



NEWARK TOWN COUNCIL

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

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

FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 14TH JULY 2021

Wednesday 7th July 2021

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at 7.30pm on Wednesday 14th July 2021. **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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Committee Membership

Cllr J Henderson (Chairman)

Cllr J Baggaley

Cllr Mrs I Brown (Vice-Chairman)

Cllr M Cope

Cllr E Cropper

Cllr Mrs R Crowe

Cllr R A Crowe

Cllr Mrs G Dawn

Cllr L Geary

Cllr L Goff

Cllr D Ledger

Cllr J Lee

Cllr D Lloyd

Cllr T Mathias

Cllr Ms J Oliver

Cllr J Olson

Cllr M Skinner

Cllr S Vickers



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Agenda Item No: 2

Committee Date: Wednesday 14th July 2021

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 7th April 2021 by Zoom.

Membership Present:	Councillor	D Jones (Chairman)
	Councillors	Mrs G Dawn J Baggaley Mrs I Brown M Cope (Vice-Chairman) E Cropper Mrs R Crowe R A Crowe L Geary L Goff J Henderson (Ap) D Ledger (A) J Lee D Lloyd T Mathias Ms J Oliver J Olson M Skinner
Apologies for Absence:	Councillor	J Henderson
Officers Present:	Town Clerk Deputy Town Clerk	Alan Mellor James Radley
Taking Notes:	PA to the Town Clerk	Helen Crossland
	There were no members of the public present.	
Venue:	Remote meeting via "Zoom".	

The Chairman opened the meeting at 7.30pm and asked for Apologies.

Apologies had been received from Cllr J Henderson.

FGP59/20/21 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 10th March 2021

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 10th March were **AGREED** as a true and accurate record, to be signed by the Chairman in due course.

FGP60/20/21 Matters Arising

FGP57/20/21 – Investment Strategy

Cllr E Cropper pointed out that the ‘Ethical Consumer’ she had mentioned at the last meeting was, in fact, an Advisory Body, not a bank as had been written in the above Minute.

The Town Clerk agreed that the Minute would be amended.

There were no other Matters Arising.

FGP61/20/21 Declarations of Interest

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

FGP62/20/21 Minutes of the Climate Change Working Group

The Chairman began discussion of this item. He reiterated that a lot of work was required on this and a further report needed to be put to the full Town Council.

The Town Clerk agreed; he said a lot of research was needed into the Town Hall building, and some professional advice would probably be required too.

Cllr M Cope then spoke; he agreed that it sounded like a lot of work would be involved. He asked if, from a budgetary aspect, could the Town Clerk apportion properly, within the budget heads, the true costing of officer time put into this.

The Town Clerk raised concerns about the impact that this additional administrative burden would have, given the current staffing position in the Town Hall.

After a short discussion, the Chairman responded that at this moment in time he would not instruct the Town Clerk to start on this, but it would need to be looked at in the fullness of time. Cllr M Cope then withdrew the request.

Cllr L Goff congratulated the Climate Change Working Group, and said he welcomed the Carbon Trust report. Climate Change was a big issue nationally.

Members then **RECEIVED** and **NOTED** the Minutes of the Climate Change Working Group held on Wednesday 31st March 2021.

FGP63/20/21 Payment Schedules

Members **AGREED** that payment in accordance with Payment Schedule 10/21 in the sum of £124,679.10 (one hundred and twenty four thousand, six hundred and seventy nine pounds and 10p) and Payment Schedule 11/21 in the sum of £90,072.45 (ninety thousand and seventy two pounds and 45p) be **APPROVED**.

FGP64/20/21 Street Collection Licences

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

- (i) St John Ambulance on 11th December 2021.

FGP65/20/21 Dog Bins

The Town Clerk began discussion of this item.

He reported that Newark and Sherwood District Council had confirmed that the sites of the Dog Bins in use were still valid, and did not recommend removing any of them.

He recommended that the Town Council keep the current 42 Dog Bins as illustrated in the Agenda Report; following discussions with Newark and Sherwood District Council, he had suggested that future requests would be put to the Town Council if they are within the parameters agreed at this meeting. Any outside of this criteria would go to the District Council.

Cllr G Dawn asked is anything had been done with regard to putting stickers on ordinary waste bins, as had been suggested previously; the Deputy Town Clerk responded that the bins belonged to the District Council, so nothing had been progressed on this.

Cllr D Lloyd informed Members that this excellent suggestion had been relayed to the District Council.

The Chairman then proposed that the recommendations contained in the report be accepted; this was seconded by Cllr E Cropper.

- (i) Members **REVIEWED** the current locations of Dog Bins and **AGREED** that they were still required.
- (ii) Members **REVIEWED** the criteria for provision of Dog Bins, as previously agreed, and **AGREED** that they were still valid in light of the additional information received.
- (iii) Following (ii) above, it was **AGREED** that at the sites that did not fall within the agreed criteria, the Dog Bins would be retained and paid for by the Town Council,
- (iv) Members approved the future policy, as outlined by the Town Clerk, for the provision of Dog Bins in Newark as agreed with the District Council as follows:
 - (a) Newark Town Council will deal with all requests for new/additional Dog Bins in accordance with the agreed criteria: "Dog Bins will be limited to Town Council owned parks, open space, amenity space and walkway entrances to such sites. Where there is a demonstrable need for dog bins at each such location",
 - (b) Newark & Sherwood District Council will be responsible for all new/additional requests for Dog Bins that fall outside the agreed Town Council criteria.

FGP66/20/21 Model Member Code of Conduct

The Town Clerk went through the Agenda Report for this Item.

Following a brief discussion, Members **AGREED** to recommend to the Town Council the adoption of the LGA Model Code of Conduct in its entirety.

The Town Clerk said that a copy of the new Code of Conduct would be circulated to Members prior to the Town Council meeting next week, and it would be an Agenda Item for that meeting.

Meeting Closed:	8.05pm	Next Meeting:	Wednesday 9th June 2021
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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 Schedules 12/21, 1/22 & 2/22.

2. Background

2.1 Payment Schedules 12/21, 1/22 & 2/22 appended to this report.

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

3.1 None.

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

CHEQUES

ACCOUNTS FOR PAYMENT SCHEDULE 12/21

31.03.21

Voucher Number	Cheque Number	Payee	Budget	Amount
990a	19166	Petty Cash	TH Maintenance & Equipment	35.66
			Refreshments	47.02
			PC Materials	47.25
			Uniforms	59.98
			Market Equipment	4.98
			Market deliveries	78.60
			Market Printing & Stationery	5.25
			Printing & Stationery	39.61
			Postage	11.95
			Publications	44.20
			Total	374.50

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ACCOUNTS FOR PAYMENT SCHEDULE 12/21

31.03.21

Voucher Number	Payee	Budget	Amount
991	Amberol Ltd	Newark in Bloom	97.20
992 - 993	A O Cumbernauld	Payroll	21452.94
994 - 995	Arco Ltd	Protective Clothing & Equipment	178.33
996 - 997	Arco Ltd	Uniform	155.37
998	Arco Ltd	Market Repairs & Maintenance	238.80
999 - 1000	Bagnall Ltd	Capital Receipts	3306.00
1001 - 1003	Banner Group Ltd	Printing & Stationery	171.76
1004	BPI Ltd	Market Repairs & Maintenance	180.00
1005 - 1006	Bunzl Ltd	TH Maintenance & Equipment	613.33
1007	Canon UK	Printing & Stationery	359.65
1008	Carbon Trust Ltd	Consultancy Fees	12513.60
1009	CEF	TH Maintenance & Equipment	19.92
1010 - 1011	EDF	Market Electricity	15.49
1012 - 1013	EE	Telephones	174.91
1014	Elwood Control Hire	Cemetery Upkeep	220.00
1015 - 1017	ENVA Ltd	Market Refuse	7046.70
1018	E-On	Christmas Lights	1385.35
1019	Farmstar	Vehicle Running Costs	41.56
1020	Farmstar	Mowers	618.00
1021	Fattorini Ltd	Badges/Shields	192.74
1022	Gatecare Ltd	Allotment Repairs & Maintenance	1710.00
1023	Germinal GB Ltd	Cemetery Upkeep	202.60
1024	Gower Consultants Ltd	Computers	693.74
1025	JCP Contractors Ltd	P & O/S Maintenance	224.40

1025	JCP Contractors Ltd	Buttermarket Repairs & Maintenance	1909.20
1026 - 1030	JCP Contractors Ltd	Market Repairs & Maintenance	7893.60
1031	KG Enterprises	Consultancy Fees	2082.00
1032 - 1033	Lidsters of Worksop	Cemetery Tablets	1161.90
1034	Lincolnshire Hospitals	Health & Safety	55.00
1035 - 1036	Market Traders	Market Traders	4323.35
1037 - 1038	MEC Recycling	Cemetery Upkeep	200.00
1039	Milvill	TH Maintenance & Equipment	305.02
1040	Municipal General Charity	Th Rents	42.50
1041	NABMA	Market Marketing & Promotions	60.00
1042	NE Plumbing	Market Repairs & Maintenance	195.00
1043 - 1045	Newark Security Services	P & O/S Security	2227.20
1046	NSDC	Dog Bins	5241.60
1047	NSDC	SLA Parks	92456.40
1048	NSDC	Town Centre Sweeping	12600.00
1049 - 1050	NSDC	P & O/S Refuse	1594.60
1051	N & S Locksmiths	TH Maintenance & Equipment	29.40
1051	N & S Locksmiths	ENV Tools & Equipment	67.20
1052	Newark Team PCC Trust	St Marys Church Grant	1800.00
1053 - 1054	Northgate Vehicle Hire	Covid Grant	951.56
1055 - 1056	Notts CC	Payroll	25935.29
1057	Notts CC	Pensions	963.30
1058 - 1062	NTC Pay Accounts	Payroll	36785.20
1063 - 1065	Opus Energy	Buttermarket Electricity	38.59
1066	P & M Fruits	Market Traders	100.00
1067	PHS Group	TH Maintenance & Equipment	442.92
1068	Printerbase Ltd	Printing & Stationery	89.59
1069	Quadient Ltd	Printing & Stationery	137.99
1070	RBS Ltd	Computers	979.20
1071 - 1077	Reflect Recruitment	Payroll	4997.03
1078 - 1080	Screwfix	Buttermarket Repairs & Maintenance	102.69
1081 - 1082	SCS	Computers	2226.00
1083 - 1084	Second Element	Maintenance & Equipment	264.00
1085	Skillington AR	Cemetery Fees	20.00
1086	Smith Electrical	Buttermarket Repairs & Maintenance	418.21
1086	Smith Electrical	TH Maintenance & Equipment	208.80
1086	Smith Electrical	Market Repairs & Maintenance	104.40
1087	Smiths Timber	Allotment Repairs & Maintenance	33.36
1088	South Wales Computers	Printing & Stationery	65.00
1089 - 1092	SSE	Electricity	1635.60
1093	SSE	TH Gas	2109.27
1094	Sunbelt Rentals	Buttermarket Repairs & Maintenance	142.27
1095 - 1098	TC Harrison	Vehicle Running Costs	218.40

1099	TIS Ltd	TH Contracts	606.80
1100 - 1101	Travis Perkins	Buttermarket Repairs & Maintenance	130.53
1102	TSG	Computers	450.00
1103	Tuxford Lawnmowers	Mowers	932.44
1104 - 1106	UK Waste Ltd	Cemetery Upkeep	2369.52
1107	UNISON	UNISON	259.05
1108 - 1112	Virgin Media	Telephones	655.81
1113 - 1115	Watch it Security	Cemetery Upkeep	2210.97
1116 - 1117	Watch it Security	Allotment Repairs & Maintenance	801.40
1118	Willows Nursery	Newark in Bloom	4377.80
1118	Willows Nursery	Cemetery Upkeep	869.30
1119	York Archaeological Trust	Capital Receipts	1489.62
		Total	280178.27

DIRECT DEBITS			
ACCOUNTS FOR PAYMENT SCHEDULE 12/21			31.03.21
Voucher Number	Payee	Budget	Amount
1120	British Gas	Buttermarket Electricity	£57.52
1121 - 1130	BT	Telephones	£1,063.75
1131	Hyundai Finance	Civic Car	254.40
1132	Natwest Cards	Printing & Stationery	£84.92
1132		Subsistence	£39.00
1132		Postage	£8.52
1132		Office Equipment	£279.00
1132		Buttermarket Repairs & Maintenance	£157.98
1133	Safety Measures	Health & Safety	88.80
1134 - 1139	SSE	Electricity	4143.96
1140 - 1142	Total Gas & Power	Electricity	518.69
1143	Total Gas & Power	TH Gas	2138.73
1144 - 1147	UK Fuels	Vehicle Running Costs	165.40
1148 - 1149	UK Fuels	Fuel Mower	188.28
1148 - 1150	UK Fuels	Covid Grant	125.11
1151 - 1152	Worldpay	Bank Charges	349.61
		Total	£9,663.67

Grand Total £290,216.44

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ACCOUNTS FOR PAYMENT SCHEDULE 1/22

30.04.21

Voucher Number	Payee	Budget	Amount
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1	ADT	TH Contracts	62.28
2	Arcos Ltd	Protective Clothing & Equipment	97.56
3	Banner Ltd	Printing & Stationery	66.52
4	Churches Fires Security Ltd	TH Maintenance & Equipment	1192.92
5	City Hygiene Ltd	PC Contracts	1774.90
6	EE	Telephones	88.18
7	Fibrous Ltd	Cemetery Tablets	200.34
8	Guy Taylor Associates	Capital Receipts	600.00
9	Humberside Tail Lifts Ltd	Vehicle Running Costs	244.26
10	ICCM	Subscriptions	95.00
11	Keep Britain Tidy	Green Flag	394.80
12	Laffeys Ltd	Cemetery Upkeep	216.00
15	Marshall & Sons	Tree Planting	4470.00
16	Marshall & Sons	General Promotions	3900.00
17	NABMA	Market Licences	369.00
18	NNBC	NNBC	4500.00
19	NSDC	PC Contracts	105.38
20	N & S Locksmiths	PC Repairs & Maintenance	72.00
21	N & S Locksmiths	ENV Tools & Equipment	78.00
22	Northgate Vehicle Hire	Covid Grant	475.78
29	Quadient Ltd	Postage	202.96
32	Screwfix	Uniform	72.45
33	SCS Ltd	Computers	5994.00
34	Second Element	Maintenance & Equipment	264.00
35	Skipit Ltd	Allotment Repairs & Maintenance	234.00
36	Smith Alan	Allotment Repairs & Maintenance	485.00
37	Smiths Timber	Allotment Repairs & Maintenance	36.29
38	South Wales Computers	Printing & Stationery	42.00
39	Sunbelt Ltd	Buttermarket Repairs & Maintenance	163.61
40	TC Harrison	Vehicle Running Costs	54.60
41	TSG	Computers	1188.00
46	Zurich Insurance	Insurance	26104.74
13 - 14	Lidsters of Worksop	Cemetery Tablets	990.17
23 - 28	NTC Pay Account	Payroll	35599.97
30 - 31	Reflect Recruitment	Payroll	2044.82
42 - 45	Virgin Media	Telephones	657.50
		Total	93137.03

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 1/22

30.04.21

Voucher Number	Payee	Budget	Amount
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47	British Gas	Buttermarket Electricity	£121.76
48	Hyundai Finance	Civic Car	£254.40
49	Natwest Cards	Protective Clothing & Equipment	£104.90
		Buttermarket Repairs & Maintenance	£30.25
50	Natwest Cards	Postage	£1.69
51	NSDC	Rates	£8,448.10
52	PWLB	PWLB	£20,719.77
53	Safety Measures	Health & Safety	£88.80
54	Total Gas & Power	TH Gas	£257.64
55	Total Gas & Power	Market Electricity	£793.02
		Total	30820.33
		Grand Total	123957.36

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ACCOUNTS FOR PAYMENT SCHEDULE 2/22

31.05.21

Voucher Number	Payee	Budget	Amount
56	AO Cumbernauld	Payroll	10671.20
57	Arco Ltd	Uniform	127.63
58	Banner Group Ltd	Printing & Stationery	7.19
59	Banner Group Ltd	Printing & Stationery	133.42
60	Belvoir Surfacing	P & O/S R&R	6204.00
61	Bunzl Ltd	TH Maintenance & Equipment	240.73
62	Canon UK	Market Printing & Stationery	45.48
63 - 64	Derry Plumbing & Heating Ltd	PC Repairs & Maintenance	1409.17
65	EDF	Market Electricity	4.58
66	EE	Telephones	90.48
67	ENVA Ltd	Market Refuse	3070.24
68	Farmstar	Mowers	12.46
69	Farmstar	Uniform	73.94
69	Farmstar	ENV Tools & Equipment	46.00
70 - 73	Grove Auto Electrical	Vehicle Running Costs	807.83
74	Guy Taylor	Capital Receipts	198.00
75	Marshall & Sons	P & O/S Repairs & Maintenance	1128.00
76	MEC Recycling	Cemetery Upkeep	40.00
77	Milvill Ltd	PC Materials	266.76
78	Mole Country Stores	Cemetery Upkeep	181.14
79 - 80	Mole Country Stores	Allotment Repairs & Maintenance	233.71
81	Market Traders	MarketTraders	1869.27
82	Newark Security Ltd	P & O/S Security	768.00
83	NSDC	P & O/S Licences	1070.00

84	NSDC	Buttermarket Repairs & Maintenance	1020.00
85	NSDC	Market Licences	320.00
86	NSDC	Vehicle Running Costs	40.00
87	N & S Locksmiths	TH Maintenance & Equipment	169.80
88	Northgate Vehicle Hire	Covid Grant	424.80
89	Notts CC	Payroll	14251.39
90 - 95	NTC Pay Account	Payroll	32397.79
96 - 100	Reflect Recruitment	Payroll	4831.90
101	Royal British Legion	Mayors Allowance	18.50
102	Screwfix	Allotment Repairs & Maintenance	8.49
103	Screwfix	Uniform	127.95
104	Skipit Ltd	Allotment Repairs & Maintenance	234.00
105	Smith Electrical	PC Repairs & Maintenance	848.74
107	SSE	PC Electricity	655.46
106	SSE	P & O/S Electricity	155.87
108	Sunbelt Rentals Ltd	Buttermarket Repairs & Maintenance	156.50
109	TC Harrison	Vehicle Running Costs	54.60
110	UK Waste Solutions	Cemetery Upkeep	651.61
111 - 113	Virgin Media	Telephones	624.99
114	Watch it Security	TH Maintenance & Equipment	84.00
115	Watch it Security	Cemetery Upkeep	774.34
116	Watch it Security	Allotment Repairs & Maintenance	420.77
117 - 118	Wordprint Ltd	Printing & Stationery	522.00
		Total	87492.73

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 2/22

31.05.21

Voucher Number	Payee	Budget	Amount
119	British Gas	Buttermarket Electricity	62.88
120	BT	Telephones	£172.56
121	Hyundai Finance	Civic Car	254.40
122	NCP	General Marketing	£763.00

123	Natwest Cards	Allotment Repairs & Maintenance	45.00
		Protective Clothing	4.49
		TH Maintenance & Equipment	112.00
		Postage	24.24
		Printing & Stationery	43.47
		Cemetery Tablets	16.99
		Vehicle Running Costs	555.00
		Buttermarket Repairs & Maintenance	143.87
		TH Maintenance & Equipment	277.43
124	NSDC Rates	Rates	£8,432.00
125	PWLB	PWLB	£12,420.92
126	Safety Measures	Health & Safety	£88.80
127 - 128	SSE	Electricity	£2,148.20
129	SSE	PC Gas	130.84
130 - 131	Total Gas & Power	Buttermarket Electricity	£128.26
132	Total Gas & Power	TH Gas	£1,764.33
133 - 134	Total Gas & Power	PC Gas	£151.39
135	UK Fuels	Civic Car	£38.20
136	UK Fuels	Covid Grant	£40.00
136	UK Fuels	Mowers	£114.53
137	UK Fuels	Covid Grant	£6.00
137	UK Fuels	Mowers	£151.64
137	UK Fuels	Vehicle Running Costs	£40.00
138	UK Fuels	Vehicle Running Costs	£5.40
139	Worldpay	Bank Charges	£194.93
		Total	28330.77
		Grand Total	115823.50

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	INTERNAL AUDIT PLAN 2021/22
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to approve the proposed Internal Audit work plan for the 2021/22 financial year.

2. Background

2.1 Attached at Appendix 1 is a proposed Internal Audit plan for work to be carried out during the 2021/22 financial year. This has been prepared following discussions between the Town Clerk and the Internal Auditor, with an assessment of audit risk.

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

3.1 None.

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

INTERNAL AUDIT PROGRAMME FOR FINANCIAL YEAR 2021-2022

		No of days	
		<u>Sept/Oct 2021</u>	<u>Jan/Feb 2022</u>
Budgetary Controls	1 day		1.0
Financial Planning	2 days	2.0	
Markets	1 day	1.0	
Payroll – Processing	1 day		1.0
Payroll – Furlough Staff & Claim	1 day	1.0	
Payroll - Leavers	0.5 day		0.5
Income – Cemetery/Allotments	1 day		1.0
Investments	0.5 day		0.5
Main Accounting System/VAT	0.5 day	0.5	
VAT	0.5 day	0.5	
Risk Management	1 day		1.0
IT Systems	1 day	1.0	
Creditors	1 day	1.0	
Security/Data Protection	0.5 day	0.5	
Bank Reconciliations	0.5 day		0.5
Petty Cash	0.5 day		0.5
Fixed Assets	1 day		1.0
Doris Bainbridge Trust Fund	0.5 day		0.5
TOTAL NO. OF AUDIT DAYS		7.5	7.50
Report production and approval		0.5	0.5
TOTAL No OF DAYS		8 DAYS	8 DAYS

TOWN COUNCIL

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 2022.

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 2021, therefore a review is now due.

2.2 The rent due to be implemented in October 2021 is 15.49p per square metre, and the annual cost of an average plot (300 sq. metres) is therefore £46.47; this is a 4% increase on charges for 2020 following the decision of the Town Council in July 2020.

Comparisons have been made with current rents charged for a 300m² plot at neighbouring Councils, and these are set out below:

Mansfield D. C.	£45.00 2.5% increase since last year
Ashfield D.C.	£58.92 6% increase since last year
Gedling B. C.	£120.00 21% increase since last year
Stamford	£54.00 £10 increase since last year
Newark Town	£45.47 4% increase since last year
Balderton	£48.38 No increase since last year

2.3 The average cost per plot of the above rents sample, is £61.96 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 £0.87p per week.

The National Statistics Office quotes an RPI inflation rate of 2.1% for the 12 months prior to this July.

I would suggest that in considering future rents Members should consider an increase of 3%

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%	15.95p	£47.86 per annum
4%	16.11p	£48.32 per annum
5%	16.26p	£48.79 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 67 people waiting for an allotment, 19 more than this time last year, which suggests that demand is slightly higher than supply. 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 & Environmental 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 5% will deliver £294 of additional income per annum, based on last years' actual income of £5,888.

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

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	CLIMATE CHANGE WORKING GROUP
REPORT BY:	TOWN CLERK

1. Recommendation

1.1 Members are asked to consider:

- (i) The appointment of individual Members to the Climate Change Working Group for the 2021/22 civic year.

2. Background

2.1 At the meeting of the Full Town Council in September 2019 a motion was debated on the issue of Climate Change. The Finance & General Purposes Committee subsequently established a Working Group to take this initiative forward.

2.2 The current membership of the Working Group was agreed at a meeting of this Committee on 14th October 2020 as follows:

Conservative Group (2 positions) – Cllrs D Lloyd & J Lee

Labour (1 position) – Cllr J Olson

Un Aligned Independents (1 position) – Cllr T Mathias

Greens (1 position) – Cllr J Henderson

In addition to the above the Town Council’s Standing Orders provide for the Chairman of this Committee to be a member of this Working Group on an ‘ex-officio’ basis.

2.3 Since then the political groupings within the Town Council have changed - there are now three Groups; Conservative, Alliance & Labour.

Further, the outcome of the recent by-election in the Devon Ward has altered the overall political balance, which is now:

- (i) Conservative Group – 8 Members

- (ii) Alliance Group – 6 Members

- (iii) Labour Group – 4 Members

2.4 It is custom and practice that positions on all of the Town Council’s Committees and Working Groups are allocated in accordance with ‘Political Balance’, this means that the 5 positions for the Climate Change Working Group should be as follows:

- (i) Conservative Group – 2 Members

(ii) Alliance Group – 2 Members

(iii) Labour Group – 1 Member

Plus the Chairman of this Committee is a member of this Working Group on an 'ex-officio' basis.

2.5 Members are invited to review the membership of this Working Group for the current civic year.

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

3.1 None

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

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	EXEMPT NOTICE
REPORT BY:	TOWN CLERK

1 Recommendation

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

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