



**TOWN COUNCIL MEETING**

**WEDNESDAY 16<sup>TH</sup> DECEMBER 2015**

Thursday 10<sup>th</sup> December 2015

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.30pm on Wednesday 16<sup>th</sup> December 2015 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 14 <sup>th</sup> October 2015	Minutes Attached	Page 5
3	To receive Declarations of Interest from Members and Officers	Verbal	
4	To receive the Minutes of the following Committees:		
4a	Planning & Regeneration Committee held on Wednesday 28 <sup>th</sup> October 2015	Minutes Attached	Page 9
4b	Devolved Services Committee held on Monday 23 <sup>rd</sup> November 2015	Minutes Attached	Page 15
4c	Planning & Regeneration Committee held on Wednesday 25 <sup>th</sup> November 2015	Minutes Attached	Page 19
4d	Finance & Policy Committee held on Wednesday 2 <sup>nd</sup> December 2015	Minutes Attached	Page 25
5	Town Mayor's Announcements	Verbal Report	
6	Town Council Leader's Announcements	Verbal Report	
7	Town Clerk's Announcements	Verbal Report	
8	Notice of Motion	Report Attached	Page 27
9	External Audit Arrangements	Report Attached	Page 29

### Pre-Group Meetings:

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





# NEWARK TOWN COUNCIL

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

Agenda Item No: 2

Committee Date: Wednesday 16<sup>th</sup> December 2015

Minutes of the Meeting of the Town Council held on Wednesday 14<sup>th</sup> October 2015 in the Council Chamber of the Town Hall.

<b>Membership Present:</b>	<b>Town Mayor</b>	<b>Cllr R A Crowe (in the Chair)</b>
	Councillors	Mrs C Barker-Powell Mrs I Brown M Cleasby M G Cope Mrs R Crowe Mrs G Dawn P Duncan (Ap) Ms H Gent K Girling L Goff D Hyde D Jones D Lloyd T Roberts MBE M Skinner Mrs J Whicher R Williams
<b>Apologies received from:</b>	Councillor	P Duncan
<b>Town Council Staff:</b>	Town Clerk PA to the Town Clerk/Mayor's Secretary	Alan Mellor Helen Crossland – taking notes
<b>Public:</b>	There was one member of the public present.	
<b>Venue:</b>	Council Chamber	Town Hall

**TC26/15/16 Minutes of the Town Council Meeting held on Wednesday 12<sup>th</sup> August 2015**

The Minutes of the Town Council Meeting held on Wednesday 12<sup>th</sup> August 2015 were **AGREED** as a true and accurate record, and signed by the Mayor.

**TC27/15/16 Declarations of Interest**

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

**TC28/15/16 Minutes of the Planning & Regeneration Committee, Wednesday 2<sup>nd</sup> September 2015**

The Chairman, Cllr T Roberts MBE, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 2<sup>nd</sup> September 2015.

Cllr L Goff asked the Mayor if he thought the decision by the District Council on Application No **15/01243/FUL – Unit 3, Robin Hood Walk** (which was approved, against the recommendations of the Town Council) was the correct one.

The Mayor responded that he had attended the meeting at Kelham Hall, on behalf of the Town Council and had put forward their view. The District Council then came to a decision that everyone must abide by.

**TC29/15/16 Minutes of the Devolved Services Committee, Monday 7<sup>th</sup> September 2015**

The Chairman, Cllr D Lloyd, presented the Minutes of the Meeting of the Devolved Services Committee held on Monday 7<sup>th</sup> September 2015.

**TC30/15/16 Minutes of the Environment & Leisure Committee, Wednesday 16<sup>th</sup> September 2015**

The Chairman, Cllr Mrs R Crowe, presented the Minutes of the Meeting of the Environment & Leisure Committee held on Wednesday 16<sup>th</sup> September 2015.

**TC31/15/16 Minutes of the Devolved Services Committee, Monday 28<sup>th</sup> September 2015**

The Chairman, Cllr D Lloyd, presented the Minutes of the Meeting of the Devolved Services Committee held on Monday 28<sup>th</sup> September 2015. It was noted that the title on this page in the Agenda was incorrect.

**DVS05/15/15 – Matters Arising** – Cllr Mrs G Dawn asked a question with regard to (ii):

*Creation of a ‘Town Team’; the Chairman reported that a first meeting has been held with ‘interested parties’ as the first move toward this.*

The question was: who had attended, and what was decided. Cllr D Lloyd went through what had happened at the meeting, as Cllr Mrs G Dawn had not been able to attend. He reported that the concept of the group was to continue the work on devolution.

Discussion followed regarding the involvement of Newark Business Club, and the possible creation of a ‘Town Centre Manager’.

Members were of the opinion that the Town Clerk was the Town Centre Manager and that this should stay the case.

Cllr D Lloyd said that there should be ‘a spirit of working together’ and the Town Council should not assume that they are the only group that can help Newark Town become a ‘destination’ for visitors. The Town Council will do whatever they need to do, with whoever they need to do it with.

**DVS07/15/16 – Public Conveniences** – Cllr L Goff said that he was pleased that the staff would be receiving the ‘Living Wage’. The Town Clerk pointed out that this was not what had been said; the Personnel Committee (which was appointed at the recent meeting of the Finance & Policy Committee) would be considering this, in due course.

**TC32/15/16 Minutes of the Planning & Regeneration Committee, Wednesday 30<sup>th</sup> September 2015**

The Chairman, Cllr T Roberts MBE, presented the Minutes of the Meeting of the Planning & Regeneration Committee held on Wednesday 30<sup>th</sup> September 2015.

**TC33/15/15 Minutes of the Finance & Policy Committee, Wednesday 7<sup>th</sup> October 2015**

The Chairman, Cllr D Lloyd, presented the Minutes of the Finance & Policy Committee held on Wednesday 7<sup>th</sup> October 2015.

**FP11/15/16 – Representation on Outside Bodies – c. Hospital of St Leonard**

Cllr L Goff asked if the Town Clerk had any comment to make with regard to his (Cllr Goff’s) appointment to this Outside Body.

The Town Clerk responded that this had been dealt with at the meeting, and Members had **NOTED** the report.

**TC34/15/16 Town Mayor’s Announcements**

The Town Mayor had no announcements.

**TC35/15/16 Town Council Leader’s Announcements**

The Town Council Leader had no announcements.

**TC36/15/16 Town Clerk’s Announcements**

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

**TC37/15/16 Market Place Repairs**

Cllr D Lloyd informed Members that the two recommendations should be considered in reverse order, and this was **AGREED**.

- (ii) Members **NOTED** the suspension of Standing Order 37 (2) in this instance, for quotes to be sought from three contractors that are known to be able to do the work to the standard required.
- (i) Members **APPROVED** expenditure of £22,500 for repairs to the Market Place, to be met from useable Capital Receipts in the 2015/26 financial year.

<b>Meeting Closed:</b>	<b>7.55pm</b>	<b>Next Meeting:</b>	<b>Wednesday 16<sup>th</sup> December 2015</b>
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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: 4a

Committee Date: Wednesday 16<sup>th</sup> December 2015

## PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Planning & Regeneration Committee held on Wednesday 28<sup>th</sup> October 2015 in the Council Chamber, Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>T Roberts MBE (Chairman)</b>
	Councillor	Ms H Gent (Vice-Chairman) (Ap) Mrs C Barker-Powell Mrs I Brown M Cleasby L Goff D Lloyd M Skinner Mrs J Whicher R Williams
<b>In Attendance</b>	Councillors	Mrs R Crowe, R A Crowe, P Duncan
<b>Apologies</b>	Cllr Ms H Gent	
<b>Town Council Staff</b>	Town Clerk	Alan Mellor
<b>Taking Minutes</b>	PA to the Town Clerk	Mrs H Crossland
<b>Public:</b>	There was one member of the public present.	
<b>Venue:</b>	Council Chamber, Town Hall	

### PR35/15/16 Minutes

The Minutes of the last meeting held on Wednesday 30<sup>th</sup> September, 2015 were **AGREED** and signed as a true and correct record.

### PR36/15/16 Matters Arising

There were no matters arising.

**PR37/15/16**     **Declarations of Interest**

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

**PR38/15/16**     **Town Centre Issues – Nottinghamshire County Council**

Jo Horton, the Highway Manager from Nottinghamshire County Council was in attendance at Members ' request; she agreed to answer individual questions/address highway related issues.

Cllr L Goff raised the issue of parking on the pavements and the state of disrepair of areas around Newark. He also mentioned that the drains in Queens Head Court that were blocked. No-one seemed to want to accept responsibility for the drainage and he asked who was liable for them.

Jo Horton responded on both points: the area of Queens Head Court was not NCC owned, it was private property.

Parking – areas outside of the Market Place are the responsibility of NCC Highways. The traffic going around the Market Place is too heavy for the walkways and as soon as areas are repaired, they break up again. The area is inspected 2 or 3 times a week by a Highways Inspector; however, if there are any specific areas that need to be checked, Highways should be informed.

Cllr R Williams asked about having a 30mph speed limit along Lincoln Road; he felt that lives were at risk.

Jo Horton said that Lincoln Road had been assessed and was recommended to be a 40mph limit. Farndon Road was being reduced to 30mph; Beacon Hill is also being assessed and Jo was of the opinion that it would be recommended as a 40mph zone too. Highways have very little money that is available for the introduction of reduced speed limits. Cllr R Williams thought that any areas inside the Ring Road should be limited to 30mph.

Cllr M Skinner asked if Jo thought that the 'balance of traffic' was right on Cartergate (the pedestrian access area and the vehicular access).

Jo Horton said that this matter had never been brought to her attention before; she would certainly look at it.

Cllr Mrs I Brown also supported the view that Lincoln Road should be a 30mph limit the same as London Road. Jo advised Members that the County Council looked at requests for reduced speed limits according to guidelines issued by the Government. One aspect of these were an identifiable pattern of accidents that could be reduced by a lower speed limit. From her perspective such a pattern did not exist at the moment for Lincoln Road.

Cllr Mrs I Brown also talked about bus stops that come under the jurisdiction of NCC; one in particular had particularly unpleasant smelling drains in the pavement, where people have to stand and wait for the bus.

Jo Horton established where Cllr Brown was talking about and said she would see who was responsible.

With regard to speed limits, Jo pointed out that just because limits are set to 40 or 30mph, this does not mean that drivers stick to them. There needs to be enforcement with any issue of this nature.

Cllr R Williams asked if someone had to be killed before anything was done; Jo responded that this was not the case, but as with everything, there is a limited

amount of funding.

Cllr R Williams said that he understood that, but wanted more of the available funds spent in Newark.

Cllr Mrs I Brown then asked if NCC subsidised any of the School Buses; Jo Horton said she did not know, and would get back to Cllr Mrs Brown.

Cllr L Goff then said that he had campaigned previously for a zebra crossing along Beacon Hill Road, for the One Stop Shop. Jo Horton said that the area had been assessed using a formula (the amount of people crossing x the amount of traffic). It was unreasonable to double yellow line the area; Jo agreed to assess this again.

Cllr M Skinner then asked about A Boards around the Town, for example, the Book Shop in the Market Square (The Works), who constantly block the whole of the pavement.

Jo Horton said that NCC have one Inspector who reacts to complaints. She had also been speaking to the Town Clerk about whether the Town Council could police the pavement and licences for advertising. Southwell TC issued a joint letter from NCC and themselves, and sent a warning to businesses about A Boards – this could be worth a try.

Cllr D Lloyd thought that this could be referred to as the fledging 'Town Team', and potentially to the Devolved Services Committee.

Jo said she would be more than happy to work alongside either of those.

The Town Clerk asked about ownership of the roundabout and two flower beds by Tallents Solicitors; Jo responded that there was no agreement in place that she was aware of.

Jo Horton agreed to send the Town Clerk her contact details that could be circulated to Members for future reference.

Members thanked Jo for attending and said it was useful and informative. Jo then left the meeting.

## **PR39/15/16 Outstanding Planning Applications**

### **15/01331/FUL Lloyds TSB, 37 Castle Gate, Newark**

To create a new external fire escape to the rear of the building.

**No Objection was raised to this application.**

### **15/01385/FUL 101 Farndon Road, Newark**

Householder application for single storey rear extension.

**No Objection was raised to this application.**

### **15/01774/FUL 13 Friary Road, Newark**

Householder application for proposed single storey rear extension.

**No Objection was raised to this application.**

- 15/01826/ADV**      **The Bean & Vine, 5 Market Place, Newark**  
Erection of 5 fascia signs and a canopy.  
**No Objection was raised to this application.**
- 15/01839/OUT**      **Land north of Hutchinson Road, between the Woodlands and Lilburne Close, Newark**  
Proposed residential development (Outline)  
**No Objection was raised to this application.**
- 15/01858/FULM**      **Land off North Gate, Newark**  
Application to vary condition 25 of planning permission 13/00997/OUTM for Proposed Erection of Retail Development Bulky Goods/Open A1/Open A1 convenience uses and provision of car parking to serve same.  
**Following a tied vote the Chairman used his second casting vote in support of an Objection to this application** for the following reason:  
  
The relaxation of the current Condition would permit a much wider category of shop to be permitted on the site which would have a detrimental impact on the town centre retail economy and was not in accordance with Planning Policy SP6.
- 15/01878/FUL**      **2 Northern Road, Newark**  
Change of use of the car/van showroom to a kitchen and bathroom showroom.  
**No Objection was raised to this application.**
- 15/01702/FUL**      **The Sawmill Public House, Beacon Hill Road, Newark**  
Demolition of existing public house and erection of 2 new units comprising of a class A1 convenience retail unit and a class A1 (non-food) retail, associated parking, landscaping and associated works.  
**Objection was raised to this application** for the following reason:
1. The demolition will result in the loss of a community facility which is currently used by an Older Persons Club. A public House can be categorised as such under Planning Policy SP8.
  2. There are no alternative Public Houses nearby which could reasonably be viewed as providing an alternative provision for the local community.
  3. The current Public House appears to economically viable so therefore it is judged that there is no argument for its demolition from a financial perspective.
  4. The application has not properly or accurately

assessed the nearby retail impact which the Town Council would argue is detrimental to nearby and town centre retail economy.

5. The Traffic Impact assessment is not realistic or credible. The change of use at this site would significantly add to the traffic congestion which is already experienced at 'rush hour' times.
6. Noise – no night time assessment has been carried out, because it will not be a pub anymore; what about associated traffic noise etc.

**15/01893/FUL**

**Guy St John Taylor Associates, Top Lock House, Navigation Yard, Mill Gate, Newark**

All windows and doors to Top Lock Studio to be replaced with powder-coat aluminium windows and doors. A ground floor window will be removed and replaced with a new entrance door and a new glass balustrade to serve the first floor French doors is proposed.

**No Objection was raised to this application.**

**PR40/15/16 Notice of NSDC Planning Decisions**

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

**PR41/15/16 Miscellaneous Applications**

**a. Notification of Appeals**

**15/01109/FUL – 1 Tudor Close, Newark**

Householder application to extend garden by erecting new fence closer to boundary to reduce dog fouling on land. Fence to be 6ft high with replacement existing gate in same position at rear of garden backing onto the driveway. Proposed fence to cut the corner from the driveway and to run adjacent to pavement 1 metre inside boundary.

**15/00574/FUL – 20 Pelham Street, Newark**

Change of use and extension to existing outbuilding to form a detached single bedroom dwelling.

**Members NOTED that Appeals relating to the above sites have been made to the Secretary of State.**

**The Chairman (Cllr T Roberts MBE) to make representations on behalf of this Committee.**

**b. Licensing Applications**

**5 Market Place (The Bean & Vine), Newark**

Cllrs Mrs I Brown and Mrs R Crowe declared a prejudicial interest in this application and left the meeting.

Members raised **No Objection** to the application for a new premise licence for the above premises; however the Committee want to mention the 'outdoor seating area' that is

in the application, and the fact that this had NOT been applied for, nor agreed.

**PR42/15/16 Consultation on Newark & Sherwood Local Development Framework Plan Review Issues Paper**

This document was discussed in detail and it was **AGREED** that detailed comments would be submitted by the Town Clerk in consultation with the Chairman of this Committee and Cllr D Lloyd.

<b>Meeting Closed:</b>	<b>8.40pm</b>	<b>Next Meeting:</b>	<b>Wednesday 25<sup>th</sup> November, 2015</b>
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Agenda Item No: 4b

Committee Date: Wednesday 16<sup>th</sup> December 2015

## DEVOLVED SERVICES COMMITTEE MINUTES

Minutes of the Meeting of the Devolved Services Committee held on Monday 23<sup>rd</sup> November 2015, in the Council Chamber at the Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	R A Crowe Mrs G Dawn A P Duncan (Vice-Chairman) K Girling D Hyde (Ap) D Jones
In attendance:	Councillors	Mrs R Crowe, L Goff, T Roberts MBE, M Skinner, R Williams
Apologies for Absence	Councillor	D Hyde
Officers Present:	Town Clerk	Alan Mellor
Taking Notes:		Helen Crossland
	There were no members of the public present.	
Venue:	Council Chamber, Town Hall	

### DVS12/15/16 Minutes of the last Meeting

Cllr P Duncan pointed out some inaccuracies in the Minutes as below:

#### DVS11/15/16 Newark Market

(ii) – para 4 – amendment in **RED**

*'He suggested that the Safer Neighbourhood Group(s) could feed into the group at some stage; also the **Newark** Heritage Forum, Pubs in Newark Together (PINT) and the Heritage Trail.'*

(iv) – paras 6 and 7 – amendments in **RED**

*'There was some discussion about the proposed eating area being on 'Governors Walk'*

~~and the importance of this.~~

The Town Clerk pointed out that the traders perception ~~that those of the end stalls facing Governors up on the~~ walk are more advantageous from their perspective.'

(v) Where it states 'Cllr P Duncan left the meeting at this point' – this to be inserted after point (vii).

Subject to the amendments above, the Minutes of the Meeting held on Monday 2<sup>nd</sup> November 2015 were **AGREED** as a true and accurate record.

#### **DVS13/15/16 Matters Arising**

(iv) The options for a potential alternative stall layout.

The Town Clerk reported that Ian Harrison was hoping to complete a 'footfall count' before Christmas.

Cllr P Duncan asked how this was going to be anywhere near accurate given the number of entrances into the Market Place. The Town Clerk said that he would be discussing this with Ian Harrison.

Members were informed that 70 stalls had been rented out for the Christmas Market on 13<sup>th</sup> December.

(viii) Street Trading and Regulation

The Town Clerk reported that Ian Harrison had organised a meeting on 1<sup>st</sup> December with the PFRA; he was hoping for agreement that there would be a maximum of 2 organisations, with up to 4 people each, and they would be sited on Stodman Street.

#### **DVS14/15/16 Declarations of Interest**

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

#### **DVS15/15/16 Public Conveniences**

Members noted the report, and made the following comments:

(i) Running Costs

Further work is required on this; the Town Clerk said he needed more information from Phil Beard.

Cllr K Girling asked why the telephone costs were so high; the Town Clerk said he would investigate this.

Cllr D Jones asked how many full time staff were employed; from the gross payroll figures it would appear to be approximately 7. The Town Clerk said that this was about right, and pointed out that these were only estimates; they are not actual costs. The estimates will be reviewed by the Town Council in February when it considers the revised budgets for the current year and sets the budgets for 2016/17. It was also pointed out that the current years' budget included provision for paying the Living Wage, if the Town Council were to decide that this was appropriate.

(ii) Condition Survey

Members were informed that Tolney Lane site is a lot older than the Town Council was led to believe.



(iii) Opening Hours

The Town Clerk reported that he is continuing to look at this and further work needs to be done; he was hoping to bring back an idea of a more flexible working pattern to a future meeting of this Committee.

With regard to the reduction in anti-social behaviour reported, Cllr K Girling asked if this would get worse in the cold weather.

The Town Clerk pointed out that we have no idea yet as this is a new system that has been put in place.

**DVS16/15/16 Newark Market**

Members went through the recommendations as contained in the Agenda Report, as follows:

(i) The revised Newark Royal Market, Marketing & Promotion Strategy was **APPROVED**.

(ii) What's On in Newark – the Town Clerk reported that this is ongoing at the moment.

Discussion followed regarding other websites (e.g., Visit Newark).

Members **AGREED** that the Town Clerk should look into the feasibility of creating a new website, linked possibly to an App, within the production of a 'What's On in Newark programme' for 2016.

After further discussion it was also **AGREED** that a Working Party be established, consisting of the Town Clerk, Cllr D Lloyd, Cllr P Duncan and Cllr K Girling to take this forward.

Advertising opportunities were discussed (just before Newark Festival, and the Christmas Lights for example), and the possibility of sponsorship.

Cllr D Lloyd asked everyone present to think about this, particularly the geographical areas that are to be included, for the next meeting.

(iii) The Town Clerk showed Members the prototype of the Newark Town Crest signs which are to be placed on the end of the Market Stalls.

He said he envisaged them being 2/3 of the size that had been produced.

Cllr P Duncan thought this this was the time that the 'brand' of Newark could be re-inforced, to make more of the 'Royal Market' status; perhaps the date could be put underneath the crest?

Cllr D Jones said that the aluminium style was not particularly good in inclement weather; it will corrode and the paint will lift.

The Town Clerk informed Members that the signs will be sealed with a coating.

(iv) Members considered the Town Council's role in establishing a Heritage Group, to deliver a Heritage Strategy for the Town.

The Town Council is hosting the next meeting of the Newark Heritage Forum.

Cllr D Lloyd said he would make an offer to the District Council that the Town Council will take on the Heritage Forum for Newark; additional resources will be required for this.

- (v) Establishing a BID – The Town Clerk reported that further research is required. He would speak to N&SDC and find out the scale of what can be provided.

There was discussion about the 'geography' of it, would the whole town be included for instance. If it is going to happen the groundwork needs to be well prepared.

<b>Meeting Closed:</b>	<b>7.35pm</b>	<b>Next Meeting:</b>	<b>Monday 25<sup>th</sup> January 2016</b>
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Agenda Item No: 4c

Committee Date: Wednesday 16<sup>th</sup> December 2015

## PLANNING & REGENERATION COMMITTEE MINUTES

Minutes of the Planning & Regeneration Committee held on Wednesday 25<sup>th</sup> November 2015 in the Council Chamber, Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>T Roberts MBE (Chairman)</b>
	Councillor	Ms H Gent (Vice-Chairman) Mrs C Barker-Powell Mrs I Brown M Cleasby (Ap) L Goff D Lloyd (Ap) M Skinner (Ap) Mrs J Whicher R Williams
<b>In Attendance</b>	Town Clerk	Alan Mellor
<b>Apologies</b>	Cllrs M Cleasby, D Lloyd and M Skinner	
<b>Taking Minutes:</b>	PA to the Town Clerk	Mrs H Crossland
<b>Public:</b>	There were no members of the public present.	
<b>Venue:</b>	Council Chamber, Town Hall	

**PR43/15/16** Minutes

The Minutes of the last meeting held on Wednesday 28<sup>th</sup> October, 2015 were **AGREED** and signed as a true and correct record.

**PR44/15/16** Matters Arising

**15/01702/FUL – The Sawmill Public House, Beacon Hill Road, Newark**

The Chairman informed Members that he would be attending the N&SDC

Planning Meeting on behalf of this Committee, with regard to this application.

**PR45/15/16**    **Declarations of Interest**

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

**PR46/15/16**    **Outstanding Planning Applications**

**15/01412/FUL**    **Thorpe's Warehouse, Navigation Yard, Mill Gate, Newark**  
Variation of Condition 2 from planning permission  
11/00228/FUL

**No Objection was raised to this application.**

**15/01414/LBC**    **Thorpe's Warehouse, Navigation Yard, Mill Gate, Newark**  
Variation of Condition 2 attached to planning permission  
11/00229/LBC

**No Objection was raised to this application.**

**15/01837/FUL**    **Clay Lane Borehole Booster Pumping Station, Clay Lane, Newark**

Installation of 3 no. (GRP) kiosks at Clay Lane Borehole  
Booster Pumping Station

**No Objection was raised to this application.**

**15/01838/FUL**    **23 Hill Vue Gardens, Newark**

Householder application for existing garage to be converted  
into a new bedroom. In addition to this there is to be a new  
extension connected to the bedroom to allow for a kitchen, WC  
and conservatory. The existing kitchen will also have minor  
alterations including a new door and window.

**No Objection was raised to this application.**

**15/01927/LBC**    **Newark Castle Station, Great North Road, Newark**

Proposed alterations to form a new ticket office and ancillary  
uses, including some new openings in existing walls.

**No Objection was raised to this application.**

**15/01996/FUL**    **Minster Veterinary Centre, Maltkiln Lane, Newark**

Proposed extension and new car park.

**No Objection was raised to this application.**

**15/02004/FUL**    **Telecommunications Base Station, Northgate Station,  
Appleton Gate, Newark**

The removal of the existing Phosco column and pitchfork  
antennas and its replacement with a new 15m Hutchinson mini  
macro column with 3 no. modern antennas mounted on a  
headframe, overall height 17.5m.

There will be internal (non-visible) works within the existing equipment cabin and ancillary development.

**No Objection was raised to this application.**

**15/02017/FUL**

**17 Saucemere Drive, Newark**

Householder application for the erection of a double garage.

**No Objection was raised to this application.**

**15/02037/FUL**

**Belams Bar and Bistro, 3 Carter Gate, Newark**

Refurbish existing public house and raise existing atrium to bring first floor into use, new ground floor windows and new shop front.

**No Objection was raised to this application.**

**15/02038/LBC**

**Belams Bar and Bistro, 3 Carter Gate, Newark**

Refurbish existing public house and raise existing atrium to bring first floor into use, new ground floor windows and new shop front.

**No Objection was raised to this application.**

**15/02040/LBC**

**Town Hall, Market Place, Newark**

Supplementation of the existing rot damaged timber roof structure to the right of centre roof hip (from external inspection) on the Town Hall and Buttermarket. To be done with the addition of treated timbers to assist in the carrying of the applied loads, the insertion of galvanised steel strengthening rods into the main dragon tie secured using Woodweld PU adhesive.

**No Objection was raised to this application.**

**15/02047/ADV**

**Bon Marche, 46 Market Place, Newark**

Display of 1 no. non illuminated fascia sign and 1 no. non illuminated projecting sign.

**No Objection was raised to this application.**

**15/02048/LBC**

**Bon Marche, 46 Market Place, Newark**

Remove existing shop front fascia and projecting sign and replace with 1 no. new non illuminated fascia and 1 no. non illuminated projecting sign.

**No Objection was raised to this application.**

**15/02065/FUL**

**7 Spring Gardens, Newark**

Householder application for the erection of a two storey rear extension.

**No Objection was raised to this application,** provided there are no objections from neighbours.

**15/02074/FUL 72 Appleton Gate, Newark**  
Erection of rear single storey extension and conversion of dwelling into house of multiple occupancy.  
**No Objection was raised to this application**, provided there are no objections from neighbours.

**15/02076/FUL 11 Mill Gate, Newark**  
Proposed railings to the entrance area of the former Tax Office, Millgate, Newark.  
**No Objection was raised to this application.**

**PR47/15/16 Notice of NSDC Planning Decisions**

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

**PR48/15/16 Urgent Decision Taken Under The Scheme of Delegation**

Members **NOTED** the decision taken under the Scheme of Delegation not to object to the Licensing Application received for a minor variation to the existing License in relation to The Trivet, 12 Chain Lane, Newark.

**PR49/15/16 Miscellaneous Applications**

**a. Nottinghamshire County Council Applications**  
**Newark Bridleway No. 50 and Footpath No's 51-64 Modification Order 2015**

Members **NOTED** the confirmation of the above Order made under Section 53 of the Wildlife and Countryside Act 1981.

**b. Notification of Appeals**  
**15/01245/FUL – Unit 15, Jessop Way, Newark**

Change of usage to D2 to allow for a fitness area and personal training centre to be set up.

Members **NOTED** that an appeal relating to the above site has been made to the Secretary of State.

**c. Nomination for an Asset of Community Value in Newark**  
**The Sawmill Public House, Beacon Hill Road, Newark**

Members considered the Nomination for an Asset of Community Value in Newark relating to the above premises and the decision was made to **SUPPORT** this application.

**d. Licensing Applications**  
**White Hart Bar & Restaurant, White Hart Yard, Market Place, Newark**

Cllr Mrs I Brown left the meeting and took no part in the discussions regarding these applications.

No Objection was raised to the application for the above premises for a variation to the Premise Licence.

**Beaumont Cross Hotel, Newark**

No Objection was raised to this application for the above premises for a variation to the Premise Licence.

Cllr Mrs I Brown returned to the meeting.

<b>Meeting Closed:</b>	<b>7.50pm</b>	<b>Next Meeting:</b>	<b>Wednesday 30<sup>th</sup> December, 2015</b>
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# NEWARK TOWN COUNCIL

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

Agenda Item No: 4d

Committee Date: Wednesday 16<sup>th</sup> December 2015

## FINANCE & POLICY COMMITTEE MINUTES

Minutes of the Finance & Policy Committee held on Wednesday 2<sup>nd</sup> December 2015 in the Council Chamber, Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>D Lloyd (in the Chair)</b>
	Councillors	M G Cope (Vice-Chairman) (Ap) Mrs R Crowe (Ap) Mrs G Dawn P Duncan Ms H Gent L Goff D Jones T Roberts MBE
<b>In attendance:</b>	<b>Councillors</b>	Mrs I Brown, M Skinner, D Hyde
<b>Apologies for Absence</b>	<b>Councillors</b>	M G Cope, Mrs R Crowe
<b>Officers Present:</b>	<b>Town Clerk</b>	Alan Mellor
<b>Taking Notes:</b>	<b>PA to the Town Clerk</b>	Helen Crossland
	There were no members of the public present.	
<b>Venue:</b>	Council Chamber, Town Hall	

### FP12/15/16 Minutes

The Minutes of the meeting held on Wednesday 7<sup>th</sup> October 2015 were **AGREED** as a true and accurate record and signed by the Chairman.

### FP13/15/16 Matters Arising

#### FP05/15/16 – Voluntary Body Grant Applications

##### (iii) Castle Grove Gymnastics Club

The Town Clerk informed Members that this application had since been withdrawn.

**FP14/15/16 Declarations of Interest**

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

**FP15/15/16 Payment Schedules 6/16 & 7/16**

Members **AGREED** that payment in accordance with the Payment Schedule 6/16 in the sum of £90,174.94 (ninety thousand, one hundred and seventy four pounds 94p) and Payment Schedule 7/16 in the sum of £256,668.76 (two hundred and fifty six thousand, six hundred and sixty eight pounds 76p) be **NOTED**.

**FP16/15/16 Voluntary Body Grant Applications**

**Newark Sea Cadets**

The request for the cost of the hire of the Ballroom for 3 hours on Sunday 23<sup>rd</sup> October 2016, in connection with the Annual Trafalgar Parade which is being hosted in Newark, at £172.50 was **AGREED**.

**FP17/15/16 Street Collection Licences**

There was a discussion about the agreed criteria for considering Street Collection Licences and whether it should be 'adapted' to take into account the various applications that are received during the year from 'out of the area' but are from very well-known charities, and which are supported by the Townsfolk of Newark.

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

- (i) Marie Curie on Saturday 12<sup>th</sup> March 2016.
- (ii) Breast Cancer Now on Saturday 23<sup>rd</sup> April 2016.
- (iii) The Guide Dogs for the Blind Association on Saturday 7<sup>th</sup> May 2016.
- (iv) Beaumont House on Tuesday 22<sup>nd</sup> December 2015.
- (v) The Salvation Army on Saturday December 19<sup>th</sup> 2015.

It was then also **AGREED** to give the Town Clerk delegated authority to amend the policy accordingly, as discussed.

**FP18/15/16 Financial Out Turn**

Members **RECEIVED** and **NOTED** the financial out-turn report as at 31<sup>st</sup> October 2015.

<b>Meeting Closed:</b>	<b>7.45pm</b>	<b>Next Meeting:</b>	<b>Wednesday 10<sup>th</sup> February 2016</b>
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**TOWN COUNCIL**

<b>SUBJECT:</b>	<b>NOTICE OF MOTION</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

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

**2. Background**

2.1 **MOTION PROPOSED BY COUNCILLOR MRS G DAWN, SECONDED BY COUNCILLOR MRS I BROWN:**

Robin Hood Hotel

The Robin Hood Hotel is an eyesore at a major gateway to the Town Centre. It remains a blight on the Town and the adjoining new shopping development.

It is understood that the contract entered into by Newark & Sherwood District Council required the site to be re-developed by November 2015. This date has now passed and no project or solution has been forthcoming.

Therefore, this Council now resolve to either:

- (i) Call upon Newark & Sherwood District Council to take all possible enforcement action against the owners of the property to redevelop the site;
- (ii) If no enforcement action is taken, then Newark & Sherwood District Council should take possession of the Robin Hood Hotel site and redevelop it itself.

**3. Financial, Legal, Equality & Risk Issues**

3.1 None.

<b>Background Papers:</b>	<b>None.</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> <b>Tel: 01636 684801</b> <b>Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a></b>



**TOWN COUNCIL**

<b>SUBJECT:</b>	<b>EXTERNAL AUDIT ARRANGEMENTS</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to consider whether to ‘opt in’ or ‘opt out’ of the new Sector Led Body external audit appointment process.

**2. Background**

2.1 The Town Council’s current external auditor (Grant Thornton) was appointed by the Audit Commission, the appointment will remain in place until the audit of the 2016/17 accounts has been completed.

The Audit Commission was abolished on 31<sup>st</sup> march 2015. The responsibility for making auditor appointments and setting audit fees was transferred on that date to the Public Sector Audit Appointments Limited.

2.2 For the audit of accounts for the financial year starting on 1<sup>st</sup> April 2017, Local Councils will be responsible for appointing their own external auditor.

The appointment must be made by the 31<sup>st</sup> December before the start of the audited year in April. Therefore by 31<sup>st</sup> December 2016 the Town Council needs to have appointed an external auditor.

2.3 To assist Local Councils in this process the Government can specify a body that has the powers to appoint auditors and set audit fees for them. A new body has now been established as a joint venture by the National Association of local Councils, Society of Local Council Clerks and the Association of Drainage Authorities; it is called the Sector Led Body. Attached at Appendix 1 is a letter and explanatory note that sets out the purpose of the new body and how it will procure external auditors on behalf of Local Councils.

These arrangements are underpinned by the: Local Audit (Smaller Authorities) Regulations 2015.

This new body will appoint auditors for all Local Councils who ‘opt in’ to the new arrangements.

2.4 The Town Council must decide before 31<sup>st</sup> January 2016 if it wishes to opt out of the Sector Led Body Audit procurement.

Any Local Council that does ‘opt out’ will need to undertake the following:

- (i) Establish an Independent Auditor Panel,
- (ii) Follow a statutory appointment process as set out in the above regulations,
- (iii) Appoint an auditor by 31<sup>st</sup> December 2016,
- (iv) Provide the Sector Led Body with the contact details of the auditor

(v) Negotiate a fee for the audit

Whilst at this stage I cannot advise Members on the cost of the audit associated with either of these options, the attached factsheet expects that the Sector Led Body should deliver a lower cost given the advantages of the bulk procurement process for all Local Councils across the country.

It is expected however that audit fees will increase as the current rates were negotiated and set several years ago.

- 2.5 The only advantage that I can see from going down the 'opt out' road would be that the Town Council could appoint a suitable local external auditor.

Whilst I have no doubt that such a role could be undertaken by a local firm of accountants, it is likely that they would have the Town Council as their only local authority client. In these circumstances I would suggest that there are benefits to the Town Council in having an external auditor who will have a wider knowledge and expertise in the local government accounting field.

**3. Financial, Legal, Equality and Risk Issues**

Contained in the report.

<b>Background Papers:</b>	<b>None.</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> <b>Tel: 01636 684801</b> <b>Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a></b>



The future of audit procurement and the Sector Led Body.

Dear Colleagues

We are pleased to announce that we have set up a company to procure audit services on your behalf. This letter officially invites you to become an opted in authority to this scheme.

When the previous Government abolished the audit commission, NALC and SLCC expressed concerns about the impact this would have on the workload of local councils and drainage boards. We successfully persuaded Government to enable us to nominate NALC and partners to form a Sector Led Body to procure your audit services simplifying arrangements and reducing the burden on you.

We also successfully persuaded Government to fund the start-up costs of £540,000 which otherwise the sector would have had to raise itself.

The attached note sets out further information, but at this stage you do not need to do anything unless you wish to opt out of the audit procurement arrangements, set up your own independent audit panel and procure relevant services. If you do not wish to participate you need to tell us by 31 January 2016 that you do not wish to participate and will be making your own arrangements.

If you do not opt out you will automatically be included in the arrangement for the next five years as stated in the regulations passed at the start of the year.

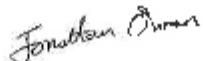
**If you wish to opt out of the Sector Led Body Audit procurement you must let us know by 31 January 2016 by emailing [slboptout@nalc.gov.uk](mailto:slboptout@nalc.gov.uk) or writing to:**

Audit Opt Out  
Sector Led Body  
National Association of Local Councils  
109 Great Russell Street  
London  
WC1B 3LD

This has been a real triumph for the sector resulting from good joint working between NALC the ADA and the SLCC, working closely with DCLG.

Regards

Jonathan Owen – Chief Executive NALC



The Society of Local Council Clerks

Innes Thompson – Chief Executive ADA



National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities.



Factsheet on the future of audit procurement and the Sector Led Body.

## **FACTSHEET - PROCUREMENT OF AUDIT FOR SMALLER AUTHORITIES**

Auditing procedures for smaller authorities continue as before, but the procurement process will change from 2017.

From the start of the 2017/18 financial year smaller authorities, including parish and town councils and internal drainage boards, can choose to have an auditor appointed to them by a new 'sector-led body' or they can **decide** to procure their own, but they must have an auditor appointed as a legal requirement. We intend to call this procurement body the Smaller Authorities Audit Appointments Limited.

This factsheet sets out how the new arrangements will work, what the new body will do, what it will offer to smaller authorities and how you can opt out of having an auditor appointed to you and what you will then need to do.

Smaller authorities with a turnover of less than £25,000 will be exempt from having to submit an annual financial return, but will still need to have an auditor appointed in case there are questions from electors to be resolved. The SLB will be the first point of contact in such a case.

### **Background**

The National Association of Local Councils (NALC) is working with the Department of Communities and Local Government (DCLG), Society of Local Council Clerks (SLCC) and Association of Drainage Authorities (ADA) on the establishment of a 'sector led body' to procure audit for smaller authorities for the 2017/18 financial year.

The new body will be responsible for procuring audit services for smaller authorities – this is all parish and town councils and internal drainage boards with an income of less than £6.5m – and for the management of these audit contracts for a period of five years.

The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally. As before every authority must have an auditor.

The Smaller Authority Regulations<sup>1</sup> enabled the establishment of a sector-led, collective procurement body to appoint auditors and manage audit contracts. This approach acknowledges both the benefits of collective procurement and the important fact that smaller authorities may not have resources or capacity to individually appoint auditors locally.

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<sup>1</sup> The Local Audit (Smaller Authorities) Regulations 2015 <http://www.legislation.gov.uk/uksds/2015/5730111126105>  
National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities.

Factsheet on the future of audit procurement and the Sector Led Body.

Audit of all smaller authorities remains mandatory and the creation of the body is aimed at easing the administrative burden, reducing costs and ensuring quality, while maintaining the opportunity for a local approach to auditor appointment.

The audit regime remains unchanged with limited assurance engagements being required from all authorities except those smaller authorities with zero expenditure, who will continue to confirm this annually in response to auditor requests.

One important change is that from 2017 those smaller authorities with a turnover below £25,000 will still be required to complete and publish an Annual Return, but will no longer be required to submit it for audit.

### **About the Sector-Led Body (SLB)**

As previously stated, NALC, SLCC and ADA are currently working together to set up a 'sector led body' to procure audit for smaller authorities for the start of the 2017/18 financial year. This process is being supported and funded by DCLG.

As was the case with the former Audit Commission, the running costs of the new body will be funded from the audit fees charged to smaller authorities, but the overhead is planned to be lower as the SLB will not carry out a number of functions done by the former Audit Commission.

The board of the new body will comprise an independent chair, two independent members, and representation from NALC, SLCC and ADA. Secretariat support will be provided by NALC. The new body will have a Memorandum of Understanding with DCLG, who will have optional observer status, and who will also review and monitor progress and quality of SLB work.

The SLB will appoint auditors for all those smaller authorities 'opted in' to the new arrangements.

A tender process (compliant with European rules and regulations) will be completed by the end of September 2016.

The SLB will procure, deliver and manage the audit contracts; this will include specification of contract requirements, management of auditors, recording of all authorities opting in or out, communications and quality management of audit contracts.

Quality assurance of audits/limited assurance engagements will be conducted by a process to be managed through DCLG.

National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities.

Factsheet on the future of audit procurement and the Sector Led Body.

The SLB will be charged with monitoring those smaller authorities who decide to 'opt out' and reporting those bodies to DCLG, confirming when they have appointed auditors locally.

#### **What you need to do**

Those smaller authorities who wish to participate in the SLB do not need to do anything as all smaller authorities are automatically opted in to the new body and will have an auditor procured for them.

This is aimed at helping the transition to new arrangements in 2017 to be as seamless as possible and with no disruption to your audit arrangements.

#### **How to opt out of the new arrangements**

However your council is entitled to opt out of the new arrangements. The decision to opt out must be through a formal meeting of the council, and as such every council who is eligible to opt-out needs to actually formally consider if they are going to.

If you wish to opt out of the Sector Led Body Audit procurement you must email [slboptout@nalc.gov.uk](mailto:slboptout@nalc.gov.uk) or write to:

Audit Opt Out  
Sector Led Body  
National Association of Local Councils  
109 Great Russell Street  
London  
WC1B 3LD

by 31 January 2016 (if you do not do so by that date the next chance to opt out will be in five years time)

All authorities who wish to opt out must make their own arrangements with auditors, which will include but is not limited to the following:

- establishing an Auditor Panel;
- following a statutory appointment process set out in regulations;
- appointing an auditor by 31 December 2016;
- providing the SLB with the contact details of your auditor.

Smaller authorities who 'opt out' but fail to appoint an auditor by the deadline will have an auditor appointed for them, as the appointment of an auditor is a legal requirement. Such an appointment may be at a considerably higher cost as the savings from the bulk procurement of auditors may not be available and there will be additional administrative charges.

A small fee will be charged for this to cover the whole five year period and will be payable before the start of the new audit arrangements in April 2017. These authorities may 'opt out'

National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities.

Factsheet on the future of audit procurement and the Sector Led Body.

but will still have to appoint auditors and meet the requirements set out above and it is highly likely this will be a far more expensive option.

It would be prudent of you to consider in your budget discussion funding to meet either the costs of audit if you are a council above £25,000 turnover, or the fee to access a an auditor from the Sector Led Body if you are a smaller council. The previous audit costs were negotiated several years ago and included some cross subsidy from larger councils so your costs in future years may increase. The one-off SLB fee is estimated to be less than £100, however this may be subject to change as the SLB is set up.

#### Timetable

SLB Chair and Board (Independent) roles advertised	Oct 2015
SLB set up as a corporate entity	Nov 2015
SLB Board in place	Nov 2015
Specification of Auditor procurement requirements start	Nov 2015
Local Authorities written to and informed of options	Nov 2015
Smaller authorities dealing to opt out of SLB arrangements	End Jan 2016
Specification of auditor requirements	End 2015
Procurement of auditor services starts	Star. 2016
Auditors appointed by SLB	End Oct 2016
Opted out authorities to advise SLB of auditor appointments	Oct 2016
Auditors in place	Start 2017
Auditors start work	Start 2017/18 financial year
Auditors first reports	2 <sup>nd</sup> quarter 2018

#### Summary of Key points

- New Audit arrangements come into force on 1 April 2017 requiring the set up a SLB
- NALC will be working in partnership with SLCC and ADA to set-up of the SLB
- The SLB will procure, deliver and manage the audit contracts to start 1 April 2017
- The SLB will appoint auditors for all those authorities opted in
- Authorities who opt out of the SLB arrangements will need to inform the SLB and will have to have appointed auditors by 31 December 2016
- The audit regime from 1 April 2017 remains unchanged using limited assurance engagements

If you wish to opt out of the Sector Led Body Audit procurement you must let us know by 31 January 2016 by emailing [slboptout@nalc.gov.uk](mailto:slboptout@nalc.gov.uk) or writing to:

Audit Opt Out  
Sector Led Body  
National Association of Local Councils  
109 Great Russe l Street  
London  
WC1B 3LD



Factsheet on the future of audit procurement and the Sector Led Body.

Further information.

The Local Audit (Smaller Authorities) Regulations 2015

[http://www.legislation.gov.uk/ukdsi/2015/9780111126103/pdfs/ukdsi\\_9780111126103\\_en.pdf](http://www.legislation.gov.uk/ukdsi/2015/9780111126103/pdfs/ukdsi_9780111126103_en.pdf)

Local Audit and Accountability Act 2014

<http://services.parliament.uk/bills/2013-14/localauditandaccountability.html>

Transparency code for smaller authorities

<https://www.gov.uk/government/publications/transparency-code-for-smaller-authorities>

National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities.