



TOWN COUNCIL MEETING

WEDNESDAY 22nd SEPTEMBER 2021

Thursday 16th September 2021

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.30pm on Wednesday 22nd September 2021 to be held in the Council Chamber at the Town Hall.

Yours sincerely

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

Mr Alan Mellor
Town Clerk



A G E N D A

1	Apologies for Absence		
2	To approve the Minutes of the Meeting of the Town Council held on Wednesday 23rd June 2021	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	Finance & General Purposes Committee held on Wednesday 14th July 2021	Minutes Attached	Page 13
4b	Planning Committee held on Wednesday 28th July 2021	Minutes Attached	Page 21
4c	Planning Committee held on Wednesday 1st September 2021	Minutes Attached	Page 27
4d	Finance & General Purposes Committee held on Wednesday 15th September 2021	Minutes Attached	Page 33
5	Town Mayor's Announcements	Verbal Report	
6	Town Clerk's Announcements	Verbal Report	
7	Political Balance & Committee Membership	Report Attached	Page 41
8	To Answer Questions from Town Councillors (if any)		
9	To Answer Questions from Members of the Public (if any)		



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 22nd September 2021

Minutes of the Meeting of the Town Council held on Wednesday 23rd June 2021 in the Ballroom at the Town Hall.

Membership Present:	Town Mayor	Cllr L Geary (in the Chair)
	Councillors	J Baggaley Mrs I Brown M G Cope E Cropper Mrs R Crowe R A Crowe Mrs G Dawn L Goff J Henderson D Ledger J Lee D Lloyd T Mathias Ms J Oliver J Olson M Skinner
Apologies received from:	Councillors	No Apologies
Town Council Staff:	Town Clerk	Alan Mellor
	PA to Town Clerk	H Crossland
Public:	There were no members of the public present.	
Venue:	Ballroom	Town Hall

TC01/21/22 Minutes of the Remote Extraordinary Town Council Meeting held on Monday 26th April 2021

Cllr J Henderson moved, Cllr Mrs G Dawn seconded, the Minutes of the Remote Extraordinary Town Council Meeting held on Monday 26th April 2021.

Following a vote this was **AGREED** as a true and accurate record, and the Minutes were signed by the Mayor.

TC02/21/22 Minutes of the Remote Annual Meeting of the Town Council held on Sunday 2nd May 2021

Cllr M Cope moved, Cllr J Lee seconded, the Minutes of the Remote Annual Meeting of the Town Council held on Sunday 2nd May 2021.

Following a vote this was **AGREED** as a true and accurate record, and the Minutes signed by the Mayor.

TC03/21/22 Declarations of Interest

Cllr J Lee informed Members that he was a member of the Fire Authority, and had been advised to declare this interest.

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

TC04/21/22 Minutes of the Remote Planning Committee held on Wednesday 21st April 2021

Cllr J Olson presented the Minutes of the Remote Planning Committee held on Wednesday 21st April 2021.

TC05/21/22 Revenue Out Turn and Final Accounts 2020/21

The Town Clerk presented the Agenda Report to Members.

Cllr J Henderson moved, Cllr Mrs G Dawn seconded, the Town Council's Out Turn Revenue Expenditure & Income for the financial year 2020/21.

Following a vote, the Town Council's Out Turn Revenue Expenditure & Income for the financial year 2020/21 was **APPROVED**.

TC06/21/22 Town Council's Annual Governance Statement

Cllr J Henderson moved, Cllr Mrs G Dawn seconded, the Town Council's Annual Governance Statement as set out in Section 1 of the Annual Return for the financial year ended 31st March 2021.

Following a vote, the Town Council's Annual Governance Statement as set out in Section 1 of the Annual Return for the financial year ended 31st March 2021 was **APPROVED**.

The Annual Governance Statement was then signed by the Town Mayor and the Town Clerk.

TC07/21/22 Town Council's Financial Statements

Cllr J Henderson moved, Cllr Mrs G Dawn seconded, the Town Council's financial statements as set out in Section 2 of the Annual Return for the financial year ended

31st March 2021.

Following a vote, the Town Council's financial statements as set out in Section 2 of the Annual Return for the financial year ended 31st March 2021 were **APPROVED**.

Cllr D Lloyd congratulated the Town Clerk on the compilation of the accounts; he said thanks should also go to all members of staff, some of whom were not in the employ of the Town Council any longer, due to the circumstances of the last year.

TC08/21/22 Doris Bainbridge Trust Fund Final Accounts 2020/21

Cllr J Henderson moved, Cllr Mrs G Dawn seconded, the Doris Bainbridge Trust Fund Final Account 2020/21.

Following a vote, Members **APPROVED** the financial accounts for the 2020/21 financial year.

TC09/21/22 Town Mayor's Announcements

The Town Mayor, Cllr Lisa Geary, informed Members that the unveiling of the Irene Sendler statue was due to take place on Saturday 26th June, in the Fountain Gardens. She said it was unfortunate that not all Members would be able to attend owing to the current restrictions, but she hoped that everyone would be able to enjoy looking at the statue in the future.

TC10/21/22 Town Clerk's Announcements

The Town Clerk, Mr A Mellor, had no Announcements.

TC11/21/22 Cheque Signatories

Cllr J Henderson moved, Cllr D Ledger seconded, the recommendations as contained in the Agenda Report.

Following a vote:

- (i) Members **APPROVED** the list of authorised cheque signatories to the Town Council's main bank accounts for the Civic Year 2021 – 2022 as follows:

Cllr J Henderson – Chairman – Finance & General Purposes Committee

Cllr Mrs I Brown – Vice-Chairman – Finance & General Purposes Committee

Cllr Mrs G Dawn – Chairman – Planning Committee

Cllr J Olson – Vice-Chairman – Planning Committee

- (ii) Members also **APPROVED** the list of authorised cheque signatories to the Town Mayor's Charity bank account as follows:

Cllr L Geary – Town Mayor

Cllr J Henderson – Chairman – Finance & General Purposes Committee

A Mellor – Town Clerk

TC12/21/22 Newark Royal Market and Market Rights

Cllr J Lee began discussion of this item. He asked if there was a budget for this, should there be a need to enforce it.

The Town Clerk responded that this report was to get through the 'issue' of bureaucracy and red tape. He further said that it would not be enforced unless the Town Council decided to do this.

Cllr J Lee repeated his question.

The Town Clerk said it would be unwise to do it now for something that may or may not happen in the future.

Cllr J Henderson then spoke; he informed Members that the Alliance Group were in agreement with Cllr J Lee.

The Town Clerk said that it was for the Town Council to decide in the future. The issue had not arisen since the Devolution Agreement in 2015, and he would be surprised if it did happen.

Cllr D Lloyd then gave his thoughts on the recommendation, and proposed an amendment, as follows:

- 1.1** *Members are asked to consider the formal resolution for the holding of Markets at Newark Market Place, as facilitated by Part 3 of the Food Act 1984 on Mondays, extending the Royal Charter across all existing market days should any impediment occur in future. ~~Tuesdays, Thursdays, Fridays, Saturdays and Sundays.~~*

Cllr D Lloyd also proposed that an insertion into para 3.7 be made, by way of explanation, as follows:

- 3.7** *The Devolution Agreement does stipulate that the Town Council will be liable for all costs incurred by the District Council in defending its market rights.*

That should any such impediment occur, a resolution of Councillors would be required alongside the financial provision as per the Devolution Agreement.

An estimate of such costs will be sought and agreed by the Town Council before any instruction is given by the Town Council for the District Council to take appropriate action.

The amended recommendation as above (1.1) was seconded by Cllr Mrs G Dawn and following a vote, this was **AGREED**:

Members AGREED to the formal resolution for the holding of Markets at Newark Market Place, as facilitated by Part 3 of the Food Act 1984 on Mondays, extending the Royal Charter across all existing market days should any impediment occur in future.

TC13/21/22 Representation on Outside Bodies

Cllr J Henderson began the discussion of this Agenda item.

He recommended that letters be sent to the relevant Outside Bodies asking them to get in touch. If nothing is heard, Councillors could decide not to be put on them.

He also recommended that annual reports could be presented from any Member who is a representative on one of these Outside Bodies.

The Town Clerk informed Cllr J Henderson that letters are already written to these organisations, and that reports have been brought back to the Town Council before. If Members wish to re-instate this, it will be done.

Cllr D Ledger seconded Cllr J Henderson's recommendations.

Cllr J Baggaley asked if there was a clear format for any such reports, and asked for clarification on this matter.

The Town Clerk responded that if it was decided that a format was required, he would bring back a template for this purpose to a future Town Council meeting.

The Town Clerk also pointed out to Members that if they were appointed to a Charity Outside Body, they must act in the best interests of the Charity, even if it was not in the Town Council's interest. They would be a Trustee of such Charities, and this was a legal requirement with the Charities Commission.

Cllr M Cope then spoke; he reiterated that this was not a new suggestion, the Town Council used to do this. He suggested that all of the Outside Bodies should be written to and asked if they still wanted any representation from the Council.

Cllr Mrs G Dawn did not agree; she felt that some organisations might feel uncomfortable saying that they did not want the Council to be involved. She supported Cllr Henderson's recommendations.

The Town Clerk reiterated that Charities Standing Orders state that they **MUST** have Town Council representation.

Cllr J Lee also supported Cllr Henderson's recommendations.

A vote was held, and it was **AGREED**:

- (i) That letters be sent to the relevant Outside Bodies advising them of the Town Council's appointments. If the duly appointed Town Councillors do not hear anything from the outside body then the Town Clerk write further to that body asking if Town Council representation is still required,
- (ii) That annual reports back to the Town Council be presented from any Member who is a representative on any Outside Bodies, and the Town Clerk be requested to submit a template for such reports to a future meeting.

East Midlands Museum Service

Cllr M Cope proposed, Cllr D Lloyd seconded, that the Town Clerk represent the Town Council for the next Civic Year. A vote was held and this was **AGREED**.

Hospital of St Leonard of Newark

Cllr D Lloyd proposed, Cllr Mrs R Crowe seconded, that Cllr M Cope be appointed to represent the Town Council for a 4 year term from February 2022, replacing Mr R Williams. A vote was held and this was **AGREED**.

Newark Allotments & Gardens Association

Cllr E Cropper proposed, Cllr Mrs G Dawn seconded, that Cllr J Henderson continue to represent the Town Council for the next Civic Year. A vote was held and this was **AGREED**.

Newark Healthcare Consultative Group

Cllr E Cropper proposed, Cllr Mrs G Dawn seconded, that Cllr Mrs I Brown continue to represent the Town Council for the next Civic Year.

Cllr Mrs G Dawn proposed, Cllr J Henderson seconded, that Cllr D Ledger be appointed to the current vacant position to represent the Town Council for the next Civic Year.

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

Newark Mind

Cllr J Baggaley proposed, Cllr J Henderson seconded, that Cllr J Olson continue to represent the Town Council for the next Civic Year. A vote was held and this was **AGREED**.

Newark Municipal Charities

- (i) For the replacement of Mr D Hyde whose term of office ended in February 2020; Cllr D Ledger proposed, Cllr J Henderson seconded, that Cllr T Mathias be appointed to this charity.

Cllr D Lloyd proposed, Cllr Ms J Oliver seconded, that Cllr Mrs R Crowe be appointed to this charity.

Following a vote it was **AGREED** that Cllr T Mathias be appointed for a 4 year term from February 2020.

- (ii) Cllr D Lloyd proposed, Cllr J Lee seconded, that Cllr M Skinner continue to represent the Town Council for another 4 year term from February 2022.

Following a vote, it was **AGREED** that Cllr M Skinner be appointed for another 4 year term from February 2022.

Friends of Newark Cemetery

Cllr D Lloyd proposed, Cllr M Cope seconded, that Cllr R Crowe be appointed to represent the Town Council.

Cllr J Baggaley proposed, Cllr J Olson seconded, that Cllr L Goff continue to represent the Town Council for the next Civic Year.

Following a vote, it was **AGREED** that Cllr L Goff be appointed for the next Civic Year.

Following a vote, it was **AGREED** that the Deputy Town Clerk be appointed to continue for the next Civic Year.

Newark on Trent Twinning Association

Cllr D Lloyd proposed, Cllr M Cope seconded, that Cllr Ms J Oliver be appointed for the next Civic Year.

Cllr D Lloyd proposed, Cllr J Baggaley seconded, that Cllr J Lee be appointed for the next Civic Year.

There were no other nominations so a vote was held and this was **AGREED**.

Newark & Sherwood CVS

Cllr J Olson proposed, Cllr J Lee seconded, that Cllr L Geary continue to represent the Town Council.

There were no other nominations so a vote was held and this was **AGREED**.

Newark in Bloom

Cllr D Lloyd proposed, Cllr M Cope seconded, that Cllr Ms J Oliver be appointed for the next Civic Year,

Cllr E Cropper proposed, Cllr D Ledger seconded, that Cllr J Henderson be appointed for the next Civic Year.

A vote was held and it was **AGREED** that Cllr Ms J Oliver be appointed to represent the Town Council for the next Civic Year

Newark Heritage Forum

Cllr D Lloyd proposed, Cllr J Lee seconded, that Cllr Mrs R Crowe be appointed for the next Civic Year.

There were no other nominations so a vote was held and this was **AGREED**.

TC14/21/22 Questions from Town Councillors

There were no questions from Town Councillors

TC15/21/22 Questions from Members of the Public

There were no questions from members of the public.

Meeting Closed:	8.30pm	Next Meeting:	Wednesday 22nd September 2021
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Agenda Item No: 4a

Committee Date: Wednesday 22nd September 2021

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Remote Finance & General Purposes Committee held on Wednesday 14th July 2021, in the Council Chamber at the Town Hall.

Membership Present:	Councillor	J Henderson (Chairman)
	Councillors	J Baggaley (Ap) Mrs I Brown (Vice-Chairman) M Cope E Cropper (Ap) Mrs R Crowe R A Crowe Mrs G Dawn (Ap) L Geary L Goff D Ledger J Lee D Lloyd T Mathias (Ap) Ms J Oliver J Olson M Skinner S Vickers
Apologies for Absence:	Councillors	J Baggaley, E Cropper, Mrs G Dawn, T Mathias
Officers Present:	Town Clerk	Alan Mellor
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were no members of the public present.	
Venue:	Council Chamber, Newark Town Hall	

Prior to the commencement of the meeting, the Chairman welcomed the new Town Councillor for the Devon Ward; Steve Vickers.

FGP01/21/22 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 7th April 2021 by Zoom

The Minutes of the Remote Finance & General Purposes Committee meeting held on Wednesday 7th April 2021 by Zoom were proposed by Cllr J Lee, seconded by Cllr L Geary and **AGREED** as a true and accurate record, and signed by the Chairman.

FGP02/21/22 Matters Arising

There were no Matters Arising.

FGP03/21/22 Declarations of Interest

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

FGP04/21/22 Payment Schedules

Cllr R A Crowe brought Voucher Numbers 1014 and 1022 to Members attention. This gave him the opportunity to ask about the Kiddey Stones (1014 Cemetery Upkeep) and allotments (1022 Allotments Repairs & Maintenance).

He asked what was happening with the Kiddey Stones, and also whether or not REACH had taken over the allotment from the Eton Avenue group, as previously agreed.

The Town Clerk responded that he had a site meeting arranged for next Monday at Middlebeck, and he was hoping to find a location for the Kiddey Stones there. With regard to the allotment, it was now up to the District Council to give REACH the lease and he did not know if this had been done.

Cllr R A Crowe said he would like to see reports of both of these subject brought back to this Committee; the Town Clerk agreed that this would be the case.

Cllr Mrs I Brown proposed and Cllr D Ledger seconded the Payment Schedule report, and Members **AGREED** that payment in accordance with Payment Schedules 12/21, 1/22 and 2/22 in the sum of £290,216.44 (two hundred and ninety thousand, two hundred and sixteen pounds and 44p), £123,957.36 (one hundred and twenty three thousand, nine hundred and fifty seven pounds and 36p), and £115,823.50 (one hundred and fifteen thousand, eight hundred and twenty three pounds and 50p) respectively be **APPROVED**.

FGP05/21/22 Internal Audit Plan 2021/22

Cllr D Ledger proposed and Cllr L Geary seconded that Members **APPROVE** the Internal Audit work plan for the 2021/22 financial year, as set out in the Agenda Report and this was **AGREED**.

FGP06/21/22 Allotment Rents Review

Cllr I Brown proposed an increase of 4% to the Allotment Fees and Charges, and this was seconded by Cllr D Ledger.

Cllr L Goff suggested a 5% increase; there was not a lot of difference between 4 and 5%.

The Chairman noted that there had been an increase in demand recently and the waiting list was quite long. If the price was continually kept low, at some point a bigger increase would be required.

Members then **CONSIDERED** a review of Allotment Fees & Charges, and following a vote it was **AGREED** that a 4% increase be introduced in October 2022.

FGP07/21/22 Climate Change Working Group

Members **CONSIDERED** the appointment of individual Members to the Climate Change Working Group for the 2021/22 and the following Councillors were appointed:

- | | | |
|-------|----------------------------------|------------------------------------|
| (i) | Conservative Group (2 positions) | Cllr J Lee
Cllr S Vickers |
| (ii) | Alliance Group (2 positions) | Cllr E Cropper
Cllr J Henderson |
| (iii) | Labour Group (1 position) | Cllr J Olson |

During discussion of this item Cllr L Goff asked if it would be possible to have a PA system in place for these meetings; it was sometimes difficult for Members to hear what was going on.

The Town Clerk said that this would be up to the Town Council to decide.

FGP08/21/22 Motion to Exclude the Press and Public

Cllr L Geary proposed and Cllr J Olson seconded that:

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

FGP09/21/22 Staffing

The Town Clerk began discussion of this Agenda Item. He said it was a comprehensive report with significant recommendations.

He informed Members that if they wished, himself and HC would leave the room at any point; Members would just need to request this.

The Town Clerk then said he wanted to emphasise paragraph 2.2, and wanted to place on record his thanks to the Town Council staff for their flexibility and support during what had been a very difficult period of time.

(i) Home Working Policy

Cllr J Olson said that she agreed with the idea of home working for several reasons, but those who were home working must be in a safe environment. She asked whose responsibility it was to ensure that this was the case.

The Town Clerk responded that tonight he was just looking for agreement in principle for home working. He said it had been interesting in that working from home seemed to be of benefit both to individuals and the Town Council.

Cllr L Goff moved and Cllr J Olson seconded the recommendation and Members **AGREED** with the principle of introducing a formal Home Working Policy and the Town Clerk was asked to submit a formal policy to a future meeting of this Committee.

Cllr M Cope said that he would like some guidance from the Chairman on the recommendations, and he was pleased to see that they were being discussed individually.

(ii) Town Hall Opening Times

The Chairman said that having read the report, he thought it would be a good idea to agree with the recommendation.

Cllr J Olson thought it would be a better idea, if there was a better website.

Cllr L Goff asked if the telephones would be manned at other times, and if there were more calls coming through.

The Town Clerk responded that clearly more people had been calling on the telephone because they could not come into the building. He informed Members that the telephones were manned from approximately 9 – 5 and there is the opportunity to leave a message either on the main switchboard number, or on individual phone lines.

Cllr D Ledger asked if the Track and Trace facility would be in the building; the Town Clerk said that it would be kept in the Town Hall for the time being.

The recommendation was then proposed by Cllr L Goff and seconded by Cllr L Geary and Members **AGREED** to reduce the opening time of the Town Hall for members of the public to a morning only service (9.00am to 1.00pm) Wednesday to Friday, with effect from 1st August 2021.

(iii) Town Hall Museum

(iv) Museum Assistants

(v) Change of Duties

The Chairman noted that the Friends of the Town Hall Museum had remained active whilst the Museum had been closed.

Cllr D Ledger thought that there was not enough publicity/signage etc (at train stations for instance) and asked if it was not advertised, how were people expected to use it.

Cllr L Geary said that some of the coaches that come to Newark recommend a visit to the Museum; maybe a later closing time could be arranged on certain dates.

The Town Clerk then spoke; he said that the Museum needed to be open at the same time as Reception. Before this happens, Members need to decide that they want to do, in the long term, with the Museum.

The Chairman proposed the full recommendations, as they were.

Cllr L Goff said that the Museum volunteers could be encouraged to dress up in their costumes, as they had done previously, to attract visitors.

Cllr D Lloyd then spoke; he thought that these recommendations should be postponed until a decision was made with regard to the long term future of the Museum. He pointed out that there were many parts of the building still vacant.

Cllr D Lloyd then proposed that the Museum should not be reopened. Cllr M Cope seconded this proposal.

Following a vote, the proposal was **AGREED**.

- (iii) Members **AGREED** to postpone the opening of the Town Hall Museum
- (iv) Members **AGREED** to not re-hire the four previous Museum Assistants at the present time.
- (v) Members **AGREED** to postpone the proposed change of duties to the remaining receptionist post until the long term future of the Museum was decided.

Cllr J Olson asked when this could be revisited; the Chairman asked the Town Clerk if it could be brought to the next meeting.

The Town Clerk responded that the whole subject needed to be looked at in the wider context of the Town Hall. He reiterated that Members needed to decide what they want to do with the building in the long term.

Cllr J Olson asked about moving the staff offices, as had been previously discussed. The Town Clerk said that the plan was to use the old Rent and Rates Office but at the moment it was overlooking 13 refuse bins; the storage area for the said bins had still not been sorted out.

Cllr L Geary asked if setting up a Working Group to decide on options for the building was an option.

The Town Clerk said that he would bring a comprehensive report back to the next meeting of this Committee in September.

(vi) **Change of Duties - PA**

Cllr J Henderson proposed, Cllr L Goff seconded the proposed change of duties for the PA to the Town Clerk post and this was **AGREED**

(vii) **Mayor's Secretary's Duties**

Cllr J Henderson proposed, Cllr L Goff seconded the addition of the Mayor's Secretary duties to the Administration Officer post together with an additional 7 hours per week and this was **AGREED**.

(viii) The Town Clerk's intention to retire on 31st March 2022 was **NOTED**.

(ix) **Town Clerk Position**

(x) **Responsible Finance Officer Position**

The Town Clerk suggested that the Town Clerk position should be filled first, to see what skills they have; he recommended that the position be advertised as soon as possible (September).

Cllr D Lloyd suggested that a 'community recce exercise' should be undertaken as soon as possible. He mentioned the CCLA, SOLACE or somewhere else; it is not known what the salary could/should be yet. He also suggested that Members consider asking the Town Clerk to remain on a consultancy basis if required.

Cllr D Lloyd then said he would like to see the strategy the Town Council intend to put to a new Town Clerk; he also thought that a Personnel Sub-Committee should be set up.

Cllr L Geary thought that the Town Clerk position should be advertised as a full time role; this would attract the widest range of applicants and details could be discussed at a later stage with regard to flexible/home working and hours etc.

The Town Clerk said that the challenge for the Town Council was to be able to demonstrate to any interviewees, what this job is and its purpose, and what the Town Council plans to do over the next couple of years.

Cllr D Lloyd then proposed that recommendations (ix) and (x) be deleted, and that an advertisement be placed as soon as possible, as discussed above.

Cllr M Cope seconded this proposal and it was **AGREED**.

(xi) **Town Hall Events**

Cllr Ms J Oliver was in favour of reopening the Town Hall.

Cllr D Ledger voiced concern about the rise in cases of Covid-19 in the area; they were high.

The Chairman agreed that the numbers were concerning.

Cllr Mrs I Brown agreed with the Chairman, and said a cautionary route should be taken.

Cllr R A Crowe said that people need somewhere like the Town Hall as the closure of Kelham Hall had left people looking for venues.

The Town Clerk informed Members that the first event booked was on Monday 2nd August; demand is there. If the Town Hall does not open up for events, the risk is run of not reopening at all.

The recommendation was moved by Cllr Ms J Oliver, seconded by Cllr R A Crowe, so Members **AGREED** to re-open the Town Hall for Events and other bookings from 1st August 2021.

(xii) **Caretaker**

Cllr D Ledger did not support the recommendation and was not happy about it.

The Town Clerk said that the Town Hall did not require the position with that number of hours. He said he was trying to make the best use of resources with the recommendations in the report.

Cllr D Ledger asked if the hours could be reduced; the Town Clerk said that this was not possible.

Cllr J Henderson then moved the recommendation, Cllr L Geary seconded.

Cllr D Ledger requested a Named Vote.

A Named Vote was taken as follows:

CLLR	FOR	AGAINST	ABSTAIN	ABSENT
J Baggaley				X
Mrs I Brown			X	
M Cope	X			
E Cropper				X
Mrs R Crowe	X			
R A Crowe	X			
Mrs G Dawn				X
L Geary	X			
L Goff	X			
J Henderson	X			
D Ledger		X		
J Lee	X			
D Lloyd	X			
T Mathias				X
Ms J Oliver	X			
J Olson	X			
M Skinner	X			
S Vickers	X			
TOTALS	12	1	1	4

Members therefore **AGREED** to make the remaining Caretaker redundant from a date to be agreed with the Town Clerk.

- (xiii) Cllr D Lloyd moved, Cllr M Skinner seconded the recommendation to add Caretaking duties to the Mayor's Officer & Market Support Assistants duties. Following a vote this was **AGREED**.

(xiv) Members **NOTED** the Flexible Retirement of the Market Manager to take effect no later than 31st December 2021.

(xv) Cllr L Goff thought that London Road PC's should be re-opened; the Town Clerk informed him that there had been no demand, and this Committee had agreed that they should be closed permanently.

Cllr J Henderson moved, Cllr L Geary seconded the proposed return of the PC's to the normal operating arrangements including the re-introduction of charges from 1st August 2021. Following a vote this was **AGREED**.

Meeting Closed:	8.55pm	Next Meeting:	Wednesday 15th September 2021
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Agenda Item No: 4b

Committee Date: Wednesday 22nd September 2021

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee held on Wednesday 28th July 2021, in the Council Chamber at the Town Hall.

Membership Present:	Councillor	Mrs G Dawn (Chair) (Ap)
	Councillor	J Olson (Vice Chair) (Ap) Mrs I Brown (A) M Cope L Geary J Henderson (Ap) D Ledger (Ap) J Lee D Lloyd Ms J Oliver (Ap)
In Attendance	Town Clerk Councillors	Alan Mellor R A Crowe & S Vickers
Apologies	Cllrs Mrs G Dawn, J Olson, J Henderson, D Ledger & Ms J Oliver	
Taking Minutes:	Planning Administrator	Mrs J Hemsall
Public:	There were 0 members of the public present.	
Venue:	Council Chamber, Town Hall.	

In the Chairman's absence and as there were only 4 members of the Planning Committee present, Cllr D Lloyd proposed Cllr L Geary to take the Chair and this was seconded by Cllr J Lee and **AGREED**.

PR07/21/22 **Minutes**

The Minutes of the last Planning Committee meeting held on Wednesday 28th April, 2021 were **AGREED** and signed as a true and correct record.

PR08/21/22 **Matters Arising**

There were no matters arising.

PR09/21/22 **Declarations of Interest**

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

PR10/21/22 **Outstanding Planning Applications**

21/01187/FUL **4A,B,C,D Emmendingen Avenue, Newark**

Construction of 4 no. dwellings and associated parking/landscaping.

No Objection was raised to this application.

21/01350/RMAM **Land South of Newark, Bowbridge Road, Balderton, Newark**
Amended

Erection of a 2 storey, 66 bed care home for older people with associated car park, access and landscaping.

It was **AGREED** to sustain this Committee's original **Objections** to this application as follows:

- i. Lack of Parking
- ii. Position of Care Home near the School causing traffic issues at certain times of the day
- iii. A Traffic Impact Assessment would need to be carried out

21/01364/FUL **Barnby Road Primary & Nursery School, John Gold Avenue, Newark**

Creation of community hub building and attached timber pergola following relocation of existing porta- cabins.

It was noted by the Committee that several neighbours had raised concerns over parking at the beginning and end of the school day.

Cllr L Geary suggested that some form of lighting should be put in place as the facility, if it were given the go ahead, would be open from 8am to 6pm.

Cllr D Lloyd proposed **Objection** to this application on the following grounds and this was **AGREED**:

- i. There is already a lack of parking provision for the school and associated activities without this additional facility. This application will exacerbate the current position to the detriment of the residents living nearby,

- ii. Traffic impact assessment should be carried out including the impact on the adjacent bridge over the railway line,
- iii. It will have a detrimental impact on the amenity for local residents, including concerns about lighting associated with the development,
- iv. The development is over intensive and is not in keeping with the primary purpose of the site which is a school.

21/01376/FUL

18 Boar Lane, Newark

&

Creation of rear external staircase and balcony and alterations to existing window to form door.

21/01377/LBC

No Objection was raised to this application.

21/01405/HOUSE

7 Tannington Grove, Middlebeck, Newark

Retrospective permission for single storey rear extension (orangery) and log cabin.

Cllr J Lee said he thought there was a Covenant on this property that imposed a time limit before which, extensions were not permitted. Therefore, this may be in breach of such a covenant. The Town Clerk advised that isn't a matter for consideration in the context of the planning application, he said that he would inform the Planning Officer of these concerns.

No Objection was raised to this application.

21/01437/HOUSE

138 Hawton Road, Newark

Part two-storey and part single-storey side extensions.

No Objection was raised to this application.

21/01438/HOUSE

148 Hawton Road, Newark

Internal alterations and two storey front extension.

No Objection was raised to this application.

21/01449/HOUSE

3 Beacon Hill Road, Newark

Ground floor rear and side extension to include utility and boot room in the house and destruction of garage with option to build a timber structure.

Cllr D Lloyd proposed an **Objection** to this application on the grounds that the application appeared to be removing any parking facility for the property. There wouldn't be an option to park on Wellington Road as this is Resident Parking only and this property is not included in the scheme.

This was **AGREED**.

21/01481/FUL

27B Carter Gate, Newark

Change of use from Sui Generis (former Bookmakers) to

Sui Generis (Tanning Studio).

No Objection was raised to this application.

21/01484/FUL

Telefonica 48416, Blatherwick Road, Newark

Replacement of the existing 12.5m Elara Pole with a new 20m high Orion ERV1 Street Pole accommodating 3 no. antennas and RRH's. The installation of 1 no. meter cabinet, the upgrade of the equipment within the existing equipment cabinets, along with minor ancillary works.

No Objection was raised to this application but Members would like to see all three Applicants working together on these applications. The Town Clerk agreed to once again pass on these comments to the Planning Officers.

21/01493/FUL

Samson House, Edward Avenue, Newark

Conversion of the existing bungalow from office A2 use back to residential. The addition of 2 residential semi-detached properties fronting Edward Avenue with access to parking at rear.

Cllr M Cope felt that parking was tight in this area but was happy as long as parking would be off road.

Cllr D Lloyd proposed **Objection** on the following grounds:

- i. Lack of Parking
- ii. Gardens too small for the proposed properties; lack of amenity area.

This was **AGREED**.

21/01529/S73

2 Heaton Close, Newark

Application to vary Condition 2 of planning permission 21/00384/HOUSE to amend flat roof to pitched roof over the existing garage and proposed porch/living area.

It was **AGREED** to sustain this Committee's original **Objections** as follows:

- i. Over intensive application for the site
- ii. Over bearing for neighbouring properties

21/01546/FUL

11 Stodman Street, Newark

Conversion of existing building into a Bar/Restaurant.

No Objection was raised to this application.

PR11/21/22 Notice of NSDC Planning Decisions

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

PR12/21/22 Urgent Decisions Taken Under The Scheme of Delegation

Members **NOTED** the decisions taken under the Scheme of Delegation.

PR13/21/22 Miscellaneous

a. Notification of Appeals

Rose Cottage, 34 Lovers Lane, Newark.

Members **NOTED** the appeal relating to the above.

b. Licensing Applications

The Lighthouse, 11 Stodman Street, Newark

Cllr M Cope declared a Prejudicial Interest in this application.

This meant the Committee was not quorate and it was **AGREED** to give delegated authority to the Town Clerk, in consultation with the Chair and Vice Chair of this Committee, to determine the Town Council's comments.

c. Amended Planning Scheme of Delegation

Members **NOTED** the attached document relating to the Amended Planning Scheme of Delegation.

Meeting Closed:	8pm	Next Meeting:	Wednesday 1st September, 2021
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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 22nd September 2021

PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee held on Wednesday 1st September 2021, in the Council Chamber at the Town Hall.

Membership Present:	Councillor	Mrs G Dawn (Chair) (Ap)
	Councillor	J Olson (Vice Chair) Mrs I Brown (Ap) M Cope (Ap) L Geary J Henderson D Ledger (Ap) J Lee D Lloyd (Ap) Ms J Oliver
In Attendance	Deputy Town Clerk Councillors	James Radley R A Crowe & S Vickers
Apologies	Cllrs Mrs G Dawn, Mrs I Brown, M Cope, D Ledger & D Lloyd	
Taking Minutes:	Planning Administrator	Mrs J Hempsall
Public:	There were 0 members of the public present.	
Venue:	Council Chamber, Town Hall.	

Cllr J Olson took the Chair in the absence of Cllr Mrs G Dawn.

PR14/21/22 Minutes

The Minutes of the last meeting held on Wednesday 28th July, 2021 were **AGREED** and signed as a true and correct record.

PR15/21/22 **Matters Arising**

There were no matters arising.

PR16/21/22 **Declarations of Interest**

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

PR17/21/22 **Outstanding Planning Applications**

20/02499/OUTM **Grove Bungalow, Barnby Road, Newark**

Amended

Residential development of 10 dwellings (following removal of Grove Bungalow and existing outbuildings) Amended Flood Risk Assessment.

It was **AGREED** to sustain this Committee's original **objections** as follows:

- i) The development is over intensive for the site.
- ii) The proposed 10 new dwellings would be detrimental to the character of the area and existing properties near to the site.
- iii) The development will have a significant negative impact on the Amphibian Migration Route. The application does include an Amphibian Migration Strategy with some suggestions on how to improve the environment for amphibians such as hedgerows instead of fences to allow access, shelter and foraging. However, it is believed that these proposals are both inaccurate and insufficient to deliver appropriate mitigation.
- iv) There is a lack of visual amenity for the residents of the proposed new dwellings.

21/00390/S73M **Land at Fernwood, Great North Road, Fernwood, Newark**

Application to vary Condition 1 of planning permission 19/01053/RMAM to allow house type changes including to the front of the site (Plots 1-5 inclusive; Plot 318 and Plots 348-350 inclusive).

No Objection was raised to this application.

21/01276/FUL **Newcastle Arms Public House, George Street, Newark**

Amended

Conversion of Public House into seven one bedroom residential units.

Amended Design & Access Statement & Proposed Plans.

Members **AGREED** that although there had been significant modifications made they still wished to sustain their original **objections** as follows:

- i. Lack of amenity for residents, lack of light and room

sizes too small;

- ii. Lack of parking in the local area;
- iii. Over intensive development of the building with room sizes that are very small and below the national minimum limits;
- iv. Lack of adequate space for bin storage.

Members also supported the Environmental Health Officer's comments regarding bin storage and room alignment.

21/01466/FUL

Unit D, Maltings Retail Park, North Gate, Newark

Erection of Class E unit (Unit D, as previously approved under ref: 16/01957/RMAM), to accommodate two retail units (Unit D1 and D2), associated external alterations, external customer seating areas and bin storage.

No Objection was raised to this application but Members would like to see measures put in place to prevent and mitigate littering.

21/01536/HOUSE

24 Balmoral Drive, Newark

Single storey rear and side extension and loft conversion incorporating an increase to the height of the roof (re-submission of 20/02301/HOUSE).

No Objection was raised to this application.

21/01645/HOUSE

45 Winchilsea Avenue, Newark

Replace existing 1900mm high timber boundary fence and gates with new brick boundary wall and access gate and mechanical sliding timber gate to existing garage.

No Objection was raised to this application but it was suggested that hedgehog holes could possibly be placed in the fencing.

21/01648/ADV

Maltings Retail Park, Unit D North Gate, Newark

3 no fascia signs, 2 no window vinyls, 2 no branded fabric barriers.

No Objection was raised to this application.

21/01654/FUL

18 and 20 Carlton Road, Newark

Erection of detached bungalow.

It was **AGREED** to sustain this Committee's original **Objections** as follows:

- i. Loss of amenity for neighbouring properties;
- ii. Over intensive development for the site.

21/01658/HOUSE

Bradfield House, 101 London Road, Newark

Proposed two storey rear extension including internal alterations and detached garage/garden room.

Cllr J Lee joined the meeting at this point.

No Objection was raised to this application.

21/01674/HOUSE

27 Hine Avenue, Newark

Two storey side extension and single storey front extension.

Objection was raised to this application on the following grounds:

- i. There would be a loss of privacy for neighbours;
- ii. Parking spaces would be significantly reduced at the property.

21/01675/ADV

Maltings Retail Park, North Gate, Newark

Display of 1 no totem sign; 4 no illuminated lightbox fascia signs, 3 no post mounted signage and 4 no trolley bay signage.

No Objection was raised to this application.

21/01690/HOUSE

83 Winthorpe Road, Newark

Demolish existing outbuilding and erect new ground floor rear extension.

No Objection was raised to this application.

21/01694/HOUSE

28 Beacon Heights, Newark

Pitched roof over garage and infill of garage door for part conversion of garage.

No Objection was raised to this application.

21/01700/FUL

40 Winthorpe Road, Newark

Alterations and extensions to dwelling to form 2 no dwellings.

The Chair informed Members that this application had already been permitted by NSDC and therefore no comment was made on the application.

21/01716/RMA

Land at rear of 244 Beacon Hill Road, Newark

Reserved Matters Application pursuant to application 20/00459/OUT; Outline application for 4 no town houses with associated garages and new access from Hutchinson Road (re-submission of 18/00849/OUT).

It was **AGREED** to sustain this Committee's previous **Objections**, Members shared the concerns of the Tree Officer.

21/01718/OUT

174 Hawton Road, Newark

Outline application for one dwelling with all matters reserved except access.

Members **AGREED** to support this application providing

there was a positive outcome regarding the investigation into potential contamination.

Cllr J Henderson left the meeting at this point.

21/01728/FUL

Land off Oliver Close, Newark

Erection of 1 no bungalow (re-submission of previously approved application 14/01291/FUL).

No Objection was raised to this application.

21/01744/TEL24

Telecommunications Cabinet, Sleaford Road, Newark

Proposed 18.0m Phase 8 Monopole C/W wrap round cabinet at base and associated ancillary works.

Objection was raised to this application on the following grounds:

- i. The location of the monopole would spoil the amenity of the Friary Gardens;
- ii. It is on the border of the Conservation Area.

Members would like to see the Monopole and base relocated to outside the current Police Station on Appleton Gate.

21/01746/HOUSE

11 Rivermead, Newark

First floor side extension over existing garage.

No Objection was raised to this application.

21/01770/LBC

Bon Marche, 46 Market Place, Newark

Proposed works to strengthen the ground floor comprising the insertion of steel beams at basement level to support the existing beams and supported by 2 new steel posts (retrospective).

No Objection was raised to this application.

21/01776/ADV

Pratt & Gelsthorpe Ltd, Balderton Gate, Newark

Display of 4 internally illuminated fascia signs.

Objection was raised to the stand alone illuminated signage, Members felt it was unnecessary for the signage to be illuminated throughout the night and would prefer to see this switched off during the evening.

21/01782/FUL

5 Syerston Way, Newark

Change of use from vacant land to garden which will involve the restoration of the drainage ditch and install boundary fencing (re-submission).

No Objection was raised to this application.

21/01785/S73

1 Mulberry Close, Newark

Application to amend Condition 3 attached to planning permission 16/01899/FUL to amend the approved plans for

house 3 (re-submission).

No Objection was raised to this application.

21/01800/HOUSE

6 Beacon Heights, Newark

Single storey extension to west elevation, render to front and west side elevations and construction of pitched roof over garage.

No Objection was raised to this application.

21/01805/HOUSE

22 Beeston Road, Newark

Ground floor extension and existing pre-cast concrete garage removed.

No Objection was raised to this application.

21/01819/S73

Basement Lighting, Unit 3 The Old Maltings, George Street, Newark

Application for removal of Condition 03 (Parking Demarcation) attached to planning permission 20/00062/FUL: Conversion to 6 (six) no. apartments.

No Objection was raised to this application.

PR18/21/22 Notice of NSDC Planning Decisions

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

PR19/21/22 Urgent Decisions Taken Under The Scheme of Delegation

Members **NOTED** the Urgent Decisions Taken Under The Scheme of Delegation.

Miscellaneous Applications

PR20/21/22

No applications had been received.

Meeting Closed:	8.45pm	Next Meeting:	Wednesday 29th September, 2021
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NEWARK TOWN COUNCIL

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU
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FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 15th September 2021 in the Council Chamber, at the Town Hall.

Membership Present:	Councillor	J Henderson (Chairman)
	Councillors	J Baggaley (Ap) Mrs I Brown (Vice-Chairman) M Cope E Cropper Mrs R Crowe R A Crowe Mrs G Dawn L Geary L Goff D Ledger J Lee D Lloyd T Mathias Ms J Oliver J Olson M Skinner S Vickers
Apologies for Absence:	Councillors	J Baggaley
Officers Present:	Town Clerk	Alan Mellor
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were 2 members of the public present.	
Venue:	Council Chamber, Newark Town Hall	

FGP10/21/22 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 14th July 2021

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 14th July 2021 Zoom were proposed by Cllr J Henderson, seconded by Cllr D Lloyd and **AGREED** as a true and accurate record, and signed by the Chairman.

FGP11/21/22 Matters Arising

Cllr R A Crowe asked a question with regard to **FGP04/21/22, Payment Schedules, para 2**; he wanted to know what, if any, progress had been made.

The Town Clerk responded that the site meeting had not taken place for various reasons, but it had been rescheduled for 6th October 2021.

He also reported that the lease was completed on 10th September 2021 for the allotment taken over now by REACH.

There were no other Matters Arising.

FGP12/21/22 Declarations of Interest

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

FGP13/21/22 Payment Schedules

Cllr J Henderson proposed and Cllr Mrs I Brown seconded the Payment Schedule report, and Members **AGREED** that payment in accordance with Payment Schedules 3/22 and 4/22 in the sum of £113,552.13 (one hundred and thirteen thousand, five hundred and fifty two pounds and 79p) and £144,676.96 (one hundred and forty four thousand, six hundred and seventy six pounds and 96p) respectively be **APPROVED**.

FGP14/21/22 Financial Out Turn

Cllr J Henderson proposed and Cllr Mrs G Dawn seconded that Members **RECEIVE** and **APPROVE** the financial out-turn report as at 31 July 2021.

FGP15/21/22 Christmas Lights & Switch On Event

The Town clerk went through the report.

Cllr R A Crowe was concerned about the word 'physical' in the report. He asked what protection the Town Council would be giving people with regard to Covid-19. For instance, if barriers were to be used, to aid social distancing, how could you stop people being crushed against them if a large number gather in the Market Place, as is the usual case.

The Town Clerk responded that at this meeting he was just looking for a decision to hold the event. There would then be a series of meetings and a Safety Advisory Group (SAG) will be set up, which would include a significant group of people to decide how to deal with the event.

Members asked about the proposed layout for the event; would it include Market

stalls and Fairground rides

The Town Clerk responded that the intention was to retain the latest layout for the Market Place with Market stalls around the perimeter and Fairground rides on the outer edge. Contact had already been made with the Fairground operator, who organise fairs in the Newark area, they were keen to be part of this years' event if it all possible.

Cllr D Lloyd suggested that a caveat be added to the first recommendation – 'subject to current Coronavirus restrictions and guidelines in place at the time'.

The Town Clerk said he was mindful of the above; he pointed out that the event promotes itself, there is no additional publicity at all.

Cllr J Lee asked about insurance cover; the Town Clerk responded that the Town Council had full insurance cover, but he would have the conversation with the insurance company to confirm that there are no additional requirements in relation to any risk associated with the Coronavirus.

Cllr Mrs G Dawn asked if the questions raised at this meeting had been asked with regard to the Newark Festival which was held in August.

The Town Clerk said that yes, they were, and were all addressed through the SAG. He went on to talk about the difficulties of holding a free event, and the challenges they hold with regard to limiting numbers of people attending etc.

Cllr L Goff said that he thought the use of social media last year had certainly helped.

Cllr Mrs I Brown asked if the usual Carol Service would be taking place at the Parish Church following the event; this had not been decided yet.

Cllr D Lloyd then spoke; he said the Cllr L Goff was correct with regard to social media. However, he was not persuaded that it needed to be a live stream. He also felt that it did not need the run-up that had preceded it last year. He said he was uncomfortable with having something being broadcast live, which could not be corrected. It would be sufficient to record it and broadcast it, with a delay.

- (i) Members then **CONFIRMED** that the Christmas Lights Switch On Event will take place as a physical event on Sunday 28th November 2021, **subject to current Coronavirus restrictions and guidelines in place at the time.**
- (ii) Members **AGREED** to give the Town Clerk Delegated Authority to allow the event to be filmed and to broadcast it through Facebook **and possibly other social media platforms, on the day, but with a time delay and to ensure it is done in a safe manner.**
- (iii) Members **NOTED** the decision taken by the Town Clerk under the Scheme of Delegation, to acquire a Cone Tree for a new light display in the Market Place.
- (iv) Members **APPROVED** the use of the Welcome Back Fund grant to meet the revenue cost of the Cone Tree in the 2021/22 financial year.

FGP16/21/22 Town Clerk Recruitment

The Town Clerk went through the Agenda Report.

- (i) Members **AGREED** with the recommendation contained within the report with regard to the composition of the Personnel Sub-Committee.

- (ii) Members then appointed the following Councillors to be on the Personnel Sub-Committee:
- Cllr J Henderson
 Cllr Mrs G Dawn
 Cllr D Lloyd
 Cllr M Cope
 Cllr J Olson
- (iii) The appointment of Richard Walden of Walden Consultants Ltd to support the Town Council through the recruitment process was **NOTED**.
- (iv) The suggested outline recruitment process for the Town Clerk position was **AGREED**.
- Cllr M Cope pointed out that it may be necessary to change some of the dates and times to accommodate the attendance of the members of the Sub-Committee.
- The Town Clerk responded that the dates were just indicative, and it would not be a problem to change any/some of them.

FGP17/21/22 Motion to Exclude to the Press and Public

Cllr J Henderson proposed and Cllr L Geary seconded that:

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

Cllr D Lloyd said he was opposed to the motion. He said that it appeared nothing contained in the report had any confidentiality issues. Cllr Mrs G Dawn seconded the opposition.

The Town Hall was, in essence, a museum in itself, and belonged to the townsfolk of Newark; he also felt that the land issue should be in the public domain now anyway.

Cllr M Cope requested a named vote.

This second proposition was a direct opposite of the initial recommendation, that was proposed and seconded, therefore a Named Vote was taken in favour of not taking the agenda item as being an exempt matter as follows:

CLLR	FOR	AGAINST	ABSTAIN	ABSENT
J Baggaley				X
Mrs I Brown	X			
M Cope	X			
E Cropper	X			

Mrs R Crowe	X			
R A Crowe	X			
Mrs G Dawn	X			
L Geary	X			
L Goff	X			
J Henderson	X			
D Ledger	X			
J Lee	X			
D Lloyd	X			
T Mathias	X			
Ms J Oliver	X			
J Olson	X			
M Skinner	X			
S Vickers	X			
TOTALS	17	0	0	1

All Members present **AGREED** unanimously not to exclude the Press and Public

FGP18/21/22 Town Hall & Museum

Cllr D Lloyd began discussion of this Agenda Item and asked Members to consider the report and decide how to proceed with regard to the future arrangements for the Museum, Buttermarket and Town Hall.

He then talked at some length to the recommendations contained within the Agenda Report.

Cllr D Lloyd proposed and Cllr J Henderson seconded, that Members accept all the recommendations, a copy of which had been circulated prior to the meeting.

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

The following are the said proposals:

- (i) It is accepted that the Town Hall – in its entirety and by virtue of its layout, content and listed nature – is a curated premise such that it is a ‘museum’ of Newark’s history and, significantly, regional and national issues of interest. As such, in addition to Civic and intrinsic displays, there is content in the Resource Centre that ought to be publicly accessible.
- (ii) It is agreed not to pursue the Gateway to Music initiative within the Town Hall & Buttermarket not excepting that events might still be accommodated within permissible insured parameters.
- (iii) The decision therefore is to fully explore the potential for the premises referred to as Town Hall and Buttermarket to become a museum of

Newark's history with reference to the Castle and National Civic War Centre in order to generate a singularly curated, advertised and ticketed offer.

- (iv) In order to facilitate (iii) above it is agreed:
 - (a) To confirm the project to locate a new refuse bin store at the potential site on South Church Walk.
 - (b) subject to (a) being achieved to approve the transfer of the Town Council offices to the 'Old Rent & Rates' offices on the ground floor.
 - (c) Utilise the vacated office space as part of a new expanded Museum.
- (v) It is agreed to request the Town Clerk to seek interim Curatorial support for this project from the District Council and any necessary consultant/expertise to develop the concept, layout and financial assessment.
- (vi) It is agreed, in principle, to undertake the following structural works to the Town Hall & Buttermarket:
 - (a) To remove the two 'Barrel Roofs' on either side of the Buttermarket Colonnade, subject to Standing Orders.
 - (b) To fully research 'modern' alterations to the premises to inform potential access and orientation changes, as part of the consultancy/curatorial brief, for example to re-align the current 'Stone Staircase' so it is accessed directly from the foyer area of the Town Hall.
- (vii) The Town Clerk is asked to undertake further investigations into the viability of the above structural works, including consulting with the District Council's Conservation Team.
- (viii) It is agreed, in principle, to seek to retain the three existing retail tenants; LetsXcape, dress alteration shop and Beauty Salon subject to an anticipated fit with the new Museum design.

The Town Clerk is instructed to offer a renewal of the existing short term tenancies on a one year rolling rental agreement.
- (ix) It is agreed that MIND be notified of the Town Council's intention to expand the Museum including the potential need for the Unit to become part of the Museum. In the meantime it is agreed that MIND can continue to use the Unit free of charge.
- (x) The Town Clerk be asked to undertake investigatory work to identify any potential grant aid to support the development of an expanded Museum and structural works to the Town Hall and Buttermarket.
- (xi) The Town Clerk be asked to meet with the Friends of Newark Town Hall Museum to advise them of the Town Councils plans for the future of the Museum and to seek their ongoing long term support for the Museum.

Members then discussed whether or not a Working Group should be formed to support the project and report back to this Committee.

A vote was held and it was **NOT AGREED** to form a Working Group, but that the

Town Clerk would bring anything that required a decision back to this Committee.

It was **AGREED** to reopen the Museum on the days and times that the Reception Office is open, plus Saturdays.

The Town Clerk was given Delegated Authority to go ahead with this, and implement staff resources necessary to facilitate a re-opening as soon as possible.

Meeting Closed:	9.05pm	Next Meeting:	Wednesday 13th October 2021
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TOWN COUNCIL MEETING

SUBJECT:	POLITICAL BALANCE & COMMITTEE MEMBERSHIP
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to:

- (ii) Note the updated position on Political Balance within the Town Council,
- (iii) Approve the revised make-up of the Planning Committee as follows:
 Conservative Group – 5 Members
 The Alliance Group – 3 Members
 Labour Group – 2 Members
- (iv) Note the removal of Cllr Mrs G Dawn as an Alliance Group member of the Planning Committee.
- (v) Note the addition of Cllr S Vickers as a Conservative Group member of the Planning Committee.
- (vi) Consider nominations for the position of Chairman of the Planning Committee.
- (vii) To approve the addition of the Member who is appointed to be the Chairman of the Planning Committee to the list of approved cheque signatories.

2. Background

2.1 I submitted a report to the Full Town Council on 26th April advising that Dennis Jones had tendered his formal resignation from the Town Council.

A by-election was held on Thursday 1st July and Steven Vickers was elected as a member of the Conservative Party.

3. Political Balance

3.1 The election of Cllr S Vickers has resulted in a change to the Political Balance which is now:

- Conservative Group – 8 Members
- The Alliance Group – 6 Members
- Labour Group – 3 Members

3.2 The new Political Balance when applied to the positions on the Planning Committee gives the following allocation of seats:

- Conservative Group – 5 Members

The Alliance Group – 3 Members

Labour Group – 2 Members

The outcome is that the Alliance Group lose one seat and the Conservative Group gain one seat.

3.3 I have been notified by the Group Leaders of the following changes to the appointments to the Planning Committee:

(i) Alliance Group – Cllr Mrs G Dawn will step down from the Planning Committee

(ii) Conservative Group – Cllr S Vickers will join the Planning Committee

4. **Planning Committee Chairman**

4.1 The above changes to the membership of the Planning Committee means that there is a vacancy for the position of Chairman. The appointment of a Chairman from the membership of that Committee is a matter for the Town Council to decide upon.

Therefore, Members are asked to consider nominations for the position of Chairman of the Planning Committee.

5. **Cheque Signatories**

5.1 Financial Regulation 6.4 currently states that 'cheques and requests for auto-payments to be processed against the Council's bank account shall be signed by two Members, normally being the Chairmen or Vice-Chairmen of the Town Council's Committees, together with one of the following Officers, the Town Clerk (being the Responsible Finance Officer) and the Deputy Town Clerk.

5.2 Members are therefore asked to add whoever is appointed to the position of Chairman of the Planning Committee, to the list of approved cheque signatories.

Background Papers:	None
Lead Officer:	Alan Mellor Tel: 01636 684 801 Email: alan.mellor@newark.gov.uk