



NEWARK TOWN COUNCIL

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

Tel: 01636 680 333 ~ Fax: 01636 680 350

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

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 11TH JULY 2018

Thursday 5th July 2018

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at 7.30pm on Wednesday 11th July 2018. This meeting will be held in the Council Chamber at the Town Hall.

Yours sincerely

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

Alan Mellor
Town Clerk

FINANCE & GENERAL PURPOSES COMMITTEE

A G E N D A

1	Apologies for Absence		
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3	Matters Arising	Verbal	
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Pre-Group Meetings

1	6.00pm	Conservative Group	Committee Room
2	7.00pm	Independents	Pickin Room
3	7.00pm	Labour Group	Old Robing Room

Committee Membership

Cllr D Lloyd (Chairman)
Cllr M G Cope (Vice
Chairman)
Cllr Mrs C Barker-Powell
Cllr Mrs I Brown
Cllr M Cleasby
Cllr Mrs R Crowe
Cllr R A Crowe
Cllr Mrs G Dawn
Cllr P Duncan
Cllr Ms H Gent
Cllr S Haynes
Cllr K Girling
Cllr L Goff
Cllr D Hyde
Cllr D Jones
Cllr T Roberts MBE
Cllr M Skinner
Cllr R Williams



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Agenda Item No: 2

Committee Date: Wednesday 11th July 2018

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 13th June 2018 in the Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	M G Cope (Vice-Chairman) (Ap) Mrs C Barker-Powell Mrs I Brown M Cleasby Mrs R Crowe R A Crowe Mrs G Dawn P Duncan Ms H Gent K Girling L Goff S Haynes D Hyde D Jones (Ap) T Roberts MBE M Skinner R Williams
Apologies Absence:	for Councillors	M G Cope, D Jones
Officers Present:	Town Clerk	Alan Mellor
Taking Notes:	PA to the Town Clerk	H Crossland
	There were two members of the public present.	
Venue:	Council Chamber, Town Hall	

FGP01/18/19 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 4th April 2018

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 4th April were **AGREED** as a true and accurate record and signed by the Chairman.

FGP02/18/19 Matters Arising

FGP96/17/18 – Representation on Outside Bodies

(iii) Newark Allotments & Gardens Association

Cllr L Goff asked if there was any update on whether this group still held meetings; the Town Clerk informed Cllr L Goff that the matter was in hand, following the last meeting.

There were no other Matters Arising.

FGP03/18/19 Declarations of Interest

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

FGP04/18/19 Payment Schedules 12/18 & 1/19

Cllr Mrs G Dawn asked what the payment of £12,600 (Voucher No 1548 – NSDC) was for; the Town Clerk **AGREED** to let her know.

Members **AGREED** that payment in accordance with Payment Schedule 12/18 in the sum of £165,198.85 (one hundred and sixty five thousand, one hundred and ninety eight pounds and 85p), and Payment Schedule 1/19 in the sum of £138,645.52 (one hundred and thirty eight thousand, six hundred and forty five pounds and 52p) be **APPROVED**.

FGP05/18/19 Street Collection Licences

- (i) Members **NOTED** the decision taken following discussions after the last meeting to grant the application from Beaumont House Community Hospice for a collection on Saturday 6th October.
- (ii) Members **NOTED** the decision taken under the Town Council's Scheme of Delegation to grant a Street Collection Licence to:
 - a. Reach Learning Disabilities on Saturday 19th May.
- (iii) Members then **AGREED** to recommend to Newark and Sherwood District Council that the following application for a Street Collection Licence be **APPROVED**:
 - a. Newark and District Round Table on Saturday 22nd December 2018.

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

- b. Great Ormond Street Hospital on Saturday 23rd June 2018, as this was in contradiction of the Town Council Policy and was outside of the area.

FGP06/18/19 Voluntary Body/Community Events Grant Applications

Members **NOTED** the decision taken under the Town Council's Scheme of Delegation to grant free use of the Council Chamber to the Newark Sports Association to hold a free fund raising workshop for local Sports Clubs at a cost of £105.00.

Cllr K Girling declared a prejudicial interest in the Newark Patriotic Fund application and left the meeting.

Members then **AGREED** to grant the following applications for free use of the Town Hall:

- (i) Free use of the Ballroom on 2nd November 2018 for the Newark Patriotic Fund to hold a fund raising charity dinner at a cost of £479.00.

Cllr P Duncan was supportive of this application but asked for clarification of how much money was available in their fund, to support their patrons. He said there had been an 'explosion' of the number of these sort of charities and suggested that maybe they could/should look at cutting administration and back room costs overall.

Cllr K Girling returned to the meeting.

Cllr M Skinner joined the meeting at this point.

- (ii) Free use of the Ballroom on 19th October 2018 for Beaumont House Community Hospice to hold a fund raising fashion show at a cost of £287.50.

Cllr D Lloyd requested that the Town Hall columns be illuminated bright blue for the week of the campaign; the Town Clerk **AGREED** that this would be done.

FGP07/18/19 Revenue Out Turn & Final Accounts 2017/18

Cllr M Skinner congratulated the Town Clerk with regard to the approval of the PWLB Loans for this financial year.

Cllr Mrs R Crowe raised a question with regard to:

3.4 – Specific Issues

3.4.3 – Environment

When would there be a report about the 'bench policy' and other outstanding issues; the Town Clerk said that a report would be brought back to the meeting of this Committee on Wednesday 5th September.

Cllr P Duncan spoke about 3.4.6 – **Market**; he noted that the income from the Market was significantly down but pointed out that the Town Council should not panic, the market needs to be stabilised. He was still of the opinion that there was a need to improve the quality of products offered and stall holders. He asked if there could be an update for the next meeting of this committee.

The Town Clerk pointed out that under paragraph 3.4.6 it was stated that a full report on Market income would be tabled at the next meeting on

Wednesday 11th July.

Cllr Mrs G Dawn asked how the Festival Ticket Sales were doing; what the Festival Programme Events budget was for (on Page 60 of the Agenda) and also if LHG were paying for the hire of Riverside Park for their Simple Minds Concert in August.

The Town Clerk responded that ticket sales were challenging this year and that there would probably be less people there this year than last. There were a number of concerts on in the area (Lincoln for example) which were in effect competing with the Newark Festival. The Festival Programme Events budget was to support events that were across the calendar, not just the Festival weekend.

The Town Clerk **AGREED** to respond separately to Cllr Mrs Dawn on the subject of the fee for the Riverside Park in August.

Cllr L Goff suggested that a shuttle bus service may help to revive the market.

The Town Clerk then informed Members that Severn Trent road works were due to end this week and the one-way system would be finished. He also said that he was not convinced that the shuttle bus provided by Severn Trent had been of any value. Further he could not see what purpose a Shuttle Bus would serve or where it could run from or to.

Cllr Mrs G Dawn then asked what the Keep Newark Tidy budget was for (Page 58 of the Agenda); Cllr D Lloyd responded that this was to fund equipment such as litter pickers, gloves, hi-vis vests for example – this is a joint campaign with N&SDC supporting community initiatives.

Cllr Mrs G Dawn then asked about litter bins that are mounted on lamp posts – some of these are in a terrible state. She felt that Newark Town Council should not just focus on the town centre; all the other parts of the town are in need of attention as well. By way of example there is a large amount of rubbish around – who is responsible for this? Lincoln Road Bridge looks unclean and scruffy.

Cllr D Lloyd pointed out that most of what Cllr Mrs Dawn had just spoken about was not what the Town Council actually does, or is responsible for; he responded that the Town Council do in fact ‘punch above their weight’ and are continually trying to get other people to do the other things that they are responsible for (District and County Councils for example). He felt that the general public should also be more proud of where they live.

Cllr D Lloyd also pointed out that nothing was raised by Cllr Mrs Dawn when the budgets were being discussed. He reminded Members that Newark Town Council now look after the Public Conveniences, the Market, the Cemetery, and various Parks as well as the Festival, Family Fun Day, Band Concerts and many more services and activities.

The Town Clerk added that he had been asked by Members to talk to the District Council about dog bins/litter bins and the use of them in the District. He had requested a plan of every litter and dog bin in the Town but had not received this yet.

Cllr K Girling agreed that some places were looking ‘sad’ but the road works should be borne in mind. A lot of works that are required to be done around the Town are being held up because of the roadworks. He felt that the shuttle bus was ‘tokenism’ and that the ‘Newark Offer’ should be

concentrated on.

Cllr Mrs R Crowe then asked about the new bollards in the Cemetery; the Town Clerk said that this was in hand.

Members then **APPROVED** the Town Council's Out Turn Revenue Expenditure for the financial year 2017/18.

FGP08/18/19 Cheque Signatories

Members **APPROVED** the list of Members authorised cheque signatories to the Town Council's main bank accounts for the Civic Year 2018 – 2019 as below:

Councillors:	D Lloyd	Chairman	Finance & General Purposes Committee
	M G Cope	Vice-Chairman	Finance & General Purposes Committee
	M Skinner	Chairman	Planning Committee
	S Haynes	Vice-Chairman	Planning Committee

Members also **APPROVED** the list of authorised cheque signatories to the Town Mayor's charity bank account for the Civic Year 2018 – 2019 as below:

Councillors:	T Roberts MBE	Town Mayor
	D Lloyd	Chairman, Finance & General Purposes Committee

Town Clerk Alan Mellor

FGP09/18/19 World War 1, 100th Anniversary Commemoration

Cllr T Roberts MBE declared a personal interest as he was a church warden and Cllr L Goff declared a personal interest as he was a member of FoNC.

The Town Clerk went through the Agenda Report and the detail contained within the '**Background**'.

Following discussion:

- (i) Members decided **NOT** to proceed with the relocation of the War Memorial sited in the Cemetery, or the construction of a new Memorial in the church gardens at St Mary's Church.

Members then discussed the second recommendation; the Town Clerk informed Members that he had attended the Parochial Church Council meeting last week and they had decided to accept all 6 of the possible works suggested. The aim was to get them finished in time for Remembrance Sunday this year. The key point was (v) to create a proper disabled access into the site from Appleton Gate. Point (vi) to introduce additional flower planters along the boundary with Appleton Gate – these could be delivered this year at an estimated cost of £3,000 and would be done in time for the flowers to look good.

The Town Clerk also advised Members that he had now received a quote for the proposed work in the Church Gardens in the sum of £31,000. This had been received from the firm that had already undertaken the investigation work surrounding the potential re-location of the Memorial in the cemetery. He requested that Members also waive Standing Orders to accept this quote

to enable the work to proceed as quickly as possible.

Cllr Ms H Gent left the meeting at this point.

Cllr K Girling pointed out that experience has shown that it is not generally successful to 'refresh' existing inscriptions due to the type of stone used for the memorial (point ii). He also felt that there should not be a new inscription marking the 100th Anniversary of the end of World War 1 as the Memorial is timeless and should not be identified as anything else (point iii).

- (ii) Members **CONSIDERED** the six options for work that could be carried on and around the existing Memorial to the Fallen at St Mary's Church and decided:
 - (i) To clean the existing Stone Cross
 - (ii) To refresh the existing inscription, which has faded significantly since it was erected
 - (iii) **NOT** to add a new inscription marking the 100th Anniversary of the end of World War 1, for the reasons given above
 - (iv) To renovate the stone pillars and wall adjacent to Appleton Gate
 - (v) To create a proper disabled access into the site from Appleton Gate
 - (vi) To introduce flower planters along the boundary with Appleton Gate at an estimated cost of £3,000
 - (vii) The Town clerk was asked to investigate the possibility of installing metal plaques around the Stone Cross with the names of the 'Fallen' as inscribed on the existing memorial at the cemetery.
- (iii) Members **NOTED** the £50,000 funding approved under the County Council's Local Improvement Scheme.
- (iv) Members **AGREED** to commission Archaeological Investigation works at the sites listed in the Agenda Report and:
- (v) **AGREED** to waive Standing Order 37, and appoint Trent & Peak Archaeology to undertake the investigation works.
AGREED to waive Standing Order 37, and appoint Lidster's to undertake the works agreed at paragraph (ii) above.
- (vi) Members **AGREED** to purchase two Tommy Figures to be sited in the Memorial Gardens opposite the Church as part of the World War 1, 100th Anniversary Commemorations.
- (vii) Members **AGREED** to a potential project, in conjunction with St Mary's Church and the District Council, to improve the Church gardens to the North of Church Walk; further details of this to be agreed, but hopefully to dedicate them as Memorial Gardens.

Meeting Closed:	8.45pm	Next Meeting:	Wednesday 11th July 2018
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FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	PAYMENT SCHEDULES
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members to Approve the attached Payment Schedule 2/19.

2. Background

2.1 Payment Schedule 2/19 appended to this report.

3. Financial, Legal, Equality and Risk Issues

3.1 None.

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

CHEQUES

ACCOUNTS FOR PAYMENT SCHEDULE 2/19

31.05.18

Voucher No	Payee	Cheque No	Budget Head	Total Amount
74	Petty Cash	19036	Badges/Shields	£10.00
74		19036	TH Marketing & Promotions	£30.00
74		19036	Civic Car	£19.00
74		19036	ENV Tools & Equipment	£4.00
74		19036	TH Maintenance & Equipment	£30.77
74		19036	* Allotment Keys	£20.00
74		19036	Travel	£26.00
74		19036	* TH Bar	£7.31
74		19036	* Refreshments	£68.27
74		19036	Mayor Making	£11.96
74		19036	Printing & Stationery	£18.98
75	Newark Town Council	19037	Mayor's Allowance	£510.00
76 - 77	Moonshiners	19038	Market Promotions	£500.00
78	Martin T	19039	Mayor Making	£75.00
79	Smith A	19040	Allotment Repairs & Maintenance	£275.00
80	Petty Cash	19041	Printing & Stationery	£6.99
80		19041	TH Maintenance & Equipment	£42.65
80		19041	Civic Car	£38.46
80		19041	PC Materials	£19.43
80		19041	* Refreshments	£43.44
80		19041	Mayor Making	£19.46
80		19041	Travel	£67.05
80		19041	ENV Tools & Equipment	£12.95
80		19041	Market Equipment	£9.35
80		19041	* TH Bar	£3.00
80		19041	Vehicle Running Costs	£39.99

Total £1,909.06

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 2/19

31.05.18

Voucher No	Payee	Budget Head	Total Amount
81	Agrii	Newark in Bloom	£34.79
82	AKFS Vehicles Ltd	Capital Receipts	£34,299.80
83	A O Cumbernauld	Payroll	£11,330.24
84 - 86	Bunzl	TH Maintenance & Equipment	£139.22
87	Bunzl	PC Materials	£316.44
88	City Hygiene	PC Contracts	£2,133.60
89	Clark L	Market Promotions	£194.00
90	Community Giants	Market Promotions	£1,000.00
91	EM Digital Radio	General Promotions	£3,072.00
92	EDF	Market Electricity	£427.87
93	Edlin Roofing	Capital Receipts	£1,700.00
94	EE	Telephones	£84.31
95	Family Grapevine	Museum	£70.00
96 - 98	Farmstar	ENV Uniform	£357.15
99	Farmstar	ENV Tools & Equipment	£27.09
100 - 105	Gatecare Ltd	Allotment Repairs & Maintenance	£2,314.31
106	Grove Auto	Vehicle Running Costs	£77.94
107	Harrison I	Travel	£67.95
108 - 109	Intouchnow	Computers	£598.80
110	Jones Maintenance	Dog Bins	£95.40
111	Kelham Hall Ltd	Museum	£262.00
112	Lynx AC	TH Maintenance & Equipment	£95.40
113	Mann R	Cemetery Fees	£183.00
114	Marshall & Sons	P & O/S Repairs & Maintenance	£102.00
115	Mayor Crane Hire	Christmas Lights	£540.00
116	MEC Recycling	Cemetery Upkeep	£15.00
117 - 118	Milvill	PC Materials	£510.46
119 - 120	Moore Security	Cemetery Upkeep	£1,090.26
121	NE Plumbing	PC Repairs & Maintenance	£380.00
122	Newark Security Services Ltd	P & O/S Security	£675.00
123 - 124	NSDC	P & O/S Recycling	£1,525.75
125, 127 + 128	Newark & Sherwood Locksmiths	PC Repairs & Maintenance	£616.80
126	Newark & Sherwood Locksmiths	ENV Tools & Equipment	£69.60
129	Newark & Sherwood Locksmiths	TH Maintenance & Equipment	£60.00
130	Nomix Enviro Ltd	ENV Tools & Equipment	£107.70
131	Nottingham Grounds Maintenance	Market Repairs & Maintenance	£1,092.00
132	Notts CC	Payroll	£13,485.49
133	Notts YMCA	Capital Receipts	£117,000.00
134 - 137	NTC Pay Account	Payroll	£39,538.32

138	Paw Print Graphics	Market Promotions	£60.00
139	Petes Flowers	Mayor Making	£75.00
140	Primeprint Ltd	Market Promotions	£166.00
141	RBS Ltd	Computers	£918.00
142	Roberts L	Market Promotions	£220.00
143	Royal British Legion	Mayor's Allowance	£18.50
144	Sayers F	Market Promotions	£280.00
145	Screwfix	ENV Uniform	£34.99
146	Screwfix	ENV Tools & Equipment	£36.99
147	SCS	Computers	£37.80
148	Second Element	TH Maintenance & Equipment	£216.00
149	Smith Electrical	TH Maintenance & Equipment	£144.00
150	Spurcroft Civic	Mayor's Allowance	£479.70
151	SSE	P & O/S Electricity	£109.42
152 - 153	SSE	PC Electricity	£992.67
154 - 155	Staples	Printing & Stationery	£108.48
156 - 157	SteelGen	Market Promotions	£400.00
158 - 159	Tanvic	Mowers	£36.56
160	TC Harrison	Vehicle Running Costs	£53.65
161	TIS Ltd	TH Maintenance & Equipment	£171.00
162	TMS Ltd	Market Equipment	£252.00
163 - 164	Tracker Ltd	Vehicle Running Costs	£1,011.00
165	UK Waste	Cemetery Upkeep	£890.11
166	Via EM Ltd	Capital Receipts	£9,975.25
167 - 169	Viking	Printing & Stationery	£133.25
170	Virgin Media	Telephones	£560.25
171 - 172	Virgin Media	ENV Telephones	£94.47
173	Virgin Media	PC Telephones	£16.78
174	Watch It Security	Cemetery Upkeep	£662.16
175	Willsons Printers	Market Printing & Stationery	£66.00
176 - 177	Wordprint	Mayor Making/Mayor's Sunday	£100.80
178	Zurich Insurance	Insurance	£721.85

Total £254,732.37

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 2/19

31.05.18

Voucher No	Payee	Budget Head	Total Amount
179	BOC	TH Bar	£38.28
180 - 181	Booker	Mayor Making	£45.96
182 - 183	Booker	* TH Bar	£159.54
184	BT	Telephones	£366.60
185	BT	ENV Telephones	£75.36

186	Crown Gas	TH Gas	£1,625.42
187	Edgars Water	* Refreshments	£67.40
188	Lex Autolease	Civic Car	£274.00
189	Lanyards	Museum	£2.76
189	Marks & Spencer	* Recharges	£65.20
189	Amazon	TH Maintenance & Equipment	£1.95
189	Ofcom	Th Licences	£112.00
189	Amazon	Market Equipment	£46.77
189	Gentworks Ltd	PC Materials	£184.80
189	DVLA	Vehicle Running Costs	£252.50
189	Barrett Steel	Capital Receipts	£359.42
190	Natwest Cards	Travel	£173.50
191	NCP	General Marketing	£720.00
192	NSDC Rates	Rates	£8,115.00
193	Safety Measures	Health & Safety	£88.80
194 - 195	SSE	TH Electricity	£1,676.23
196 - 197	SSE	ENV Electricity	£157.70
198	SSE	ENV Gas	£756.10
199 - 209	SSE	Market Electricity	£1,005.16
210 - 227	SSE	PC Electricity	-£2,186.88
228 - 229	Total Gas	PC Gas	£321.44
230 + 235	UK Fuels	Civic Car	£59.60
231 - 233	UK Fuels	Vehicle Running Costs	£237.61
233	UK Fuels	Fuel - Mowers	£170.90
236	Waterplus	TH Water	£241.36
237	Waterplus	ENV Water	£104.62
238 - 239	Waterplus	PC Water	£951.01
240	Waterplus	P & O/S Water	£116.58
241	Worldpay	Bank Charges	£73.91

Total £16,460.60

Grand Total £273,102.03

*** Recharges**

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

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	STREET COLLECTION LICENCES
REPORT BY:	TOWN CLERK

1. Recommendation

1.1 That following consideration of the applications received, the Newark and Sherwood District Council be advised of the recommendation of Members.

2. Background

2.1 The Town Council has an agreed criteria for considering Street Collection Licences which is attached at Appendix 1. Also attached at Appendix 2 is a list setting out the number of permits allowed during the year. The following applications are now attached for your consideration.

2.2 Children’s Bereavement Centre

An application for a permit on Sunday 29th July 2018. See Appendix 3 attached.

3. Financial, Legal, Equality & Risk Issues

3.1 None.

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

STREET COLLECTION POLICY

1. The Town Council's policy will be to support locally based charities whose fund raising activities are for the benefit of those living within the local community.
2. This support will be extended to include local branches of national charities where funds are sought for use within the community.
3. The Town Council will also consistently support national appeals such as the Wings Appeal and the Poppy Appeal, where monies are collected on a branch basis.
4. The Town Council will generally not support requests for street collections from those outside the area or where the proceeds are not likely to benefit the community. In exceptional circumstances, however, the Town Council may support such requests; and in such cases would provide Newark & Sherwood District Council with additional information to explain such decision.

STREET COLLECTIONS 2018

NUMBER OF COLLECTIONS ALLOWED DURING THE YEAR	
January	One collection
February	One collection
March	One collection
April	One collection
May	Two collections
June	Two collections
July	Two collections
August	Two collections
September	Two collections
October	One collection
November	One collection
December	Three collections

COLLECTIONS AGREED TO DATE	
January	
February 3 rd	Cancer Research UK
March 3 rd	Marie Curie
April 22 nd	Newark District Scouts
May 19 th	Reach Learning Disability
June	
July	
August	
September	
October 6 th October 27 th – 31 st	Beaumont House Royal British Legion
November 1 st – 10 th	Royal British Legion
December 22 nd	Newark & District Round Table



NEWARK AND SHERWOOD DISTRICT COUNCIL

Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 as amended by
Section 251 and Schedule 29
to the Local Government Act 1972

APPLICATION FOR A PERMIT TO MAKE A STREET COLLECTION OR SALE

1. Applicant's full name:
(BLOCK CAPITALS)
2. Address:
(BLOCK CAPITALS)
7901339165
& Telephone Number:
3. Name and address of charity or fund to which the proceeds of collection are to be applied:

3 KINGS ROAD, NEWARK, NOTTS, NG24 1EW
4. Name and telephone number of the Secretary or Chairman of the charity or fund:
5. Objects of the charity or fund:
6. Date of proposed collection or sale and between what hours:
7. Date of proposed collection or sale and between what hours:
8. The method to be adopted in making the collection or sale:

9. Disposal at receipts: A minimum of 80% of all collected proceeds must be donated to the charity on whose behalf the collection is made. If deductions are to be made, please state for what purpose and the amount below.

ALL DONATIONS FROM THE COLLECTION WILL GO DIRECTLY TO THE CHARITY.

10. Approximately how many persons will be authorised to act as collectors?

2 AT A TIME, THEY WILL HAVE THE CHARITY HIGH VIS TABBARDS ON.

11. Have any steps been taken to ensure the suitability and integrity of the collectors?

I WILL BE ONE OF THEM AND I AM CHECKED BY THE CHARITY, WE ALSO HAVE OTHER DEDICATED COLLECTORS WHO HELP US OUT AND ARE VETTED BEFOREHAND.

12. Has, to the knowledge of the applicant, anyone associated with the promotion of the collection been convicted of any offence involving dishonesty, fraud, offences against the person, indecency or offences involving the conduct of collections? Please give details:

N/A

13. If the collection or sale is for a War Charity state if such charity has been registered under the War Charities Act 1940 and give name and Registration Authority and date of registration:

N/A

14. Have you held a street collection in this district on any previous occasions? Please give details:

NOT SINCE I HAVE BEEN WORKING FOR THE CHARITY, I STARTED IN SEPT 2015.

15. I hereby confirm that a) the information given above is true and accurate and I wish to apply for a licence authorising me to carry out a street collection, and b) a statement of return showing the amount received and the expenses incurred will be forwarded to the Council within one month after the date of the collection and also the date and place of the collection and amount received shall be published in a local newspaper.

Signed

C. Grant

Dated

18 JUN '18

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	VOLUNTARY BODY/COMMUNITY EVENTS GRANT APPLICATIONS
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to consider the application from

2. Background

2.1 The Town Council's current approved guidelines for Voluntary Body Grants are attached at Appendix 1.

The 2018/19 agreed budget for grants to voluntary bodies is £3,500; a balance of £2,933 remains available.

3. Specific Grants

3.1 Just Sing! Newark's Community Choir

A request for use of the Ballroom & Council Chamber on Saturday the 20th October 2018 to hold a fund raising concert for the Emmaus Trust, Newark. Cost is £383 net. See Appendix 2 attached.

4. Financial Legal, Equality & Risk Issues

4.1 None.

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

NEWARK TOWN COUNCIL

APPLICATION FOR VOLUNTARY BODY GRANT

Guidelines

The following principles and guidelines have been established by Newark Town Council to assist in the consideration and determination of grant applications. Whilst these principles will act as a general guide they are not definitive and applicants of particular worthiness may be considered on individual merit outside these criteria.

The Aim of the Scheme

The Town Council is providing funding to support the work of Voluntary Bodies & Charities that provide services, support and activities to the community of Newark. The grant can be used for free or discounted hire of the function rooms within the Town Hall.

The hire of rooms can cover a wide range of activities covering; charity, cultural, community and sports events.

The primary aim of the scheme is to encourage organisations to utilise the community facilities which are provided in the Town Hall and to support or promote self-help within organisations that may apply.

Funding Available

Newark Town Council has a maximum fund of £2,500 available, during the 2017/18 financial year, to support Voluntary Bodies.

Maximum funding for any one application is normally £500. Applications for grants in excess of this sum may be considered subject to the overall budget limit.

Applications will be considered throughout the year on a 'first come first served basis'.

Eligibility

Applications will be considered from; Community Groups, Charities, Voluntary Bodies, and Sports Clubs.

Applicants must either be located within the Newark Town boundary or the scheme which is the subject of the application must have a focus or be targeted on the community living in Newark.

Preference will be given to locally based organisations serving local needs over national organisations providing services over a wider geographic area than Newark.

Applications are only invited for the use of the facilities available within the Town Hall. They can be for either Fund Raising or Non-Fund Raising Events.

An individual organisation will only be eligible to apply for one event in any two year period.

The Town Council will consider 'one off' bookings as well as regular or block bookings.

All applicants must complete an official Voluntary Body Grant Application Form before it will be considered by the Town Council.

All applications **must** be accompanied by a copy of the organisations most recent audited accounts or a signed statement on the current financial position of the organisation.

The Application Process

Applications will generally be considered by the Town Council's Finance and General Purposes Committee.

The enclosed application form is to be completed and submitted with any request for financial assistance to Mrs Karen Wood, Newark Town Council, Town Hall, Newark, Notts, NG24 1DU.

Newark Town Council

Voluntary Body Grant Application Form

Please refer to the separate guidance document when completing this form

1. Applicants Details	
Name of Organisation/Group	Just Sing! Newark's Community Choir
Applicant's Name	RUTH LOCKWOOD
What is the applicant's position in the organisation/community group?	SECRETARY TO THE STEERING GROUP
Contact Name	RUTH LOCKWOOD
Contact Address	17, WALTHAM CLOSE, BALBERTON NEWARK, NOTTS. NG24 3LA.
Contact Tel No	01636 676825 (mob. 07780 648120)
Email address	rwlk@ush123@btinternet.com
2. Scheme/Project Description	
Description & Objectives	
Is the application for a:	
Fund Raising Event: <input checked="" type="radio"/> YES <input type="radio"/> NO	
If yes what is the beneficiary organisation: EMILIUS TRUST NEWARK Reg CHARITY NO: 1017344	
Please include an explanation of the purpose for which the application is made	
TO ENABLE THE CHOIR TO PERFORM A FUNDRAISING CONCERT AT A LOCAL VENUE. THE MONEY RAISED WILL BE DONATED TO THE LOCAL BRANCH OF THE EMILIUS TRUST, A CHARITY WHICH PROVIDES ACCOMMODATION, SUPPORT AND TRAINING TO LOCAL HOMELESS AND VULNERABLE YOUNG PEOPLE.	

Give details of any other funders approached and their responses

SOUSOLOCOT FUNDATION = £200 TESCO'S = £1,000 FREEMASONS (NEWARK) = £600 NEDA = £200. UNSUCCESSFUL APPLICATIONS WERE MADE TO SKIPTON BUILDINGS SOCIETY AND THE NATIONAL LOTTERY. ALL THESE GRANTS WERE USED TO PURCHASE MUSIC FOR THE CHOIR

Please detail any additional information regarding your organisation and its aims which you may feel will assist the Town Council in considering this application.

JUST SING! IS A COMMUNITY CHOIR BASED IN NEWARK, REHEARSING AT KIMBORO ROAD CONGREGATIONAL CHURCH. THE CHOIR IS OPEN TO ALL WITH NO AUDITIONS AND NO ATTENDANCE FEE. ALTHOUGH DONATIONS ARE WELCOME, LOCAL PEOPLE COME TOGETHER TO ENJOY MAKING BEAUTIFUL MUSIC. THE CHOIR PERFORMS AT LOCAL EVENTS SUCH AS THE NOCTIS SHOW 2017 AND THE WOLFIT FESTIVAL 2018. JUST SING! ALSO RAISES FUNDS FOR LOCAL CHARITIES

Please provide details of the rooms required within the Town Hall together with dates and times of the event

Room(s) required	Date(s) required	Time(s) required
GEORGIAN BALLROOM	20 th OCTOBER 2018	6.30 - 10.00 pm
COUNCIL CHAMBER	20 th OCTOBER 2018	6.30 - 10.00 pm
BAR	20 th October 2018	6.30 - 9.30 pm

3. Costs

How much money do you wish to apply for in grant aid (maximum £500), please contact the Town Council (see accompanying Grant Guidelines)

HIRE DESCRIPTION	COST
1. USE OF GEORGIAN BALLROOM AND COUNCIL CHAMBER AS CONCERT VENUE TO	
2. RAISE FUNDS FOR CHARLES TRUST,	£ 393 - 33
3. BAR.	
4.	
5.	
6.	

More:

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What is the anticipated total cost of your scheme? £ 100 plus hire of Town Hall.

4. Outputs and Outcomes

Outputs

Please explain the following about your scheme

(a)	How will it contribute and/or support the community of Newark?	1) FUNDRAISED WILL HELP LOCAL YOUNG PEOPLE. 2) PROVIDES AFFORDABLE ENTERTAINMENT FOR LOCAL PEOPLE IN A LOCAL VENUE. 3) PROVIDES COMMUNITY MEMBERS WITH A 'PLATFORM' FOR THEIR HARDWORK.
(b)	Who is it open to?	ALL
(c)	How many participants do you anticipate will take part?	CHOIR = 40 APPROX AUDIENCES = 120 MAX
(d)	If your event is to raise funds, how much money do you expect to achieve?	£ 600

Outcomes

What other benefits will be achieved from this scheme?

FINANCIAL HELP FOR THE EMMAUS TRUST.
LOCAL AFFORDABLE, ACCESSIBLE ENTERTAINMENT FOR LOCAL PEOPLE BY A LOCAL CHOIR
CHOIR MEMBERS WILL ENJOY SINGING AND PERFORMING

Declaration	
To the best of my knowledge, the information supplied on this form is correct and complete.	
Signed	<i>R Lockwood</i>
Name and Position	RUTH LOCKWOOD SECRETARY JUST SINS!
Date	6 th June 2018
All applications must be accompanied by a copy of the organisations most recent audited accounts or a signed statement on the current financial position of the organisation.	


Appendix -- Financial Position

Balances as at 31/12/2017

Cash	£ 140.77
Current a/c	£3,209.81
Total assets	£3,350.58

Income and expenditure for 2017

Balance at 31/12/16	£ 651.15
Income	
Subs and coffee	£3,322.74
Income from performances and workshops	£1,035.00
Grants	£1,800.00
Miscellaneous income	£ 625.69
Total Income	£6,773.43
Expenditure	
Choir Director	(£1,720.00)
Accompanist	(£ 195.00)
Sheet Music, Printing, folders etc.	(£ 617.58)
Refreshments and barista	(£ 367.15)
Equipment – music stand	(£ 36.98)
Miscellaneous expenditure	(£1,147.28)
Total Expenditure	(£4,084.00)
Surplus for year	£2,689.43


PAUL COLCUMB FICA
3 WATERS EDGE
KINGS SCORCE AVENUE
NEWARK
NOTTS
NG24 1PS

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	INTERNAL AUDIT PLAN 2018/19
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to approve the proposed Internal Audit work plan for the 2018/19 financial year.

2. Background

2.1 Attached at Appendix 1 is a proposed Internal Audit plan for work to be carried out during the 2018/19 financial year. This has been prepared following discussions between the Town Clerk and the Internal Auditor, with an assessment of audit risk.

2.2 It represents an increase of half a day from last year's plan, this can be attributed to my request to undertake work reviewing the Town Council's preparations for the General Data Protection regulations which came into force in May.

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

APPENDIX 1

INTERNAL AUDIT PROGRAMME FOR FINANCIAL YEAR 2018-2019

No of days

		<u>Sept/Oct 2018</u>	<u>Jan/Feb 2019</u>
Markets	3 days	2.0	1.0
Parks & Open Spaces	.5 day	0.5	
Payroll – processing	3 days	2.0	1.0
Income – Lettings	1.5 days		1.5
Income – Cemetery/Allotments	1 day		1.0
Investments	1 day	1.0	
Main Accounting System/VAT	1 day		1.0
Risk Management	1 day		1.0
Budgetary Controls	1 day		1.0
IT Systems	1 day	1.0	
Bought Ledger	1 day	1.0	
Security/Data Protection	1.5 day	1.5	
Bank Reconciliations	½ day	0.5	
Petty Cash	½ day	0.5	
Fixed Assets	1 day		1.0
Dorothy Bainbridge Trust Fund	½ day		0.5
TOTAL NO OF DAYS		10.00	9.00
Report production and approval		0.5	0.5
TOTAL No OF AUDIT DAYS		10.5 DAYS	9.5 DAYS

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	FINANCIAL OUT TURN
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 To receive and approve the financial out-turn report as at 30 June 2018.

2. Background

2.1 In accordance with Financial Regulations, the financial out turn for the period 1 April to 30 June 2018 is attached to this report as Appendix 1.

The figures shown include:

Expenditure committed, and Invoices issued at 30 June 2018, together with other known/likely costs.

Apart from the issue of Market Income which is dealt with in some detail later on in this Agenda, there are no particular issues of concern that I feel need to be brought to Members attention.

3. Financial Legal, Equality & Risk Issues

3.1 Overall costs at this stage of the financial year are in line with budget provision. Having examined the figures in detail, apart from Market Income, there are no issues of concern that I need to bring to Members attention.

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

		Original	Actual	
	Actual	Estimate	As At	%
SUMMARY	2017/18	2018/19	30-Jun	
	£	£	£	
PAYROLL COSTS exc. PCs	607,942	645,000	138,278	21.4
NEWARK MARKET	-45,897	-133,480	-30,049	22.5
PARKS & PLAYING FIELDS	197,513	199,070	48,310	24.3
OTHER OPEN SPACES	-22,927	-21,830	-5,587	25.6
SHERWOOD AVENUE AMENITIES	26,499	26,970	4,678	17.4
ENVIRONMENTAL IMPROVEMENT SCHEMES	2,653	3,550	237	6.7
DEVOLVED SERVICES GRANT	-239,915	-255,820	-63,955	25.0
CENTRAL ESTABLISHMENT	59,402	61,495	18,774	30.5
TOWN HALL	113,732	122,640	32,220	26.3
ENVIRONMENT	-6,847	-4,600	-16,251	353.3
PUBLIC CONVENIENCES	126,847	125,170	32,975	26.3
LEISURE & ECONOMIC DEVELOPMENT	177,601	182,170	22,889	12.6
PWLB LOANS		65,000	16,250	25.0
TOTAL NET EXPENDITURE	996,603	1,015,335	198,767	19.6
Precept	863,734	896,025	224,006	25.0
(Deficit)/Surplus	-132,869	-119,310	25,239	-21.2
General Fund Balance b/fwd	543,740	423,534	410,871	
General Fund Balance 31 March	410,871	304,224	436,110	

			Original	Actual	
	Code	Actual	Estimate	As At	%
MARKET	420	2017/18	2018/19	30-Jun	
		£	£	£	
Printing & stationery	4025	491	510	400	78.4
Repairs & Maintenance	4101	2,785	2,870	1,270	44.3
Electricity	4103	7,251	6,900	2,253	32.7
Rates	4105	43,040	44,110	11,982	27.2
Sewerage/Water Charges	4106	789	0	0	0.0
Repairs & Renewals Fund	4110	10,400	10,660	2,665	25.0
Equipment & Tools	4111	4,099	4,100	354	8.6
Materials	4112	320	330	0	0.0
Market Cleansing SLA	4119	54,859	0	0	0.0
Clothing & Uniforms	4121	1,005	1,030	13	1.3
Market Stall Erection & Clearance	4123	6,218	0	0	0.0
Refuse Collection	4065	5,991	14,000	0	0.0
Security	4124	959	1,030	0	0.0
Marketing & Promotion	4125	35,000	35,880	9,092	25.3
Computers	4029	1,350	1,330	0	0.0
Insurance	4129	823	840	210	25.0
Licences	4131	320	330	0	0.0
Consultancy	4137	1,200	1,300	0	0.0
Payroll Admin	4915	1,270	1,300	325	25.0
Misc. Admin		2,500	0		
GROSS EXPENDITURE		180,670	126,520	28,564	22.6
INCOME					
Market Rents	1500/05	226,567	260,000	58,613	22.5
GROSS INCOME		226,567	260,000	58,613	22.5
NET EXPENDITURE		-45,897	-133,480	-30,049	22.5

			Original	Actual	
	Code	Actual	Estimate	As At	%
PARKS & PLAYING FIELDS	429-435	2017/18	2018/19	30-Jun	
		£	£	£	
Bowling Green Maintenance	4099	6,000	6,150	1,538	25.0
Repairs & Maintenance	4101	3,158	3,560	274	7.7
Repairs & Renewals Fund	4110	12,490	12,800	3,200	25.0
Dog Litter Bins	4324	1,853	2,200	0	0.0
Safety Inspections	4113	250	270	0	0.0
CCTV	4114	0	0	0	0.0
Annual Play Equipment Inspection	4115	90	90	0	0.0
Security	4126	1,350	1,440	229	15.9
Refuse Disposal	4065	0	580	592	102.1
Licence Fee Public Entertainment	4131	1,070	1,140	0	0.0
Insurance	4129	1,162	1,190	298	25.0
Consultancy	4137	600	650	0	0.0
Collis Close	4109	6,000	6,000	1,500	25.0
Parks Service Level Agreement	4117	168,490	172,000	43,000	25.0
GROSS EXPENDITURE		202,513	208,070	50,630	24.3
INCOME					
Rents	1107	1,000	5,000	1,320	26.4
Collis Close	1109	4,000	4,000	1,000	25.0
GROSS INCOME		5,000	9,000	2,320	25.8
NET EXPENDITURE		197,513	199,070	48,310	24.3

			Original	Actual	
	Code	Actual	Estimate	As At	%
SHERWOOD AVENUE	436/437	2017/18	2018/19	30-Jun	
		£	£	£	
Bowling Green Maintenance	4099	11,500	11,800	2,950	25.0
Repairs & Maintenance	4101	3,082	3,150	85	2.7
Repairs & Renewals Fund	4110	3,890	4,000	1,000	25.0
Safety Inspections	4113	250	250	0	0.0
CCTV	4114	2,980	3,060	0	0.0
Annual Play Equipment Inspection	4115	90	80	0	0.0
Security	4126	2,700	2,840	458	16.1
Green Flag	4116	319	330	0	0.0
Licence Fee Public Entertainment	4131	70	70	0	0.0
Insurance	4129	721	740	185	25.0
Consultancy	4137	600	650	0	0.0
Dog Litter Bins	4324	297	0	0	0.0
GROSS EXPENDITURE		26,499	26,970	4,678	17.4

			Original	Actual	
	Code	Actual	Estimate	As At	%
OTHER OPEN SPACES	439-453	2017/18	2018/19	30-Jun	
		£	£	£	
Repairs & Maintenance	4101	3,317	3,570	80	2.2
Repairs & Renewals Fund	4110	1,240	1,270	318	25.0
Dog Litter Bins	4324	270	280	358	127.9
Annual Play Equipment Inspection	4115	225	250	0	0.0
Security	4126	1,350	1,430	458	32.0
Meadow Cutting	4127	250	250	63	25.0
Insurance	4129	400	430	108	25.0
GROSS EXPENDITURE		7,052	7,480	1,384	18.5
INCOME					
Section 106	1106	28,549	27,880	6,970	25.0
Sponsorship	1125	1,430	1,430	0	0.0
GROSS INCOME		29,979	29,310	6,970	23.8
NET EXPENDITURE		-22,927	-21,830	-5,587	25.6

			Original	Actual	
	Code	Actual	Estimate	As At	%
ENVIRONMENTAL IMPROVEMENTS	451	2017/18	2018/19	30-Jun	
		£	£	£	
Repairs & Maintenance	4101	1,280	2,090	0	0.0
Security	4126	1,350	1,430	229	16.0
Insurance	4129	23	30	8	25.0
GROSS EXPENDITURE		2,653	3,550	237	6.7

	Code	Original		Actual	%
		Actual	Estimate	As At	
		2017/18	2018/19	30-Jun	
CENTRAL ESTABLISHMENT	101				
		£	£	£	
Mayoralty					
Mayor's Allowance	4001	4,580	4,700	568	12.1
Mayor's Sunday/Mayor Making	4002	1,304	1,330	700	52.6
Mayor's 'At Home'	4003	0	1,320	0	0.0
Civic Functions	4004	3,640	3,730	0	0.0
Mayoral Car	4010	3,957	4,100	308	7.5
Badges/Shields/Insignia	4011	2,040	2,050	0	0.0
Mayoral Robes	4765	500	510	0	0.0
Employees					
Pensions	4902	3,591	3,680	0	0.0
Subsistence/Travel & Vehicle Costs	4019	1,694	1,640	183	11.2
Honoraria Payment	4020	955	970	489	50.4
Advertising/Appointments	4023	250	260	0	0.0
Uniforms	4021	100	100	0	0.0
Payroll Administration	4915	1,580	1,600	400	25.0
Staff Training inc. Health & Safety	4022	4,000	4,100	0	0.0
Establishment Expenses					
Printing & Stationery	4025	6,493	6,660	422	6.3
Postage	4027	2,398	2,460	745	30.3
Telephones	4028	7,204	6,150	1,546	25.1
Information Technology	4029	12,239	12,550	6,891	54.9
Insurance	4129	3,075	3,160	790	25.0
Audit	4031	2,000	2,000	0	0.0
Consultancy: Personnel/Legal/Audit	4137	4,200	4,550	0	0.0
Office Equipment	4032	698	720	0	0.0
Office Equipment R & R Fund	4860	970	990	248	25.0
Publications	4034	50	50	0	0.0
Bank Charges	4039	2,364	2,260	797	35.3
Conferences/Seminars	4036	986	1,025	0	0.0
Other Expenditure					
Subscriptions	4041	569	570	90	15.8
Grant - St Marys Church	4045	1,670	1,710	428	25.0
Grants - Voluntary Bodies Room Hire	4044	2,492	3,500	567	16.2
Grants - Citizens Advice Bureau	4048	5,000	5,000	2,500	50.0
Grants - Newark Twinning Association	4049	500	510	0	0.0
Town Team	4050	35,882	35,880	0	0.0
Defibrillator	4042	150	150	0	0.0
Election Costs	4061	11,000	11,000	2,750	25.0
GROSS EXPENDITURE		128,131	130,985	20,421	15.6
INCOME					
Payroll Administration	1095	6,430	6,590	1,648	25.0
Investment Interest	1870	62,299	62,900	0	0.0
GROSS INCOME		68,729	69,490	1,648	2.4
NET EXPENDITURE		59,402	61,495	18,774	30.5

TOWN HALL	Code 201		Original	Actual	
		Actual	Estimate	As At	%
		2017/18	2018/19	30-Jun	
		£	£	£	
Premises					
Maintenance & Equipment	4101	14,494	15,000	1,907	12.7
Electricity	4103	7,535	8,250	2,539	30.8
Gas	4104	15,895	15,380	2,349	15.3
Rents	4107	109	160	43	26.9
Rates	4105	19,339	21,390	5,976	27.9
Sewerage/Water Charges	4106	1,708	2,000	0	0.0
Town Hall Maintenance Reserve	4860	55,720	57,110	14,278	25.0
Supplies and Services					
Clothing and Uniforms	4121	179	200	0	0.0
Contractual Services	4122	9,996	10,500	5,933	56.5
Marketing & Promotion	4125	1,500	1,540	0	0.0
Refreshments	4035	2,018	1,640	271	16.5
Bookings Expenditure	4163	1,886	2,050	851	41.5
Bar Purchases	4168/71	6,710	7,180	1,822	25.4
Establishment Expenses					
Insurance	4129/30	10,323	10,580	2,645	25.0
Payroll Administration	4915	630	660	165	25.0
Consultancy: Personnel/Legal/Audit	4137	1,200	1,300	0	0.0
Subscription/Licences	4131	917	980	112	11.4
GROSS EXPENDITURE		150,159	155,920	38,891	24.9
INCOME					
Lease of Rent & Rates Office	1151	4,027	0	0	0
S Wing Lease to Markets/Car Parks	1152	2,848	0	0	0
Lettings	1160/63	15,626	18,000	3,928	21.8
Refreshments	1035	952	920	108	11.7
Town Hall Bar	1168/71	12,974	14,360	2,635	18.4
GROSS INCOME		36,427	33,280	6,671	20.1
NET EXPENDITURE		113,732	122,640	32,220	26.3

ENVIRONMENT	Code	Original		Actual	
		Actual	Estimate	As At	%
		2017/18	2018/19	30-Jun	
		£	£	£	
Premises					
Maintenance of Allotments	4102	3,690	3,690	2,452	66.5
Dog Litter Bins	4324	6,000	6,150	0	0.0
Cemetery Upkeep of Grounds	4322	22,768	24,100	3,800	15.8
Street Furniture	4325	1,500	1,540	0	0.0
Rates	4105	7,905	8,110	2,448	30.2
Electricity	4103	1,137	1,030	249	24.2
Gas	4104	797	770	630	81.8
Water and Sewerage	4106	924	2,820	294	10.4
Capital Funding					
R & R Fund Cemetery	4830	5,100	5,230	1,308	25.0
Supplies and Services					
Equip, Tools & Materials	4320	1,440	1,400	711	50.8
Prot Clothing/Safety Equip't	4321	1,024	1,030	528	51.3
Promotions					
Newark in Bloom	4340	25,005	27,500	12,135	44.1
Green Flag/Heritage Site	4116	3,919	1,000	0	0.0
Keep Newark Tidy	4326	5,000	5,000	0	0.0
Vehicle & Machinery Costs	4309	14,895	12,300	2,505	20.4
Establishment Expenses					
Payroll Admin Expenses	4915	1,050	1,070	268	25.0
Consultancy: Personnel/Legal/ Audit	4137	1,200	1,300	0	0.0
Telephone	4028	2,946	2,560	925	36.1
Insurance	4129	5,662	5,800	1,450	25.0
GROSS EXPENDITURE		111,962	112,400	29,702	26.4
INCOME					
Allotment Rents	1350	5,641	6,000	80	1.3
Plinths/Memorial Tablets	1362	22,966	21,500		0.0
General Fees	1360	79,123	77,000	35,813	46.5
Newark in Bloom	1340	11,079	12,500	10,060	80.5
GROSS INCOME		118,809	117,000	45,953	39.3
NET EXPENDITURE		-6,847	-4,600	-16,251	353.3

			Original	Actual	
	Code	Actual	Estimate	As At	%
PUBLIC CONVENIENCES	401	2017/18	2018/19	30-Jun	
		£	£	£	
Employees					
Payroll: Gross	4900	106,707	105,000	32,846	31.3
National Insurance	4901	7,152	6,400	2,145	33.5
Superannuation	4902	14,185	17,500	4,429	25.3
Payroll Administration	4915	1,270	1,300	325	25.0
Premises					
Repairs and Maintenance	4601	5,287	5,500	977	17.8
Rates	4105	12,769	13,120	3,954	30.1
Electricity	4103	14,210	13,000	0	0.0
Gas	4104	1,455	1,890	306	16.2
Water & Sewerage	4106	6,148	5,640	951	16.9
Repairs & Renewals Fund	4860	5,000	5,130		0.0
Supplies & Services					
Materials Inc. Cleaning	4602	3,643	4,100	933	22.8
Clothing and Uniform	4121	1,050	750	0	0.0
Contractual Services	4622	4,541	5,130	0	0.0
Establishment Expenses					
Telephone Costs	4028	1,598	1,100	273	24.8
Consultancy	4137	600	650	0	0.0
Insurance	4129	1,756	1,800	450	25.0
GROSS EXPENDITURE		187,371	188,010	47,589	25.3
INCOME					
Vending & Weighing Machines	1635/40	22	20	0	0.0
St Marks Charges	1620	9,579	9,250	1,956	21.2
London Road Charges	1618	2,913	2,900	402	13.9
Tolney Lane Charges	1619	6,054	7,000	1,339	19.1
Rents Tolney Lane Kiosk	1621	3,415	3,720	930	25.0
Rents London Road Kiosk	1622	6,371	6,950	1,738	25.0
NSDC - SLA	1650	32,170	33,000	8,250	25.0
GROSS INCOME		60,524	62,840	14,615	23.3
NET EXPENDITURE		126,847	125,170	32,975	26.3

			Original	Actual	
	Code	Actual	Estimate	As At	%
LEISURE & ECONOMIC DEV	501	2017/18	2018/19	30-Jun	
		£	£	£	
Promotions					
Christmas Lights Displays	4725	58,000	59,500	0	0.0
Christmas Lights Promotions	4726	17,209	17,700	0	0.0
General	4745	1,994	2,050	0	0.0
Museum/Civic Regalia					
Museum Revenue	4770	15,359	2,720	583	21.4
Museum Acquisitions	4772	2,080	2,130	0	0.0
Museum Insurance cover	4129	7,032	7,210	1,803	25.0
Arts & Entertainment Programme					
Band Concerts/Summer Picnic	4720	9,561	9,600	85	0.9
Violin School Event	4722	250	250		0.0
Newark Festival	4723	60,000	61,500	20,000	32.5
Festival Programme Events	4718	9,000	9,230	0	0.0
Newark Half Marathon	4051	1,000	1,030	0	0.0
Twinning/Friendship Links					
Civic Twinning	4750	1,060	1,090	338	31.0
Friends Support Groups	4760	250	250		0.0
Admin. Expenses					
Consultancy: Personnel/Legal/I					
Audit	4137	11,400	11,600	0	0.0
Payroll Admin	4915	630	660	165	25.0
GROSS EXPENDITURE		194,825	186,520	22,974	12.3
INCOME					
Sunday Band Concerts	1720	1,657	1,200	85	7.1
Christmas Lights	1726	2,100	2,100	0	0.0
Museum	1770	13,467	1,050	0	0.0
GROSS INCOME		17,224	4,350	85	2.0
NET EXPENDITURE		177,601	182,170	22,889	12.6

REPAIRS AND RENEWALS FUNDS 2018/19

	Balance 31.03.2018	Contrib. 2018/19	Expenditure at 30.06.18	Projects	Estimated Expenditure	Estimated Balance 31.03.2019
	£	£	£		£	£
ALLOTMENTS	4,475			Miscellaneous	-500	3,975
CEMETERY	57,119	5,230		2018/19 Revenue provision Tree Works Bollards	-5,000 -1,000	56,349
INFORMATION TECHNOLOGY	10,613	1,500		2018/19 Revenue provision		12,113
OFFICE EQUIPMENT	7,563	990		Miscellaneous 2018/19 Revenue provision	-500	8,053
MARKET PLACE	1,885	10,660		2018/19 Revenue provision Bollards Drainage Channels General Repairs	-5,000 -4,000 -1,000	2,545
PUBLIC CONVENIENCES	10,900	5,130		2018/19 Revenue provision Miscellaneous	-1,000	15,030
PARKS & PLAYING FIELDS	79,500	12,800	-20,000	Sport & Recreation Grants 2018/19 Revenue provision Seat Refurbishment	-30,000 -1,000	41,300
PARKS SHERWOOD AVE.	15,646	4,000	-7,915	MUGA Fencing & Surfacing 2018/19 Revenue provision		11,731
PARKS PRIVATE ESTATES PLAY AREA	8,660	1,270		2018/19 Revenue provision		9,930
Totals	196,361	41,580	-27,915		-49,000	161,026

RESERVE FUNDS 2018/19

	Balance 31.03.2018	Contrib. 2018/19	Expenditure at 30.06.18	Projects	Estimated Expenditure	Estimated Balance 31.03.2019
	£	£	£		£	£
CAPITAL RECEIPTS						
	962,560			Ransome & Marles Cricket Facilities	-100,000	
			-117,000	Sports Hub	-235,000	
				World War 100th Anniversary Commemoration	-100,000	
				Toilet Improvements	-22,000	
				Statue Relocation	-5,000	
				Church Street Improvement	-10,000	
				Street Furniture	-5,000	
			-28,632	Transit Truck	-5,368	
				Cemetery Improvements	-186,000	
				Built Environment Grants & Signage Strategy	-35,000	
				Market resurfacing	-10,000	
				Christmas Light Displays	-5,000	
		1,345,000		PWLB Loans		1,443,560
DORIS BAINBRIDGE INVESTMENT FUND	0	1,200	-1,200	Band Concerts 2018/19 Investment Interest		0
ELECTIONS						
	11,813					
		11,000		2018/19 Revenue provision		22,813

RISK MANAGEMENT	946		Miscellaneous	-500		446
TOWN HALL	257,560	57,110	2018/19 Revenue provision			
			Handrail	-8,000		
			Ballroom Decoration & Lighting	-20,000		
			Miscellaneous repairs	-5,000		
			External Repairs	-5,000		
						276,670
DEVOLUTION RESERVE	54,319	5,000	2018/19 Revenue provision			59,319
MUSEUM	9,512	2,130	2018/19 Revenue provision			
			New Acquisitions	-3,000		
						8,642
NEIGHBOURHOOD PLAN	80,000		Plan Production	-40,000		
						40000
Totals	1,376,710	1,421,440		0	-799,868	1,851,450

**SECTION 106 AGREEMENTS
2018/19**

	Balance 31.03.2018	Contrib. 2018/19	Expenditure at 30.06.18	Projects	Estimated Expenditure	Estimated Balance 31.03.2019
	£	£	£		£	£
COMMUNITY INFRASTRUCTURE LEVY	19,103					
		7,500		CIL INCOME 2018/19		
				Town Centre Signage	-20,000	6,603
SHELTON AVENUE	134					
			-134	Revenue Expenditure		0
GRANGE ROAD	27,869					
			-3,402	Revenue Expenditure		24,467
FARNDON ROAD DE HAVILLAND WAY	2,776					
			-925	Revenue Expenditure		1,851
NEWBURY ROAD OPEN SPACE & PLAY AREA	65,407					
			-16,352	Revenue Expenditure		49,055
AUTUMN CROFT	40,000					
			-5,000	Revenue Expenditure		

					35,000
BARNBY ROAD					
	20,826				
			-2,069	Revenue Expenditure	
					18,757
MAPLE LEAF PUB					
	2,535				
				Sport & Recreation Grants	-2,535
					0
Totals	178,650	7,500	-27,882		-22,535
					135,733

FINANCE AND GENERAL PURPOSES COMMITTEE

SUBJECT:	ALLOTMENT RENTS REVIEW
REPORT BY:	DEPUTY TOWN CLERK

1. Recommendations

1.1. Members consider a review of Allotment Fees & Charges as set out below to take effect from 1st October 2019.

2. Allotment Rents

2.1 Allotment fees are reviewed annually; any proposed increase in the charges set must be notified in writing to allotment holders not less than 365 days from the date of such an increase. Allotment tenancies run from 1st October each year, to coincide with the growing season, and the next price change is due to be effective in October 2018, therefore a review is due now.

2.2 The rent due to be introduced in October 2018 is 14.39p per square metre, and the annual cost of an average plot (300 sq. metres) is therefore £43.17; this represents an increase of 3% as recommended by this Committee in July of last year. Comparisons have been made with current rents charged for a 300m² plot at neighbouring Councils, and these are set out below:

Mansfield D. C.	£40.00 No increase since last year
Ashfield D.C.	£55.54 2% increase since last year
Gedling B. C.	£99.00 (last years' figure)
Stamford	£44.00 No increase since last year
Newark Town	£43.17 3% increase since last year
Balderton	£25.00 No increase since last year

2.3 At the time of writing this report not all the latest comparative rents have been obtained. A verbal update will therefore be given to Members at the meeting.

However the average cost per plot of the above rents sample, as they stand, is £51.12 which is higher than the Town Council's current charges.

The Town Council is therefore charging under the 'market' rent when compared to nearby Councils. I would suggest therefore that Members consider an increase at or above the current rate of inflation to keep the charges at least in line with the current rents levied by nearby Councils. The current average rent equates to a charge of £0.83p per week.

The National Statistics Office quotes an annual inflation rate of 3.3% for the 12 months prior to May this year. Bearing in mind the price increase under consideration is to cover the period October 2018/September 2019, I would suggest that in considering future rents Members should consider an increase of 3.5% as being the minimum level.

The table below sets out a range of possible % increases together with the resulting annual charge.

Proposed percentage increase	Proposed price per m2	Proposed cost of 300m2 plot
3.5%	14.89p	£44.67 per annum
4%	14.97p	£44.91 per annum
4.5%	15.04p	£45.12 per annum
5%	15.11p	£45.33 per annum
5.5%	15.18p	£45.54 per annum

It is suggested that the agreed percentage price increase should also be applied to rotavator hire and associated fees.

- 2.4 There are currently no significant numbers of people waiting for an allotment which suggests that demand and supply are roughly in balance. It is not felt that the current level of rent charges is a disincentive to potential new allotment holders and therefore the possible increases identified above will not significantly impact on the level of demand.

3. Financial, Legal, Equality & Risk Issues

- 3.1 A price increase above the rate of inflation will maintain or slightly increase the income from allotment rents in real terms. To put this into perspective an increase of 3.5% will deliver £210 of additional income per annum, based on the current years' income estimate of £6,000.

Background Papers:	None
Lead Officer:	James Radley Tel: 01636 684803 Email: james.radley@newark.gov.uk

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	MARKET INCOME PERFORMANCE
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to:

- (i) Consider this report and to note the actions taken to date from the Markets Strategy Action Plan,
- (ii) Grant delegated authority to the Town Clerk in consultation with the Chairman of the Finance and General Purposes Committee; to offer an extension period to the new starter discount scheme with the aim of attracting and retaining traders,
- (iii) Note the reduction in income achieved in the first three months of the 2018/19 financial year,
- (iv) Note the potential implications arising from the potential impact of imposing VAT on Market charges,
- (v) Agree to a further report being brought to this committee in September 2018 to further monitor performance,

2. Background

- 2.1 At the June committee I reported that the market rents income out turn for 17/18 was £226,567 showing a reduction of £30,933 against the budget estimate of £257,500. This continues the recent trend of year on year reductions.
- 2.2 This trend mirrors the national picture of declining town centre markets. Most markets in the region including once high performing markets at Chesterfield, Worksop and Retford have experienced similar levels of reduction. The elements of competition including supermarkets, on line and out of town retail have been discussed previously but in addition to these there is a reported significant shift in consumer behaviour with an increased spending emphasis on experience rather than commodities.
- 2.3 Nationally there is a significant reduction in market traders compared with pre-2000 and long-standing traders who are retiring are not being replaced by new young starters, even though market trading still offers a significant career with low risk start up opportunities.
- 2.4 In response to these issues, Members at the January 2018 meeting agreed to implement a market strategy action plan including various new measures to further attract and retain traders.

3. 2017/18 and 2018/19 Income Performance

- 3.1 Overall, in 2017/18 there was a 12% reduction in income on the previous year. Between December 2017 and March 2018 the reduction was 22% from the same period in the previous year; it is suggested that this was due to the exceptional frequency of adverse weather and the Severn Trent Water sewer improvements, preventing or discouraging

customers and traders to attend. Some traders have reported reduced footfall and spend during the Castlegate restrictions and, with few exceptions, new traders who have commenced trading during that period reported unviable trading levels.

3.2 In 2017/18, to compete with other markets in the region, discounts to the standard price, amounting to £9,000 were used to attract and retain new traders.

In addition during 2017/18 six long standing licensed traders retired and were not replaced resulted in a loss of income of around £6,000.

Both of these issues have contributed to the further decline in overall income levels being achieved.

3.3 Set out below is a comparison between 2017/18 and 2018/19 of the average income achieved for each market day for the first three months of the year:

AVERAGE INCOME PER MARKET DAY COMPARISON: APRIL-JUNE 2018 AND 2018

	Monday £	Weds. £	Thursday £	Friday £	Saturday £	Specials £
Apr 17	431	1,381	261	641	1,496	
Apr 18	337	1,215	316	646	1,319	
May 17	373	1,383	271	691	1,621	
May 18	450	1,028	302	683	1,351	
June 17	390	1,309	307	690	1,508	
June 18	375	1,231	301	733	1,335	
Actuals 17	3,903	17,946	3,367	8,293	20,205	7,482
Actuals 18	3,757 *	15,119	4,103	9,727	18,480	7,427

* 2 bank hols- no markets

The Market Manager is confident that year end income for 2018/19 for the Monday, Thursday and Friday markets will be up on last year as will the income from special markets (this includes the monthly Artisan Craft and Food Markets).

The challenge is to raise incomes on the two main trading days of Wednesdays and Saturdays.

It should also be noted that income from organisations undertaking street collections (Chuggers) is down by £2,000 in the first 3 months of the year.

3.4 The total income achieved for the first three months of the year compared to 2017/18 is summarised below:

Actuals 17/18 Apr/June	Total	£61,196
Actuals 18/19 Apr/June	Total	£58,613

The above analysis shows that the downturn in market income has slackened off but may not yet have hit the bottom. It is disappointing that despite all the efforts taken and initiatives being introduced the achievement, at best, has been to slow the slide in income generated.

As Members will see from the next paragraph the initiatives introduced have resulted in an improved occupancy rate. However efforts are need to turn this into a real long term increase in income.

- 3.5 In addition to examining the level of income achieved, it is also important to compare the level of occupancy achieved. In the table below is a comparison of the average occupancy from 2016/17 to 2018/19 to date:

Average Number of occupied stalls per week

	April	May	June
2016/17	849	887	912
2017/18	834	802	816
2018/19	829	886	877

It can be seen that with introductory discounts being applied, whilst income is slightly down on last year's, the number of stalls actually in use has risen.

4. Markets Strategy

- 4.1 A number of the measures contained in the agreed Strategy Action Plan have been introduced as discussed below:

ACTIONS TO DATE	RESULT TO DATE	SUCCESS/FAILURE?
£10 introductory discount scheme for new traders	20 new traders have taken the offer since February with 10 remaining including 2 seeking to become licensed	10 of the 20 traders left at the end of the discounted period. Now extending scheme raising fee by increments towards full standard charge
Support action to compile visitor packages to Newark to increase visiting coaches and town centre footfall	Familiarisation event held. Limited return to date but coach companies plan tours up to one year ahead so benefit may not be seen until 2020	3 coach tours have been accommodated since the familiarisation event took place.
Maximise use of social media	Increased use of Facebook and twitter and boosting of posts	June 2018: Facebook – 3,300 persons reached and 4,600 post engagements
Facilitate 4/6 Sunday Artisan Craft markets per year	4 held to date in partnership with local craft fayre promoter. Average 40 stalls per event. £18 per stall (£15 if 6 are pre-paid). Income to date: £2,078.00	Increasingly popular with good trader take up and reasonable footfall. Entertainment provision also essential. Not to expand it to include local Artisan Food and include a 'Crafty Quarter'

at Friday markets.

Compile a Newark Street Food and Drink Festival

Held in June with professional entertainers and food demonstrations. 38 quality food traders and sponsorship. Importantly the footfall was excellent. Additional income of £1,700.00 and positive reputational effect with traders

This was held to complement the Newark Festival and get people back into the actual town centre. On the back of this, following successful trading by many we will get additional traders to future events and will be able to support a two day Xmas market

5. Newark Royal Market trading viability and management performance

5.1 Traders will only be attracted to attend and stay at the market if there is good footfall and spend and trading environment is positive, supportive and compares favourably with other markets in the area. Likewise, they will only succeed if their product is wanted and is effectively presented and marketed

NABMA (National Association of British Markets Authorities) suggests that “the days of traders queuing down the high street to get a stall on a market are long gone”.

“For a market to be successful in these times of high street change it must have effective management, innovation, promotion and branding. Affordable stall fees, support and nurturing of traders are essentials. Location and footfall are absolutely key to attracting and retaining traders and markets must now provide an experience for the customer”.

5.2 Stall/Pitch Fees

Newark’s fees compare favourably with Stamford, Grantham and Chesterfield but at general markets on Wednesday and Saturdays, Newark’s fees are higher than Worksop, Retford, Lincoln, Bourne and Louth, but standard rents remain at comparable rents to Melton and Mansfield. Whilst differences in standard charges are generally small, all markets are now offering competitive deals to attract and retain traders. Rent levels are important but less so where footfall and spend is high.

5.3 Location & Footfall

Newark Market offers high quality and aesthetically pleasing stalls with branded name banners in an attractive and heritage rich market place. Subjective assessment and national trends suggest that due to many reasons, the town centre has lost footfall and lower spend is concentrated into fewer daily hours. Access to the town centre can be delayed due to congestion but adequate car parking exists. Signage has recently been improved with clear directions to the market place. Newark currently attracts few coaches with day visitors and is not currently seen as a significant place of destination for day visitors. Stamford and Melton do receive such and that adds significantly to the footfall in those towns and provides an attractive trading environment.

The District Council is currently undertaking some visitor perception surveys and also intends to explore the possibility of footfall counters.

The establishment of a Destination Management Plan and Heritage Tourism Strategy for Newark and the work of the Newark Destination Management Team will be essential in lifting Newark to a place of destination and increasing footfall.

5.4 Promotion of the Market

A significant promotions budget is provided and this is directed to:

- Advertising including flyers, Radio Newark, local and regional newspapers and magazines, on line “stall finder” sites, promotional bags,
- Experiential events and activity including music,
- Marketing and branding,
- Use of social media

5.5 **Attracting & Retaining New Traders**

The Markets Manager is searching ‘on line’ trader web pages and visiting all markets in the region to identify and target quality traders who may be suitable to trade at Newark. Some 25 new traders have been brought to Newark since February but only 10 have been retained due to insufficient trade or at the end of the 2 month introductory £10 fee period. Two have however confirmed they wish to take a licence for stalls and another 8 are still coming regularly as casual traders.

To retain the new traders, it is proposed to extend the introductory scheme raising the fee, over a period of 5 months, by monthly increments towards the full standard charge.

Over the Summer, the Markets Manager will continue visiting local markets and the 35 new traders who attended the food and drink festival will be invited to attend special markets and offered a similar introduction discount for general markets.

5.6 **Support & Nurturing for Traders**

The Markets Manager and his team all provide reasonable support to traders wherever possible. This includes the provision of winter loyalty and adverse weather discounts, branded signage for their stalls, no rent fee for licensed traders when off sick and free parking.

Offers have been made to assist with their social media and product presentation skills but with limited uptake. Some traders are however now using social media and several also provide a chip and pin facility

It is however disappointing that very few, if any, young new traders have attended the market notwithstanding various initiatives with the college and a Community Enterprise organisation at Leicester specialising in mentoring and developing young people through market trading.

5.7 **Innovation**

The Markets Manager continues to seek and apply innovation to the Market’s operation including:

- Arrangements for “shop and drop”,
- Various entertainment and activities to run alongside and provide “experience” to the market
- Various special markets including the new Monthly Artisan Craft and Food Market.
- A craft quarter is intended for Friday markets
- Local fruit and veg supply service to local hospitality outlets
- The aim is now to hold a two-day Xmas Market/Winter Feast on the back of the success of the food and drink festival.

6. **VAT on Markets**

6.1 Historically the income from Markets Lettings has been classified as being ‘Exempt’ from VAT; this was the position when the service was transferred from the District Council in 2015

and has been retained as such over the last three years.

However over the last few months there has been an increasing level of activity by HMRC (Her Majesties Customs & Excise) challenging individual Councils on this treatment and arguing that this income should be subject to VAT at the current Standard Rate (20%).

At a national level NABMA have been representing local Council's interests in opposing this view, however HMRC seem to be continuing to challenge individual Councils on this matter.

To date HMRC have not approached the Town council on the matter.

- 6.2 The current advice from NABMA retains as it was; that local Councils should not charge VAT on Market Lettings.

I understand that a meeting is planned to be held on 5th July between HMRC, NABMA and the Treasury to try and resolve the matter. In this regard I have been in contact with Robert Jenrick and provided a brief on the issue and how important it is to the future viability of Markets such as ours.

- 6.3 To put the issue into context for the Town Council; if VAT had been deemed to be included in the Market income for 2017/18, then there would have been a further reduction of nearly £38,000 from that shown in the accounts.

As Members will appreciate from the above report local authority Markets across the country are facing a number of challenges which, if not addressed, could put at risk their longer term viability.

Whilst some traders are VAT registered, and thus able to reclaim any VAT charge from HMRC, there are many more who aren't. For those traders the imposition of an additional 20% on the current charges may well result in the closure of their business and hence a further reduction in the size and range of goods on offer.

The alternative would be for the Town Council to accept the loss of income and keep the charges at current levels. However this would have a significant adverse impact on the Medium Term Financial Strategy.

Without wishing to be over dramatic, the addition of VAT on Market charges could have such a severe financial impact that many markets across the country could stop operating and be a further hit to the 'High Street' retail economy which is clearly struggling.

7. Financial, Legal, Equality & Risk Issues

- 7.1 The financial implications of the current years financial performance has been included in the report.

There is a potential future significant financial implication arising from any future decision on the imposition of VAT on Market charges. A further report will be submitted in due course when the outcome is known.

Background Papers:	Market working files.
Lead Officer:	Ina Harrison – Markets Manager Tel: 01636 681495 Email: ian.harrison@newark.gov.uk

