Repairs and Renewals pots to be transferred:-

Repairs & renewals to be transferred

Public Conveniences	General repairs and redecoration	900
Parks & Playing Fields	Footpath & Paving repairs	4,030
Parks & Playing Fields	Replace Play Equipment	4,495
Parks & Playing Fields	Seats & bins repair/repaint	620
Parks & Playing Fields	Tree Works & Inspections	1,240
Parks & Playing Fields	Landscape Renewals	1,860
Sherwood Ave Amenity Area	Sign Renewal	371
Sherwood Ave Amenity Area	Play Equipment Repairs	1,600
Sherwood Ave Amenity Area	Replace Play Surface/Wall - Kickabout	4,330
Sherwood Ave Amenity Area	Play Equipment Repairs	1,100
Private Estates	Play Area Repairs	2,900
Private Estates	Landscape Refurbishment	2,320
		25,766

Section 106 contributions and commuted payments to be transferred:

Development	NSDC Site	
Newark Shelton Avenue (Pevenil)	Broughton Drive amenity open space	539
Grange Road	College close play area	38,075
Newark-Farndon Rd, Garrard & Allen The Ivies	Farndon Road - The Ivies open space	197
Farndon Road Newark (H Boot) maintenance	Farndon Road - De Havilland Way open space	5,551
Beacon Hill part year only	Newbury Road estate - amenity open space & Play area	114,463
New Millar Homes	Autumn Croft Road Estate - amenity, POS & play area	55,000
Lincoln Road Newark - Barratt - Castlefields	Wheatsheaf Avenue- amenity open space and play area	3,387
Newark Stephen/Winthorpe Rd (Wilcon)(POS)	John Pope way open space	1,687
Newark Stephen/Winthorpe Rd (Wilcon)(POS)	John Pope way open space	311
Barnby Road	Barnby Road Open Space	27,033
	TOTAL RELATING TO DEVOLVED ASSETS	246,242

OTHER S106 FUNDINGBeacon Hill - Newbury Rd
estate

Planned Maintenance

53,845**TOTAL TO BE TRANSFERRED TO NEWARK TOWN COUNCIL****325,854**Schedule ThreeA) Assets to transfer with Newark Market Place

Description	No:	Model	Price	
Weights	20		£20	£400
Vitabrae Stalls	4		£250	£1,000
Umbrellas and Stands	6		£200	£1,200
Zapp Stalls	161		£300	£48,300
Static Stalls	8			£4,000
New Market Sheets	3		£500	£1,500
Canvas Top Stalls	5		£200	£1,000
Stall Boards	135		£20	£2,700
240v Cables	Various			£1,000
110v lighting catenaries	Various			£750
Waterpump, bear post / trough				£500
New Trestles	200			£2,200
Old Trestles	580		£5	£2,900
Electricity Hubs	3			£13,000
Market Barrow	4			£600
Maccs Database				£6,000
Cash Safe	1			£2,000
Lighting Columns	16			£8,000
Market transformers etc				£1,000
Promotional flags	4		£50	£200
Drainage channel covers	353		£15	£5,295
Containers at lorry park	3		£700	£2,100
Wins speed monitor	1			£500
Stall canopy gutters	100		£5	£500
Bungee ties				£100
Ground anchor pins	600		£7	£4,200
Electricity Hub posts	5		£100	£500
				£111,445

Schedule Three

B) Assets to transfer with parks, open spaces, environmental improvement sites and open space on private estates

Description	No:	Age	Replacement Value	Total Value
Entrance signs	13	11no – 10+yrs, 1no – 3yrs, 1no – 2yrs	£1,000 per sign	£2,120
Information signs - cabinet	2	1no – 2yrs, 1no – 1yr	£1,000 per sign	£1,500
Information signs – plain	2	1no – 5+yrs, 1no – 2yrs	£500/£150 per sign	£620
Play area signs	20	Various – 2yrs – 10+yrs	£500 per sign	£1,440
Sponsorship signs	50	3no – 10+yrs, 2no – 5yrs	£300 per sign	£150
Seats	43	2yrs – 10+yrs	£600 per seat	£4,230
Benches	5	2yrs – 10+yrs	£300 per bench	£570
Picnic benches	9	1yr – 10+yrs	£400 per bench	£1,740
Litter bins	43	2ys – 10+yrs	£350 per bin	£4,085
Dog bins	19	5yrs – 10+yrs	£250 per bin	£600
Recycling bins	1	4yrs	£600 per bin	£360
Play equipment – Riverside Park arena	11no items	10+yrs	Total £100,000	£5,000
Play equipment –Tolney Lane play area	6no items	4yrs	Total £40,000	£12,000
Play equipment – Sherwood Avenue Park	9no items	10+yrs	Total £60,000	£3,000
Play equipment – Barnby Road Park	7no items	2yrs	Total £40,000	£16,000
Play equipment – College Close open space	5no items	4yrs	Total £20,000	£6,000
Play equipment – Autumn Croft Rd open space	5no items	6yrs	Total £40,000	£8,000
Play equipment – Newbury Rd open space	4no items	8yrs	Total £25,000	£2,500
Play equipment – Wheatsheaf Ave open space	6no items	10+yrs	Total £40,000	£2,000
Skatepark equipment – Sherwood Avenue Park	6no items	10+yrs and 6yrs	Total £50,000	£5,650
Street lights	9	10+yrs	£2,000 per column	£1,200

Public art features	3	10+yrs	Total 50,000	£18,000
Floodlights	16	10+yrs and 8rs	Total £60,000	£5,000
Ticket machine	1	8yrs	£1,000	£200
Lifebelt stations	12	10+yrs	£250 per station	£300
Sherwood Avenue Park pavilion	1	10yrs	£200,000	£75,000
Beaumont Gardens pavilion	1	10+yrs (refurb)		£30,000
			Total	£207,265

Schedule Three

C) Assets to transfer with public toilets and kiosks

St Marks – Disabled hoist and flat screen monitor

Schedule Four

Planters to be maintained by Newark Town Council

2 concrete planters at the side of the Palace Theatre

Schedule Five

Assets to be transferred to Newark Town Council

Parks and Open Spaces

Riverside Park
Tolney Lane Play Area
Arena Play Area
Beaumont Gardens including bowls pavilion but excluding the library
Friary Gardens
Fountain Gardens
Sherwood Avenue Park East – bowls club including bowls pavilion, tennis courts and car park (subject to a lease to Northern Bowls Club dated)
Sherwood Avenue Park West – including skate park, play area and multi-use games area

Environmental Improvement Sites

Riverside Walk to rear of 22-32 Castlegate
Riverside Walk from the end of Town Wharf to Water Lane
Riverside Walk Cow Lane
Otter Park Millgate and road and yard adjacent thereto
Railway Walk Beacon Hill to Clay Lane
Land on south side of Clay Lane
Albert Street / Portland Street bedding scheme
Shrub beds at junction of Hawton Road, Windsor Road and Boundary Road
Footpath link from Beacon Hill Road to Stanley Terrace

NOTE: The package includes sections of the Riverside Walk which are not in the ownership of the District Council as detailed in clause 10.1 of the Agreement and Beastmarket Hill roundabout and adjacent bedding scheme whose ownership is currently unknown.

Open Space on Private Estates

Broughton Drive amenity open space
College Close amenity open space and play area
Farndon Road – the Ivies (2 areas)
Farndon Road – De Havilland Way
Newbury Road Estate amenity open space, roundabout, verges and play areas (excluding part)
Autumn Croft Road Estate – amenity open space, play area and path adjacent to Phillipott Close
Hounsfild Close open space
Hine Avenue
Ringrose Close open space
Pine Close open space
Wheatsheaf Avenue – amenity open spaces and 2 play areas
John Pope Way open space

Barnby Road Community Park

NOTE: the whole of the Newbury Road open space will be maintained by the Town Council under the terms of this package but part will be retained in the ownership of the District Council.

PUBLIC TOILETS

London Road toilets and adjoining retail unit

Arena car park toilets and adjoining retail unit (25 year lease)

St Mark's toilets (assignment of leasehold interest)

NEWARK TOWN COUNCIL - DEVOLVED SERVICE FINANCIAL IMPACT SUMMARY

Year	Current Net Expenditure	Devolved Service Net Expenditure	Devolved Service Support	Council Tax Income	Net (Surplus)/ Deficit	Balances B/F	Balances C/F
	£000	£000	£000	£000	£000	£000	£000
2014/15	658	0	0	-780	-122	-581	-703
2015/16	778	389	-239	-810	118	-703	-585
2016/17	827	384	-229	-840	142	-585	-443
2017/18	831	376	-219	-876	112	-443	-331
2018/19	851	384	-209	-928	98	-331	-233
2019/20	872	392	-199	-982	83	-233	-150
2020/21	894	400	-199	-1,029	66	-150	-84
2021/22	916	408	-199	-1,085	40	-84	-44
2022/23	939	416	-189	-1,143	23	-44	-21
2023/24	962	424	-189	-1,207	-10	-21	-31
2024/25	986	432	-189	-1,275	-46	-31	-77
2025/26	1,011	441	-189	-1,339	-76	-77	-153
2026/27	1,036	450	-189	-1,395	-98	-153	-251
2027/28	1,062	459	-189	-1,447	-115	-251	-366
2028/29	1,089	468	-179	-1,501	-123	-366	-489
2029/30	1,116	477	-179	-1,546	-132	-489	-621
2030/31	1,144	487	-179	-1,584	-132	-621	-753
2031/32	1,173	497	-169	-1,612	-111	-753	-864
2032/33	1,202	507	-159	-1,641	-91	-864	-955
2033/34	1,232	517	-149	-1,671	-71	-955	-1,026
2034/35	1,263	527	-139	-1,701	-50	-1,026	-1,076
	20,842	8,835	-3,780	-26,392	-495		

Notes re figures used above:

- 1 Based on Estimate figures as submitted to Finance & Policy Committee
- 2 Pay Inflation 2%, other net expenditure inflation 3%.
- 3 Council Tax increase 1% in each year
- 4 Current Net exp. Includes £50,000 in 2015/16 and 16/17 for Neighbourhood Plan, this is deleted thereafter
Devolved Service net expenditure reduced by £13,000 2016/17 and £7,000 2017/18 for lower NSDC Service
Level Agreement costs.
- 5

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 2014-2022.

2. Background

2.1 The report on the Medium Term Financial Strategy which was submitted to the Finance & Policy Committee on 11th February is attached at Appendix 1 for Members attention.

That Committee approved the payment of a grant, in 2015/16, of £5,000 to the Citizens Advice Bureau, this has been reflected in the figures contained in the Strategy. Apart from this addition the 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 2015/16.

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

2.3 In addition the District Council has just provided an updated profile of new house building which was not available when the Finance & Policy Committee Agenda was produced. This profile reflects the recent planning permission granted for the land South of Newark together with all other known developments over the next twenty years.

This has changed the figures contained in the Financial Plan shown in the table at paragraph 3.1, these figures have now been updated to reflect the latest information.

The new profile has pushed the new housing forward into future years of the Plan period, however it still shows that an acceptable level of balances is maintained until the 2021/22 financial year when it falls below the minimum £100,000 target. This issue is dealt with in more detail within the Devolved Services report which has been considered earlier on this agenda.

3. Financial, Legal, Equality and Risk 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: 11

Committee Date: Wednesday 11th February 2015**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 2014-2022 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 2014/15, 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 years without the need for ongoing significant increases in Council Tax.
- 2.2 The revised budget for 2014/15 has been taken as the base position and extrapolated 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. Devolved Services

- 3.1 As Members will appreciate the key issue to be considered within this year's MTFS is the impact the potential transfer of services from the District council would have on the Town Council's financial position.
- 3.2 The Town Council considered the Devolved Services proposal at its meeting on 17th December 2014; it supported the initiative 'in principle' but wanted some aspects of the Agreement renegotiating and gave the Town Clerk delegated authority to undertake that in consultation with the Leader of the Council.
- Since then negotiations with the District Council have been ongoing. A position has now been arrived at that, from a financial perspective, the proposed agreement provides a much improved level of security for the Town Council ensuring that the package is affordable in the medium and long term with the Town Council being able to maintain an adequate level of General Reserves. This has been achieved by re-profiling the grant received from the District Council together with an annual review to assess the achievement of new house building which provides the long term affordability of the transfer.
- 3.3 At this stage the agreed financial figures have been included in the revenue estimate figures as contained in the accompanying Budget Report. A separate report will now be included on the Full Town Council agenda for the next meeting on 18th February 2015, so that Members can consider the whole package together with the revised financial arrangements.

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.

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

The Secretary of State has consulted on the possibility of extending this principle to 'Larger Parish Councils' for 2015/16. Following discussions with the Chairman of this Committee and the Leader of the Council a response was submitted on behalf of the Town Council, a copy of the letter is attached at Appendix B to the Revenue Estimates Report being considered later on, on this Agenda.

At the time of writing this report no announcement has been made as to any decision to extend this policy to include parish Precepts for 2015/16.

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 2015/16 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.

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 2015/16 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. The figures contained in the MTFs assume an annual increase of 1% in the Town Council's Band D Council Tax charge for all years covered by the plan.

5. Review of Town Boundary

- 5.1 Following the Community Governance Review, which the District Council carried out during 2014, it has been agreed that the Town Boundary will be extended to include most of the additional new housing developments which are proceeding to the South and East of Newark.

- 5.2 Over the next 12 years it is estimated that some 5,500 new houses will be built in Newark, mainly from the two Growth Point sites. When these housing developments are complete the Town Council will have a potential increase in its Council Tax income of over £500,000 per annum. This level of additional Council Tax Income will enable the Town Council to take on the full cost of the Devolved Services transferred from the District Council, in the longer term.

In the short term however the Town Council will need to rely on the use of its accumulated General Reserve Funds and the receipt of an annual grant from the District Council to fund the cost of the transfer.

6. Medium Term Financial Strategy

6.1 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.

6.2 The preservation and growth of these funds have enabled the Town Council to be in a position to take on the increased cost of Devolved Services pending the completion of the new housing growth as discussed above.

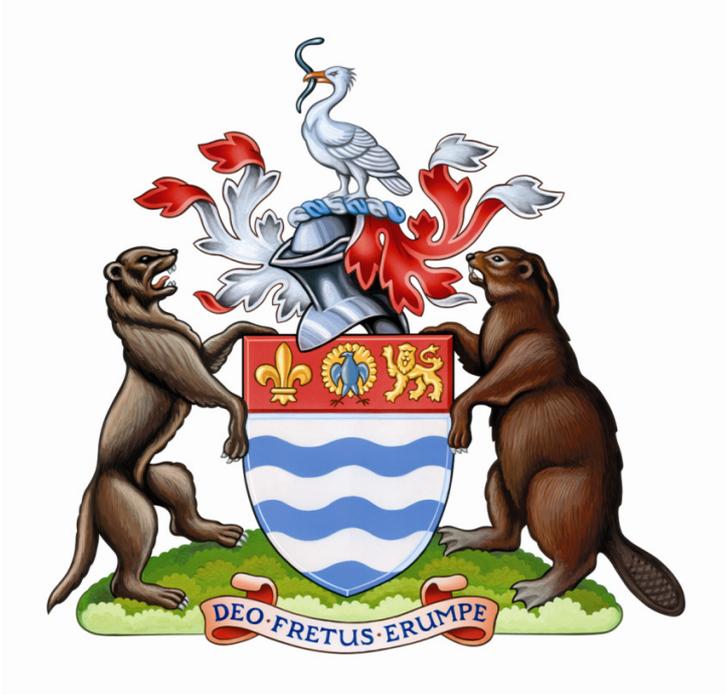
Whilst the level of the General Reserve Fund is anticipated to reduce over the period of the MTFS, it remains above the approved minimum level. I would also remind Members of the comments made by the External Auditor last year that the current level of General Reserves were excessive and should be reviewed. The use of these Reserves to meet the cost of Devolved Services is an appropriate use of the General Reserve Fund.

7. Financial, Legal, Equality & Risk Issues

7.1 The attached Financial Strategy sets out the Council's revenue spending over a six year period using the revised budget for 2014/15 as the base position. It shows that the Council is in a financial position to accommodate the cost of Devolved Services over the plan period.

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

FINANCIAL STRATEGY 2014-2022



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.

2.1.4 This year's Strategy reflects the significant impact that will arise from the possible transfer of services from the District Council under the Devolved Services initiative. If the transfer goes ahead it will have a major long term financial impact which has been built into the financial appraisal which underpins the Strategy.

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. The main risk it will face over the next few years will be to meet the additional cost associated with the Devolved Services transfer in advance of additional Council Tax income generated from new housing developments. It is estimated that the General Reserve Fund will reduce over the period of the Plan it remains in a positive position throughout but falls below the minimum level in the last two years. The Town Council may need to take corrective action over the Plan period and will need to carefully monitor the overall financial position in the light of the impact of the additional services being taken on.

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. The figures contained in this Plan do fall below the minimum level in 2021/22 and 22/23, however the calculations associated with the transfer of Devolved Services are very sensitive to small variations in both income and expenditure, this position will therefore be carefully monitored and corrective action taken if necessary.

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

NSDC have advised the Town Council that this grant will be withdrawn over a 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.
- 2.4.5 As part of the work to assess the affordability of the Devolved Services package a review of all the Town Council's Reserve Funds has been undertaken to identify any surplus funds which could be re-directed to support the General Reserve Fund. It is proposed that just over £100,000 can be transferred to the General Reserve fund to support the cost of the transfer in the short term.

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 2015/16 the Secretary of State has set a limit of 2% for most principal authorities; however this principle has not, so far, 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 2015/16. However 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								
	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022
	£000	£000	£000	£000	£000	£000	£000	£000
Total Expenditure	747	1,226	1,241	1,207	1,235	1,264	1,294	1,324
Council Tax	780	810	840	876	928	982	1,029	1,085
Devolved Services Grant		239	229	219	209	199	199	199
Council Tax Grant	89	59	30	0	0	0	0	0
Addition to Balances	122	-118	-142	-112	-98	-83	-66	-40
Balance b/fwd	581	703	585	443	331	233	150	84
Balance c/fwd	703	585	443	331	233	150	84	44

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 rate of 2% per annum.

It assumes an increase of 1% per annum in the Band D Council Tax charge in each year of the plan period.

3.3 COUNCIL TAX BASE

The estimated Council Tax Base for 2015/16 is 7,798.43; this represents an increase of nearly 3% from the previous year's figure, due mainly to new houses being built. For future years an annual increase of 0.8% has been allowed to reflect the general growth in new housing within Newark, together with a more substantial increase following the profile of new houses being delivered from the two Growth Point sites.

3.4 SERVICE DEMANDS

The transfer of services from NSDC to the Town Council will have a significant financial impact on the Town Council and its MTFs. The financial Arrangements which have been agreed with the District Council should enable the Town Council to retain an acceptable level of General Reserves, albeit at a reduced level from the current figure. In addition there is annual review of the District Council's grant which can then be adjusted upwards or downwards if the delivery of new houses vary from the assumed profile.

These arrangements will enable the Town Council to be in a position of accepting the increased costs associated with the transfer with a degree security that it will be able to sustain its longer term financial stability when the new houses are achieved.

TOWN COUNCIL

SUBJECT:	REVENUE BUDGET & PRECEPT 2015/16
REPORT BY:	TOWN CLERK

1. Recommendations

- 1.1 That the budget proposals as revised 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 £657,690 be approved.
- 1.2 That the budget proposals as submitted for the financial year 2015/16 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £927,640, subject to any adjustments arising from the consideration of previous two Agenda Items, be approved.
- 1.3 That the projected aggregate net expenditure on Town Council services for the financial year 2015/16 be met by way of the levying of a precept of £809,945 on Newark & Sherwood District Council, leaving the sum of £585,340 in General Revenue Balances, subject to any adjustments arising from the consideration of the previous two Agenda Items, be approved.

This precept represents a 1% increase from that levied in 2014/15, this precept will result in a Council Tax charge of £103.86 per annum for a Band D property, an increase of £1.03 per annum from the charge in the current financial year.

2. Background

- 2.1 That Committee approved the payment of a grant, in 2015/16, of £5,000 to the Citizens Advice Bureau, this has been reflected in the figures contained in the Strategy. As a matter of expediency this amount has been deducted from the proposed provision for the development of a Neighbourhood Plan so the overall estimate figures have not changed from those submitted to the Finance & Policy Committee. .Apart from this addition the Committee referred the Strategy to the Town Council without comment or recommendation.

3. Financial, Legal, Equality and Risk 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: 12

Committee Date: Wednesday 11th February 2015**FINANCE & POLICY COMMITTEE**

SUBJECT:	REVENUE BUDGET & PRECEPT 2015/2016
REPORT BY:	TOWN CLERK

1. Recommendations

To receive the Town Council's proposed Revenue Budget and Precept for the financial year 2015/16 and make recommendations as appropriate to the Town Council on the following :

- 1.1 The budget proposals as revised 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 £657,690 (£746,580 less £88,890).
- 1.2 The budget proposals as submitted for the financial year 2015/16 in respect of all services and functions operated by the Town Council, giving rise to a projected net expenditure of £927,640 (£986,900 less £59,260).
- 1.3 The level of precept required for 2015/16 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.
- 1.4 To approve the transfer of surplus funds held in various Repairs & Renewals and Reserve Funds totalling £100,963 to the General Reserve Fund.

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 2013/14
- b. the original estimate of expenditure and income for 2014/15
- a. the probable out-turn of expenditure and income for 2014/15
- b. the proposed Budget for 2015/16

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 2014/15 were reviewed by the Environment & Leisure Committee on 22nd January 2014, a 5% increase was approved.

A report is submitted elsewhere on this agenda for consideration of fees for the 2015/16 financial year.

For the purposes of the attached detailed estimates an increase of 2% has been assumed. If this is not the agreed increase an adjustment will need to be made to the estimated income figure.

- d. 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.
- e. An allowance for price increases in 2015/16 has been included at the 2% 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 2015/16; this is the level of salary increase which has been built into the estimates for next year.

4. Repairs & Renewals and Reserve Funds

- 4.1 As part of the background work to prepare and assess the possible transfer of services from the District Council to the Town Council a review of the current level of balances in the various Reserve Funds has been undertaken.

The majority of annual revenue contributions to the Reserve Funds have been based upon historic figures which haven't been reviewed for a number of years. This has resulted in many cases where the balances have grown to levels which exceed the known requirements for their use.

It is suggested that the following 'surplus' funds are available to support ongoing revenue expenditure and can therefore be transferred to the Town Council's General Reserve Fund:

	£
Allotments	6,293
Cemetery	5,372
Information Technology	4,761
Office Equipment	1,269
General Reserve	49,108
Risk Management	3,000
Public Convenience	25,574
Museum	5,586
Total	100,963

- 4.2 Members are asked to approve these proposed transfers which will provide a higher level of General Reserve Funds to support future revenue expenditure.

In addition to the above transfers the annual contributions into Reserve Funds have been reviewed and reductions made, where it is considered appropriate. These are identified in the commentary below.

The above proposed changes have been included in the detailed estimates as presented at Appendix A.

5. Specific Issues

- 5.1 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.

5.1.1 Central Establishment

a. Christmas Carol Competition

This budget has been deleted. Over the last two years all local primary schools have been invited to come and perform at the Christmas Light Switch on event; this has proved to be both popular and successful with the schools, enabling more children to perform than had previously been the case. Proposal is for this to continue hence no need for a specific competition.

b. Information Technology

Reduction in this budget (both Probable and Estimate for 2015/16) of £8,000 is mainly due to a reappraisal of the IT Reserve Fund, the estimated balance at 31st March 2015 is £9,850, this takes into account the replacement of the computer hardware that was completed last year and is considered to provide an adequate level of resource for any further requirements over the next few years. The annual revenue contribution has been reduced to £1,000 in both 2014/15 and 2015/16.

c. Consultancy

This budget provides for any outside professional services which may be required to support the management of the Town Council. During this year it has been used only for Personnel and Internal Audit support. The

Probable figure has been reduced to reflect the actual expenditure incurred. The Budget for 2015/16 has been increased slightly to provide a budget for any additional support that may be required, particularly arising from the Devolved Services Project.

d. Newark Civic Awards

This budget has not been used for a number of years now and has been deleted.

e. Youth Council

A budget of £2,000 was established for this group in 2013/14. To date little expenditure has been incurred and the unspent balance has been put into a specific Reserve Fund. The balance at 31st March 2014 is £2,000, it is proposed that the budget for both 2014/15 and 2015/16 is reduced to £1,000. This figure is built into the estimates submitted for consideration.

f. Risk Management

This Reserve Fund was set up fairly recently to support any expenditure which may be required to address and mitigate any identified risks that the Town Council may identify. The balance in hand at 31^s march 2015 is £5,000, to date the fund has not been required to meet any expenditure and it is proposed therefore that further contributions are deleted for the time being.

g. Election Costs

There will be a full Town Council election in May 2015. The estimated cost of this is £25,000. This cost is met from the Election Reserve into which annual contributions have been made to spread the cost evenly across financial years. Given the balance in hand of £17,061 at 31st March 2014 the annual contributions can be reduced to £5,000 for both 2014/15 and 2015/16.

h. Neighbourhood Plan

During the last year the possibility of the Town Council producing a Neighbourhood Plan has been discussed on a number of occasions.

Whilst the Planning & Regeneration Committee has considered the matter in detail and decided not to prepare such a Plan, it is clear that such plans are being prepared by many local Parish Councils and the matter was raised again at the last meeting of the full Town Council.

A contingency sum of £50,000 has been built into the estimates for 2015/16 to enable the next Town Council to commence work on preparing a Neighbourhood Plan if it so decides.

5.1.2 Town Hall

a. Lettings & Bar

The most significant variation is a reduction of £8,000 in the income budget for Town Hall Lettings; the Probable figure has been reduced to £13,000 to reflect the level of bookings in 2014/15. The last two years

have been quite buoyant mainly thanks to the hiring of the Council Chamber on a regular basis by the Highways Agency. This however has now come to an end and has not been replaced by other bookings.

This reduction in the number of lettings also has a knock on impact on the level of Bar takings; Members will see that the budget for both Bar Purchases and Bar income have also been reduced to reflect current sales figures.

A separate report on lettings policy will be submitted to the next meeting of this Committee in order to review the current charging policy which can hopefully make the Town Hall more attractive for lettings.

b. Miscellaneous

Reductions have been made on a number of expenditure budget heads which have resulted in a small overall net increase in the Probable figure from £100,350 to £101,640.

5.1.3 Environment

a. Allotments

A review of the Allotment Reserve Fund has been undertaken, the estimated balance at 31st March 2015 is £10,000. It is considered that this is sufficient to meet any known minor requirements and therefore the contributions to the Fund have been deleted.

There are a number of improvements planned for the Allotment sites as listed below:

Electric Gates at Barnby & Hawton	- £11,000
Fencing at Barnby Road	- £5,000
Total	£16,000

It is suggested that these sums are met from Capital Receipts, which will have the benefit of preserving the revenue spending position.

At the last meeting of the Environment & Leisure Committee, it was agreed to recommend to this Committee that additional resource be put into the management and administration of the Allotment sites. At this stage an additional sum has been included within the Payroll budget head to cover an increase in the time spent inspecting the Allotment sites and a report will be taken back to the Environment & Leisure Committee during the next civic year.

b. Cemetery

A review of the Cemetery Reserve Fund has been undertaken, the estimated balance at 31st March 2015 is £44,800. It is considered that the annual contributions can be reduced and still leave sufficient resources to meet any known minor requirements. Contributions have therefore been reduced to £10,000 for both 2014/15 and 2015/16.

c. Newark In Bloom

The Town Council has supported this initiative for many years through the input of officer time to support the 'Bloom Committee' and through the

sale of hanging baskets to businesses throughout the town.

The town has been awarded a Silver Gilt Award for the last two years. Whilst the achievement of a higher award should not necessarily be an end in itself, the further improvement of the town centre environment can be delivered and can make Newark an even more attractive place to visit.

The comments from the judges this year were mainly around tidying up street furniture such as seats and rubbish bins. Whilst these are not the direct responsibility of the Town Council at the moment, it could be still be appropriate for the Town Council to input resources in to these areas if Members wished to consider such a proposal.

By way of example there are 29 seats in the streets within the town centre, many could be improved by sanding down and re-varnishing.

An additional sum of £5,000 has been put into this budget head to enable the Town Council to undertake a range of improvements which will enhance the town centre environment and may assist with the Newark In Bloom offer next year.

5.1.4 Public Conveniences

The only significant variation is an increase in the payroll budget. The proposed budget for 2015/16 is estimated to be sufficient to pay the staff employed in this service area the Living Wage.

A separate report on this matter will be submitted to the Personnel Sub Committee in due course.

5.1.5 Leisure & Economic Development

a. Christmas Light Displays

This budget head was increased by £5,000 for 2014/15 to enable further improvements to the light displays in the Market Place, Cartergate and Kirkgate. This year's displays in the Market Place in particular were a big improvement from the previous year, with many supportive comments being received on the positive impact it had on the town centre.

Whilst no formal review of this years' displays has been undertaken with the contractor who erects the Christmas Light displays, I am confident that further improvements can be made again in 2015, if Members wish to add further investment into this service.

If further investment is agreed I would suggest that an estimate for a Capital Budget of £10,000 would enable considerable enhancements to be delivered both in the Market Place as well as surrounding streets.

b. Museum Capital & Acquisitions

These two budget heads have been used to fund new acquisitions for the Town Council' Museum, with any underspends being transferred to the Museum Reserve Fund at the end of the financial year.

A review of the Museum Reserve Fund has been undertaken, the estimated balance at 31st March 2015 is £10,600. It is considered that this is sufficient to meet any known future requirements and therefore the Museum Capital budget has been deleted.

b. Sunday Band Concerts/Summer Picnic

The original estimate for 2014/15 was agreed on the basis that it would be that last year that the Sunday Band Concerts could be funded by the Doris Bainbridge Trust Fund. It now looks that there will remain a small residual sum that can be used to support these concerts in 2015/16.

In 2014 the Sunday Band Concerts were combined with a Finale event over the August Bank Holiday within the Castle Grounds. This appeared to be successful and it is proposed that this continues for 2015. No adjustment to the budget is required to deliver these events.

6. CAPITAL RECEIPTS

- 6.1 Included within the attached Appendix A. is the financial position in respect of the proposed use of Capital receipts.

The Capital Receipt balance brought forward at 1st April 2014 was just under £2m arising from the sale of Bowbridge Road land. The Town Council has made two significant commitments to support the new Leisure centre and the planned Sports Hub of £500,000 each. These two items are included within the estimate over the 2014/15 and 2015/16 financial years.

In addition it is proposed that Capital Receipts can be used to meet the following items:

- (i) Christmas Light display improvements.
- (ii) New Photocopier
- (iii) Allotment Improvements

- 6.2 The estimated balance at 31st March 2016 is £942,000 this sum will be required to meet the cost of purchasing and laying out a new Cemetery site which will be required in the next few years.

7 NEWARK & SHERWOOD DISTRICT COUNCIL GRANT

- 7.1 This item of income will continue to be received from the District Council in accordance with the phasing which shows a 25% reduction from the 2014/15 figure.

8. REVENUE BALANCES

- 8.1 The Budget now presented provides for an estimated General Fund Balance at 31 March 2016 of £585,340. This is a reduction from the estimated balance at 31st March 2014, resulting from the additional net cost of £150,000 arising from the transfer of Devolved Services from the District Council together with the other additional spending proposals which are set out in this report.

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 2014; this covered the period up to the end of the 2020/21 financial year. I have submitted a separate report on this agenda to update this strategy based upon the revised budget figures for 2014/15 as presented in this report.

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

The Secretary of State has asked consulted on the possibility of extending this principle to 'Larger Parish Councils' for 2015/16. Following discussions with the Chairman of this Committee and the Leader of the Council a response was submitted, a copy of the letter is attached at Appendix B. At the time of writing this report no announcement has been made as to any decision to extend this policy to include parish Precepts for 2015/16.

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 2015/16 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 2015/16 is £809,945; 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 £103.86 which is a 1% increase from the current years' figure.

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

APPENDIX 1

	Actual	Original	Revised	Estimate
	2013/14	2014/15	2014/15	2015/16
	£	£	£	£
PAYROLL COSTS exc. PCs	452,281	462,750	445,000	465,000
CENTRAL ESTABLISHMENT	69,781	97,570	65,890	122,980
TOWN HALL	88,417	100,350	101,640	105,180
ENVIRONMENT	-17,488	-2,800	-26,590	-21,000
PUBLIC CONVENIENCES	0	0	0	0
LEISURE & ECONOMIC DEVELOPMENT	188,933	166,880	160,640	164,740
TOTALS	781,924	824,750	746,580	836,900
DEVOLVED SERVICES				150,000
Capital Charges Finance Lease	3,200	0	0	0
Net Operating Cost	785,124	824,750	746,580	986,900
Newark & Sherwood District Council Grant	118,520	88,890	88,890	59,260
Precept	775,532	779,587	779,587	809,945
(Deficit)/Surplus	108,928	43,727	121,897	-117,695
General Fund Balance b/fwd	371,248	461,650	581,138	703,035
General Fund Balance 31 March	480,176	505,377	703,035	585,340

Code	Actual 2013/14	Original Estimate 2014/15	Revised Estimate 2014/15	Estimate 2015/16
DEVOLVED SERVICES	£	£	£	£
Newark Market Place				257,490
Public Conveniences				118,830
Parks & Playing Fields				26,880
Sherwood Avenue Amenities				19,910
Environmental Improvement Schemes				3,900
Other Open Spaces				4,860
Parks Service Level Agreement				186,690
Markets Service Level Agreement				110,370
GROSS EXPENDITURE	0	0	0	728,930
INCOME				
Newark Market Place				315,000
Public Conveniences				14,780
Parks & Playing Fields				6,650
Sherwood Avenue Amenities				3,500
Environmental Improvement Schemes				
NSDC Grant				239,000
GROSS INCOME	0	0	0	578,930
NET EXPENDITURE	0	0	0	150,000

	Code	Actual	Original	Revised	Estimate
CENTRAL ESTABLISHMENT	101	2013/14	Estimate	Estimate	Estimate
		£	£	£	£
Mayoralty					
Mayor's Allowance	4001	4,000	4,310	4,310	4,400
Mayor's Sunday/Mayor Making	4002	949	990	990	1,010
Mayors At Home	4003	1,042	1,220	1,220	1,240
Christmas Carol Competition	4005	0	300	0	0
Civic Functions	4004	3,959	4,000	3,500	3,000
Mayoral Car	4010	4,835	5,500	5,000	5,100
Badges/Shields/Insignia	4011	915	1,750	500	1,750
Mayoral Robes	4765	496	500	100	300
Employees					
Pensions	4902	3,421	3,520	3,520	3,520
Subsistence/Travel & Vehicle Costs	4019	1,331	750	1,000	1,250
Honoraria Payment	4020	637	820	820	850
Advertising/Appointments	4023	450	500	250	260
Uniforms	4021	231	240	200	200
Payroll Administration	4915	1,420	1,490	1,480	1,520
Staff Training inc. Health & Safety	4022	3,766	4,000	4,000	4,080
Establishment Expenses					
Printing & Stationery	4025	6,408	6,830	6,400	6,530
Postage	4027	2,636	3,030	2,750	2,810
Telephones	4028	6,524	7,350	6,000	6,120
Information Technology	4029	19,854	21,000	12,000	12,240
Insurance	4129	2,889	2,890	2,950	3,010
Audit	4031	2,800	3,030	3,000	3,060
Consultancy: Personnel/Legal/Audit	4137	4,121	14,740	2,930	5,280
Office Equipment	4032	624	740	700	710
Office Equipment R & R Fund	4860	870	910	910	930
Publications	4034	51	50	50	50
Bank Charges	4039	2,519	2,630	2,500	2,580
Conferences/Seminars	4036	475	1,000	1,000	1,020
Other Expenditure					
Subscriptions	4041	506	530	530	540
Grant - St Marys Church	4045	1,500	1,580	1,580	1,610
Grants - Voluntary Bodies	4044	3,000	4,000	4,000	4,080
Grants - Community Events		0	10,000	10,000	10,200
Grants – Citizens Advice Bureau		0	0	0	5,000
Youth Council		2,000	2,000	1,000	1,000
Newark Civic Awards	4040	0	170	0	0
Defibrillator		2,250	100	100	250
Election Costs	4061	7,500	7,500	5,000	5,000
Risk Management	4128	1,000	1,000	0	0
Neighbourhood Plan					45,000
GROSS EXPENDITURE		94,979	120,970	90,290	145,500
INCOME					
Payroll Administration	1095	4,630	4,860	4,860	4,960
Agency Services	1355	990	1,040	1,040	1,060
Investment Interest	1870	19,578	17,500	18,500	16,500
GROSS INCOME		25,198	23,400	24,400	22,520
NET EXPENDITURE		69,781	97,570	65,890	122,980

TOWN HALL	Code 201	Actual 2013/14	Original Estimate 2014/15	Revised Estimate 2014/15	Estimate 2015/16
		£	£	£	£
Premises					
Developer's Maintenance Charge	4100	27,560	28,940	28,940	29,520
Maintenance & Equipment	4101	15,285	15,000	14,000	14,280
Electricity	4103	8,049	8,930	7,500	7,650
Gas	4104	16,734	15,750	15,750	16,060
Rents	4107	109	110	110	110
Rates	4105	18,605	19,530	19,040	19,420
Sewerage/Water Charges	4106	1,526	2,000	1,600	1,630
Town Hall Maintenance Reserve	4860	22,050	23,150	23,150	23,610
Supplies and Services					
Clothing and Uniforms	4121	308	300	200	200
Contractual Services	4122	6,848	8,500	7,500	7,650
Marketing & Promotion	4125	973	1,160	750	1,000
Refreshments	4065	1,645	2,100	1,500	1,530
Bookings Expenditure	4163	2,178	1,890	1,890	1,930
Bar Purchases	4168/71	8,528	9,500	6,000	6,120
Establishment Expenses					
Insurance	4129/30	7,993	8,600	8,600	8,770
Payroll Administration	4915	570	600	600	610
Consultancy: Personnel/Legal/I Audit	4137	1,449	5,030	1,000	1,800
Subscription/Licences	4131	712	1,160	760	780
GROSS EXPENDITURE		141,122	152,250	138,890	142,670
INCOME					
Lease of Rent & Rates Office S Wing Lease to Markets/Car Parks	1151	7,000	7,000	7,000	7,000
Lettings	1152	4,810	4,800	4,800	4,800
Refreshments	1160/63	21,301	21,000	13,000	13,000
Town Hall Bar	1035	1,520	2,100	750	760
	1171	18,074	17,000	11,700	11,930
GROSS INCOME		52,705	51,900	37,250	37,490
NET EXPENDITURE		88,417	100,350	101,640	105,180

Environment inc Cemetery	Code	Actual	Original	Revised	Estimate
	301	2013/14	Estimate	Estimate	Estimate
		£	2014/15	2014/15	2015/16
			£	£	£
Premises					
Maintenance of Allotments	4102	2,902	3,470	3,470	3,540
Dog Litter Bins	4324	2,220	2,420	2,000	2,040
Cemetery Upkeep of Grounds	4322	19,564	19,950	20,000	20,400
Street Furniture	4325	274	590	250	260
Rates	4105	7,046	7,400	7,180	7,320
Electricity	4103	111	420	800	820
Gas	4104	1,334	1,130	1,000	1,020
Water and Sewerage	4106	2,373	2,760	2,400	2,450
Capital Funding					
R & R Fund Allotments	4810	4,040	4,240	0	0
R & R Fund Cemetery	4830	14,470	15,200	10,000	10,000
Supplies and Services					
Equip, Tools & Materials	4320	1,037	1,050	1,050	1,070
Prot. Clothing/Safety Equipment	4321	1,210	1,050	1,050	1,070
Promotions					
Newark in Bloom	1340/4340	11,309	11,500	11,900	17,140
Produce Show	4341	500	530	0	0
Garden Competition	4342	500	530	530	540
Vehicle & Machinery Costs					
	4309	9,870	10,500	10,500	10,710
Establishment Expenses					
Payroll Admin Expenses	4915	940	990	990	1,010
Consultancy: Personnel/Legal/I Audit	4137	2,705	9,380	1,860	3,360
Telephone	4028	2,117	2,310	2,200	2,240
Insurance	4129	6,712	6,800	5,900	6,020
GROSS EXPENDITURE		91,234	102,220	83,080	91,010
INCOME					
Allotment Rents	1350	4,584	4,730	4,700	4,940
Agency Storage	1351	640	670	670	680
Plinths/Memorial Tablets	1362	16,114	14,200	18,000	18,360
General Fees	1360	81,034	78,750	80,000	81,600
Newark in Bloom	1340	6,350	6,670	6,300	6,430
GROSS INCOME		108,722	105,020	109,670	112,010
NET EXPENDITURE		-17,488	-2,800	-26,590	-21,000

PUBLIC CONVENIENCES	Code 401	Actual 2013/14	Original Estimate 2014/15	Revised Estimate 2014/15	Estimate 2015/16
		£	£	£	£
Employees					
Payroll: Gross	4900	65,111	81,000	77,100	85,500
National Insurance	4901	2,446	2,750	2,800	2,860
Superannuation	4902	6,975	7,250	8,000	8,820
Payroll Administration	4915	1,130	1,190	1,190	1,210
Premises					
Repairs and Maintenance NSDC	4601	856	3,860	3,860	3,940
Rates	4105	9,171	9,630	9,350	9,540
Electricity	4103	9,147	9,450	11,000	11,220
Gas	4104	724	1,050	1,700	1,730
Water & Sewerage	4106	2,080	5,720	5,330	5,440
Share of Vehicle Costs & Storage	4310	640	670	670	680
Supplies & Services					
Materials Inc. Cleaning	4602	3,132	4,150	4,000	4,080
Clothing and Uniform	4121	469	370	370	380
Contractual Services NSDC	4622	3,255	4,000	4,000	4,080
Vending Machines	4640	56	100	50	50
Establishment Expenses					
Telephone Costs	4028	667	760	760	780
Central Administration	4030	990	1,040	1,040	1,060
Personnel Consultancy	4137	966	3,350	670	1,200
Health & Safety Consultancy	4138	630	630	670	1,200
Insurance	4129	785	1,340	900	920
		3,136			
Gross Expenditure		112,366	138,310	133,460	144,690
INCOME					
Vending Machines	1640	10	20	10	10
Weighing Machines	1635	36	30	20	20
NSDC Town Hall Cleaning costs	1623				
Gross Income		46	50	30	30
Net Expenditure		112,320	138,260	133,430	144,660
Grant payable by NSDC	1650	-112,320	-138,260	-133,430	-144,660

LEISURE & ECONOMIC DEV	Code	Actual	Original	Revised	Estimate
	501	2013/14	2014/15	2014/15	2015/16
		£	£	£	£
Promotions					
Christmas Lights Displays	4725	49,311	54,400	54,400	55,500
Christmas Lights Promotions	4726	15,986	16,280	16,000	16,600
General	4745	1,984	1,820	1,820	1,860
Museum/Civic Regalia					
Museum Revenue	4770	2,309	3,200	2,500	2,550
Museum Capital	4771	1,660	1,750	0	0
Museum Acquisitions	4772	2,210	2,320	2,000	2,000
Museum Insurance cover	4775	11,936	12,010	9,000	9,180
Arts & Entertainment Programme					
Band Concerts/Summer Picnic	4720	8,390	8,000	8,550	8,720
Violin School Event	4722	596	750	500	510
Newark Festival	4723	261,746	60,000	60,000	61,200
First World War Commemoration	4728		1,000	1,000	0
.					
Twinning/Friendship Links					
Twinning	4750	2,898	1,000	1,000	1,020
Friends Support Groups	4760	250	500	250	250
Admin. Expenses					
Consultancy: Personnel/Legal/I					
Audit	4137	8,290	9,000	8,190	8,860
Payroll Admin	4915	570	600	600	610
Insurance	4129	758	260	330	340
GROSS EXPENDITURE		368,894	172,890	166,140	169,200
INCOME					
Newark Festival	1723	171,118	0	0	0
Sunday Band Concerts	1720	1,988	2,240	1,810	700
Christmas Lights	1726	5,390	2,250	2,090	2,130
Museum	1770	1,465	1,310	1,600	1,630
Hire of Equipment	1745	0	210	0	0
GROSS INCOME		179,961	6,010	5,500	4,460
NET EXPENDITURE		188,933	166,880	160,640	164,740

REPAIRS AND RENEWALS FUND 2014/15 & 2015/16									
	Balance 31.03.2014	Contrib. 2014/15	Probable Expend.	Projects	Estimated Balance 31.03.2015	Contrib. 2015/16	Estimated Expend.	Projects	Estimated Balance 31.03.2016
	£	£	£		£	£	£		£
ALLOTMENTS									
	16,293		-6,293	Transfer to General Reserve Fund	10,000				10,000
CEMETERY:									
		10,000		2014/15 Revenue provision		10,000		2015/16 Revenue provision	
			-5,372	Transfer to General Reserve Fund					
			-13,200	John Deere Gator			-5,000	Tree Works	
	55,372		-2,000	Tree Works	44,800		-18,000	Pick Up Truck	31,800
INFORMATION									
			-4,761	Transfer to General Reserve Fund					
TECHNOLOGY									
		1,000		2014/15 Revenue provision		1,000		2015/16 Revenue provision	
	14,761		-1,150	Improve Website	9,850		-500	Miscellaneous	10,350
OFFICE EQUIPMENT									
	6,269		-1,269	Transfer to General Reserve Fund			-500	Miscellaneous	
		910		2014/15 Revenue provision	5,910	930		2015/16 Revenue provision	6,340
Totals									
	92,695	11,910	-34,045		70,560	11,930	-24,000		58,490

**RESERVE FUNDS 2014/15 &
2015/16**

	Balance 31.03.2014	Contrib. 2014/15	Probable Expend.	Projects	Estimated Balance 31.03.2015	Contrib. 2015/16	Estimated Expend.	Projects	Estimated Balance 31.03.16
	£	£	£		£	£	£		£
Capital Receipt									
			-166,666	Leisure Centre			-333,334	Leisure Centre	
			-4,370	Sports Hub Fees			-476,130	Sports Hub	
	1,991,185		-7,500	Playing Pitch Strategy			-12,000	Sports Hub Feasibility Study	
			-3,200	Christmas Light Columns			-11,000	Allotment Electric Gates	
			-7,500	Christmas Light Displays			-5,000	Allotment Improvements	
			-5,690	Photocopier			-10,000	Christmas Light Columns	
					1,801,949				942,485
GENERAL REVENUE RESERVE									
	49,108		-49,108	Transfer to General Reserve Fund	0				0
YOUTH COUNCIL	2,000	1,000		2014/15 Revenue provision		1,000		2015/16 Revenue provision	
			-500	Miscellaneous			-500	Miscellaneous	
					2,500				3,000
DORIS BAINBRIDGE INVESTMENT FUND		200	-1,810	Band Concerts 2014/15 Investment Interest		200	-696	Band Concerts 2015/16 Investment Interest	
	2,106				496				0
EARMARKED RESERVES									
Election Costs	17,061	5,000		2014/15 Revenue provision	22,061	5,000		2015/16 Revenue provision	2,061
Risk Management	8,000		-3,000	Transfer to General Reserve Fund	5,000				5,000

Town Hall Maintenance	28,940		2014/15 Revenue provision	29,520		2015/16 Revenue provision
	23,150		2014/15 Revenue provision	23,610		2015/16 Revenue provision
		-15,000	Ballroom Sound System		-100,000	External Repairs
		-5,000	External Repairs			
	110,865			142,955		96,085
Newarks of the World	4,070			4,070		4,070
		-5,586	Transfer to General Reserve Fund			
MUSEUM	600		2014/15 Revenue provision	2,000		2015/16 Revenue provision
	15,586			10,600	-2,500	New Acquisitions
						10,100
PUBLIC CONVENIENCES	25,573	-25,573	Transfer to General Reserve Fund	0		0
Totals	2,225,554	58,890	-300,503	0	1,989,631	61,330
					-976,160	0
						1,062,801

TOWN COUNCIL

SUBJECT:	NOTICE OF MOTION
REPORT BY:	TOWN CLERK

1. Recommendations

- 1.1 That Members consider the motion below that the Town Clerk has received in accordance with Standing Order 6 (1).

2. Background

2.1 MOTION PROPOSED BY COUNCILLOR G Dawn, SECONDED BY COUNCILLOR I Brown:

Robin Hood Hotel

The Potterdyke Town Centre redevelopment in Newark Town Centre should be evidence of the strength of Newark in challenging economic circumstances. However, the remaining derelict Robin Hood Hotel continues to blight the Town Centre. This Council and its Planning Committee has urged the developers to find a solution which retains the frontage of the Hotel but it is increasingly clear that this will not happen. This eyesore continues to plague Newark. It is time to move on. Local people want this matter addressed and they want action now.

This Council welcomes the grant offered by the Heritage Lottery Fund to the Nottinghamshire Building Preservation Trust to explore the feasibility of restoring the premises to working use and to establish a future economic purpose for the building.

In addition the Town Council would ask the District Council to establish a Joint Working Party to assess the outcome of the feasibility study in order to achieve a solution to the future use of this building as speedily as possible.

3. Financial, Legal, Equality & Risk Issues

- 3.1 None.

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