



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 NOVEMBER 2020

Thursday 5th November 2020

Dear Councillor

You are summonsed to attend a meeting of the Finance & General Purposes Committee at **7.30pm** on Wednesday 11th November 2020. This meeting will be held remotely using "Zoom".

Any member of the public and press who wishes to attend meeting will need to download Zoom. This application can be downloaded from: <https://zoom.us/meetings>.

The Zoom ID for this meeting is: 994 6053 1391 and the Zoom Pass Code is: 216945.

Yours sincerely

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

Alan Mellor
Town Clerk

FINANCE & GENERAL PURPOSES COMMITTEE

A G E N D A

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Committee Membership

Cllr D Jones (Chairman)
Cllr M Cope (Vice Chairman)
Cllr J Baggaley
Cllr Mrs I Brown
Cllr E Cropper
Cllr Mrs G Dawn
Cllr Mrs R Crowe
Cllr R A Crowe
Cllr L Geary
Cllr L Goff
Cllr J Henderson
Cllr D Ledger
Cllr J Lee
Cllr D Lloyd
Cllr T Mathias
Cllr Ms J Oliver
Cllr J Olson
Cllr M Skinner



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Agenda Item No: 2

Committee Date: Wednesday 11th November 2020

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 14th October 2020 in the Council Chamber at the Town Hall.

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 D Ledger (Ap) J Lee D Lloyd T Mathias Ms J Oliver J Olson M Skinner
Apologies for Absence:	Councillor	D Ledger
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".	

FGP11/20/21 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 16th September 2020

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 16th September 2020 were **AGREED** as a true and accurate record and signed by the Chairman (who was present in the Town Hall).

FGP12/20/21 Matters Arising

FGP04/20/21 – Payment Schedules

Cllr M cope asked why there were no further payment schedules tabled for approval on the Agenda for tonight's meeting.

The Town Clerk replied that the next set of payment schedules would be for the period ending on 30th September, these weren't available at the time that tonight's Agenda was put together. They would be included on the Agenda for November's meeting.

FGP06/20/21 – Christmas Lights & Switch On Event

Cllr J Henderson asked the Town Clerk if there was any news with regard to having marshals on duty in the Market Place again; the Town Clerk responded that there was nothing to report as yet.

Cllr J Henderson then asked if the Town Council could have meetings with the local police to talk about issues such as this.

Cllr Mrs G Dawn said that anti-social behaviour also needs to be addressed. The Town Clerk suggested that Inspector Sutton be invited to attend one of these meetings; Cllr J Lee reported that Inspector Sutton had recently issued a statement which gave details of local police initiatives that were taking place, which was very welcome and informative.

The Chairman agreed that Inspector Sutton should be invited to attend the next meeting of this Committee on 11th November 2020, if her commitments allowed.

FGP07/20/21 – Public Conveniences

Cllr L Goff informed Members that the Odeon Cinema was now closed. The suggestion from the last meeting with regard to signage in the London Road car park should be implemented, informing members of the public where the nearest public conveniences were located.

The Town Clerk said he would be away for a couple of weeks, but would pass this on to the Deputy.

FGP13/20/21 Declarations of Interest

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

FGP14/20/21 Financial Out Turn

Members **RECEIVED** and **APPROVED** the financial out-turn report as at 31 August 2020.

FGP15/20/21 Hawton Road East Allotment Site

Cllr R A Crowe began discussion of the item. He said that Reach was a wonderful organisation, and the sooner this was agreed, the better.

Cllr J Henderson raised a query with regard to the cost noted in the Agenda report, if the site were to become unoccupied; the Chairman responded that this would be due to the fact that it would need to be strimmed and someone would need to keep an eye on the site, for damage etc.

Members then **APPROVED** the termination of the Town Council's lease from Newark & Sherwood District Council for the Hawton Road East Allotment Site, enabling Reach to take out a lease directly with the District Council so that the project could proceed.

FGP16/20/21 Climate Change Working Group

Members **CONSIDERED** the appointment of individual Members to the Climate Change Working Group for the remainder of this civic year.

The following Members were appointed:

Conservative: Cllr D Lloyd
Cllr J Lee

Labour: Cllr J Olson

Independent: Cllr T Mathias

Green: Cllr E Cropper

Chairman: Chairman of FGP – Cllr D Jones (ex-officio)

Cllr J Henderson thought that not enough had been done; there were two major 'incidents' to deal with – one was the Coronavirus pandemic, and the other was Climate Change. In his opinion, the Town Council had responded to the pandemic very well in relation to government restrictions and carrying them out, but nothing had moved forward from the Climate Change Working Group.

Cllr Mrs I Brown thought that talking about what the national government had done with regard to the pandemic was not helpful; it was the Chairman of the Working Group that should be moving this on.

It was **AGREED** that the Climate Change Working Group would meet before the December meeting of this Committee. Members were told that if there was anything to discuss before then, to contact the Town Clerk, or the Chairman.

FGP17/20/21 Motion to Exclude the Press & Public

Members **AGREED** 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.

FGP18/20/21 Staffing

The Chairman began the discussion of this item by saying that he would never have thought that members of staff would need to be made redundant and it was very sad, but necessary, in light of the current economic conditions.

Cllr M Cope agreed and said it had been upsetting to receive this further bad news, but it was understandable.

Cllr M Cope said that the Conservative Group was broadly in agreement with the report; with regard to the Museum, the best option at the moment was paragraph 3.5, option (iii), and if the Curator was happy to provide support moving forward, this opportunity should be taken.

The Town Clerk informed Members that he had been through the report with all of the individuals concerned. Although no-one was 'happy', everyone understood the reasons for these actions and those people who may be made redundant were not leaving with any ill will on either side.

The Museum was clearly a major issue and he was pleased that the Curator would continue as a consultant if required. He also said that he would make contact with the Friends group and encourage them to remain 'in position' and keep in contact with the Town Council.

Cllr Mrs G Dawn then spoke; she also said how sad it was to receive such a report, with particular regard to the Museum. She said she did not want to see the Museum going to a 'Trust' – it belonged to the Town Council.

Cllr J Henderson agreed with Cllr G Dawn and hoped the Museum could be kept as part of the Town Council.

Cllr J Baggaley agreed that the Museum should re-open in the future, however, a small Museum as a Trust could apply for more funding and this should be considered.

Cllr L Geary was concerned that if the Curator was made redundant, there would not be time to work on any of these plans/suggestions and asked if the decision should be deferred for a time.

The Chairman responded that everyone was in agreement that the Museum should be closed – at the moment it cannot be opened owing to the current restrictions; therefore the Curator's job is redundant.

Cllr Mrs G Dawn proposed that option (ii) under paragraph 3.5 be adopted, this was seconded by Cllr Mrs I Brown. Following a vote, this was **NOT AGREED**.

The full recommendations were then voted on as follows:

- (i) Members **AGREED** to 'mothball' the Museum for the time being.
- (ii) As a consequence of (i) Members **AGREED** to make the four Museum Assistants redundant with effect from 1st November 2020.
- (iii) Members **CONSIDERED** the long term future of the Museum and **AGREED** with option (iii), paragraph 3.5 (**Long Term Future**) in the Agenda Report.
- (iv) Members **AGREED** to make the Museum Curator redundant with effect from 1st November 2020.

- (v) Members **AGREED** that two Caretakers be made redundant with effect from 1st November 2020.
- (vi) Members **AGREED** to utilise the Job Support Scheme to retain the employment of one Caretaker with effect from 1st November 2020.
- (vii) Members **AGREED** to make the Bar Attendant redundant with effect from 1st November 2020.
- (viii) Members **AGREED** to utilise the Job Support Scheme to retain the employment of the Mayor's Officer with effect from 1st November 2020.
- (ix) Members **AGREED** to utilise the Job Support Scheme to retain the employment of the Receptionist with effect from 1st November 2020.

Meeting Closed:	8.55pm	Next Meeting:	Wednesday 11th November 2020
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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 6/21 & 7/21

2. Background

2.1 Payment Schedules 6/21 & 7/21 appended to this report.

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

3.1 None.

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

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 6/21

30.09.20

Voucher No	Payee	Budget Head	Total Amount
415	ADT	TH Contracts	£1,787.02
416	A O Cumbernauld	Payroll	£10,038.29
417 - 419	ARCO Ltd	Protective Clothing & Equipment	£949.92
420	Arco Ltd	Uniform	£37.15
421	Benitex C	TH Bookings	£1,600.00
422 - 423	Bunzl	TH Maintenance & Equipment	£331.49
424	Callaghan FR	Allotment Keys & Bond	£26.00
425	Canon UK	Printing & Stationery	£232.61
426	Churches Fires Security	Cemetery Upkeep	£138.60
427	DWP CMG	Attachment of Earnings	£250.00
428	EE	Telephones	£88.28
429	Farmstar	ENV Tools & Equipment	£111.18
430	GMS	Protective Clothing & Equipment	£100.80
431	Grove Auto Ltd	Vehicle Running Costs	£196.54
432	Jackson D	PC Repairs & Maintenance	£52.99
433	Labelserve Ltd	Museum	£90.00
434 - 436	Market Traders	Market Traders	£1,583.08
437 - 438	Marshall & Sons	P & O/S Repairs & Maintenance	£8,526.00
439	MD Ind Supplies Ltd	Protective Clothing & Equipment	£278.40
440	MEC Recycling	Cemetery Upkeep	£40.00
441	Milvill	PC Materials	£140.06
442	Modes Users	Museum	£175.20
443	Newark Security	P & O/S Security	£393.60
444	N & S Locksmiths	TH Maintenance & Equipment	£148.20
445	NSDC	TH Maintenance & Equipment	£624.00
446	NSDC	Subscriptions/Licences	£295.00
447	Northgate Vehicle Hire	Vehicle Running Costs	£533.94
448	Northgate Vehicle Hire	Covid Grant	£475.78
449	Notts CC	Payroll	£14,166.50
450	Notts CC	Capital Receipts	£2,112.00
451 - 453	NTC Pay Account	Payroll	£45,642.39
454	PHS Group	TH Contracts	£433.18
455 - 457	Platts Harris	Mowers	£786.52
458	Quadient	Postage	£500.00
459 - 462	Reflect Recruitment	Payroll	£2,374.46
463	Salter C	Market Rent	£18.00
464	Scatcherd W	Allotment Keys	£40.00
465	Screwfix	TH Maintenance & Equipment	£139.99

466 - 467	Second Element	TH Maintenance & Equipment	£264.00
468	Smith A	Allotment Repairs & Maintenance	£30.00
469	Smith Electrical	PC Repairs & Maintenance	£607.50
470	SSE	TH Gas	£717.88
471 - 472	SSE	Electricity	£293.07
473 - 474	TC Harrison	Vehicle Running Costs	£109.20
475	Tuxford Mowers	Mowers	£108.00
476	Tyszka NL	TH Bookings	£150.00
477 - 479	UK Waste	Cemetery Upkeep	£2,369.52
480	UNISON	Unison	£305.05
481	Vegan Cakery	TH Bookings	£75.00
482 - 485	Virgin Media	Telephones	£653.76
486 - 487	Watch It Security	Cemetery Upkeep	£2,265.98
488 - 489	Watch it Security	Allotment Repairs & Maintenance	£801.40
490	Young J	Recharges	£45.00
Total			£104,252.53

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 6/21

30.09.20

Voucher No	Payee	Budget Head	Total Amount
491	British Gas	Electricity	£14.68
492 - 501	BT	Telephones	£1,065.10
502	Everflow	Water/Sewerage	£698.19
503 - 504	Hyundai Finance	Civic Car	£260.40
505	ICO	TH Maintenance & Equipment	£35.00
506	Natwest Cards	Allotment Repairs & Maintenance	£55.00
506		Printing & Stationery	£14.88
506		Recharges	£18.28
506		Telephones	£58.58
507	NSDC Rates	Rates	£8,432.00
508	Safety Measures	Health & Safety	£88.80
509 - 512	SSE	Electricity	£1,065.12
513	Total Gas & Power	Electricity	£13.99
514	UK Fuels	Fuel - Mowers	£74.65
515 - 517	UK Fuels	Vehicle Running Costs	£406.88
518	Worldpay	Bank Charges	£137.28
Total			£12,438.83

Grand Total £116,691.36

CHEQUES

ACCOUNTS FOR PAYMENT SCHEDULE 7/21

31.10.20

Voucher No	Payee	Cheque No	Budget Head	Total Amount
519	Petty Cash	19161	TH Maintenance & Equipment	£70.98
519		19161	Refreshments	£34.64
519		19161	Computers	£12.99
519		19161	Uniform	£4.99
519		19161	Computers	£119.90
519		19161	P & O/S Repairs & Maintenance	£9.00
519		19161	Market Equipment	£10.00
519		19161	PC Materials	£57.30
519		19161	Allotment Keys	£6.00
519		19161	Allotment Bond	£20.00
Total				£345.80

AUTOPAY

ACCOUNTS FOR PAYMENT SCHEDULE 7/21

31.10.20

Voucher No	Payee	Budget Head	Total Amount
520	ADT	TH Contracts	£62.28
521	A O Cumbernauld	Payroll	£13,944.81
522	Arco Ltd	Uniforms	£270.14
523	Arco Ltd	Protective Equipment	£47.50
524	BE Design	Buttermarket	£15,000.00
525	B & H Plastics	ENV Tools & Equipment	£692.58
526 - 528	Bunzl Ltd	TH Maintenance & Equipment	£407.91
529	Canon UK	Market Printing & Stationery	£63.29
530 - 531	City Hygiene	PC Contracts	£1,803.60
532	CRS Business Systems	TH Contracts	£288.00
533	Doddington Farms	Christmas Lights	£130.00
534	DWP/CMG	Attachment of Earnings	£250.00
535	EDF	Electricity	£6.71
536	EE	Telephones	£87.18
537 - 540	Enva Ltd	Market Refuse	£7,210.26
541	Farmstar	Mowers	£45.49
542	Farmstar	ENV Tools & Equipment	£57.36
543	Grove Auto Ltd	ENV Tools & Equipment	£192.84
544	Herbert M	Food & Craft Market	£32.00
545	InTouch Now	Computers	£107.96
546	JC Surfacing Ltd	P & O/S R & R Fund	£6,690.80

547 - 548	Lidsters of Worksop	Cemetery Tablets	£1,253.78
549	LITE Ltd	Christmas Lights	£15,738.90
550 - 551	Market Traders	Market Traders	£1,069.85
552	MEC Recycling	Cemetery Upkeep	£40.00
553 - 554	Milvill	PC Materials	£213.88
555	Nawrocki D	Allotment Bond & Key	£26.00
556	Newark Northern Bowls Club	Bowls Club Maintenance	£4,100.00
557	Newark Security Services	P & O/S Security	£364.80
558	NSDC	Vehicle Running Costs	£40.00
559	NSDC	P & O/S Repairs & Maintenance	£660.00
560	NSDC	Capital Receipts	£13,046.85
561	N & S Locksmiths	TH Maintenance & Equipment	£120.60
562 - 563	Northgate Vehicle Hire	Covid Grant	£951.56
564	Nottingham Tail Lifts	Vehicle Running Costs	£270.84
565	Notts CC	Pensions	£963.30
566	Notts CC	Payroll	£16,543.07
567 - 570	NTC Pay Account	Payroll	£88,947.74
571 - 572	Quadient UK Ltd	Postage	£265.94
573	RBS Ltd	Computers	£148.80
574 - 579	Reflect Recruitment	Payroll	£3,072.31
580	Screwfix	ENV Tools & Equipment	£39.34
581	Screwfix	Market Equipment	£98.85
582 - 583	Second Element	TH Maintenance & Equipment	£264.00
584 - 585	Shredall Ltd	TH Maintenance & Equipment	£236.88
586	Smith Alan	Allotment Maintenance	£90.00
587	Smith Electrical	Buttermarket Maintenance	£42.00
588	Smiths Timber	ENV Tools & Equipment	£157.42
589	South Wales Computers	Printing & Stationery	£65.00
590	SSE	TH Gas	£540.03
591 - 592	SSE	Electricity	£424.75
593	Streetmaster Ltd	Cemetery R & R Fund	£2,967.60
594	Tanvic Tyres	Vehicle Running Costs	£135.00
595	TC Harrison	Vehicle Running Costs	£54.60
596	Tuxford Lawnmowers	Mowers	£85.01
597	UK Waste	Cemetery Upkeep	£592.38
598 - 602	Virgin Media	Telephones	£667.16
603	Watch it Security	Cemetery Upkeep	£736.99
604	Watch it Security	Allotment Maintenance	£400.70
605	Willows Nursery	Newark in Bloom	£10,594.44
Total			£213,421.08

DIRECT DEBITS

ACCOUNTS FOR PAYMENT SCHEDULE 7/21 31.10.20

Voucher No	Payee	Budget Head	Total Amount
606 - 607	British Gas	Buttermarket Electricity	£436.69
608	Edgars Water	Refreshments	£36.63
609	Everflow Water	Water/Sewerage	£675.77
610	Hyundai Finance	Civic Car	£254.40
611	Museums Association	Museum	£23.50
612	Natwest Cards	Uniforms	£16.00
612		Recharges	£20.98
612		Telephones	£33.78
612		TH Maintenance & Equipment	£26.28
612		Printing & Stationery	£176.92
613	NSDC Rates	Rates	£8,432.00
614	PWLB	PWLB	£20,719.77
615	Safety Measures	Health & Safety	£88.80
616 - 619	SSE	Electricity	£1,723.48
620	Total Power	Buttermarket Electricity	£13.69
621	Total Power	TH Gas	£65.19
622	Total Power	Market Electricity	£122.91
623	UK Fuels	Civic Car	£21.97
624 - 627	UK Fuels	Vehicle Running Costs	£375.83
628	Worldpay	Bank Charges	£167.16

Total £33,431.75

Grand Total £247,198.63

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 31 October 2020.

2. Background

2.1 In accordance with Financial Regulations, the financial out turn for the period 1 April to 31 October 2020 is attached to this report as Appendix 1.

The figures shown include:

Expenditure committed, and Invoices issued at 31 October 2020, together with other known/likely costs.

The figures include both the Original Budget for 2020/21 and the Revised Budget that was approved by the Town Council in September.

There are a number of significant variances from the Revised Budget which need to be brought to Members attention and are discussed below.

2.2 Payroll - expenditure at the end of October is £458,385 this represents nearly 66% of the Revised Budget for 2020/21, which is more than would be anticipated at this point in the financial year. However the October payroll included all the various payments that were associated with the redundancies that have been agreed by the Town Council. The ongoing monthly payroll costs will subsequently be reduced and it is not anticipated that there will be a significant variation form the approved budget figure.

2.3 Market Income – this budget head has recovered since it has re-opened to all traders with a total income of £73,639 at the end of October. Whilst the further ‘lockdown’ now in place for November will adversely impact on this budget; it is expected that the year-end figure will exceed the Revised budget of £100,000, this is clearly a more pleasing position than had originally been forecast.

2.4 Investment Interest – two quarterly instalments have now been received, the Property Fund hasn’t fallen as much as was previously predicted and therefore the year end interest figure is now anticipated to exceed £80,000. Whilst this is less than the Original estimate it is a significant improvement on the Revised Budget and therefore a welcome result.

3. Financial Legal, Equality, Risk and Environmental Issues

3.1 None.

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

APPENDIX 1

			Revised	Actual	Actual	%
	Actual	Estimate	Estimate	as at	as at	
SUMMARY	2019/20	2020/21	2020/21	31-Aug	31-Oct	
	£	£	£	£	£	
PAYROLL COSTS exc. PCs	671,553	695,000	695,000	276,228	458,385	66.0
GRANTS	-277,200	-302,010	-372,010	-185,792	-244,817	65.8
NEWARK MARKET	-82,370	-109,890	-11,700	-16,502	-31,416	268.5
PARKS & PLAYING FIELDS	198,438	202,910	188,140	84,506	108,704	57.8
OTHER OPEN SPACES	-21,090	-20,400	-20,430	-9,070	-11,400	55.8
SHERWOOD AVENUE AMENITIES	26,049	27,530	26,580	12,291	12,619	47.5
ENVIRONMENTAL IMPROVEMENT SCHEMES	2,452	3,540	2,980	600	1,306	43.8
CENTRAL ESTABLISHMENT	30,660	44,660	36,690	24,673	12,816	34.9
TOWN HALL	122,457	124,070	130,080	38,401	68,317	52.5
BUTTERMARKET	18,065	29,270	25,000	2,472	16,112	64.4
ENVIRONMENT	-28,574	-19,980	-10,420	-6,702	-7,651	73.4
PUBLIC CONVENIENCES	136,447	116,680	108,830	47,305	66,893	61.5
LEISURE & ECONOMIC DEVELOPMENT	162,605	158,980	89,520	3,596	17,879	20.0
PWLB LOANS	47,672	66,280	66,280	27,617	38,663	58.3
TOTAL NET EXPENDITURE	1,007,164	1,016,640	954,540	299,623	506,410	31.4
Precept	927,429	959,387	959,387	399,745	559,642	58.3
(Deficit)/Surplus	-79,735	-57,253	4,847	100,122	53,232	
General Fund Balance b/fwd	340,785	239,184	261,050	261,050	261,050	
General Fund Balance 31 March	261,050	181,931	265,897	361,172	314,282	

				Revised	Actual	Actual	%
	Code	Actual	Estimate	Estimate	as at	as at	
GRANTS	410	2019/20	2020/21	2020/21	31-Aug	31-Oct	
		£	£	£	£	£	
Devolved Services Grant		-277,200	-302,010	-302,010	-125,838	-176,173	58.3
Furlough Grant				-70,000	-59,954	-68,644	98.1
Covid-19 Support Grant							
GROSS INCOME		-277,200	-302,010	-372,010	-185,792	-244,817	65.8

				Revised	Actual	Actual	%
	Code	Actual	Estimate	Estimate	as at	as at	
MARKET	420	2019/20	2020/21	2020/21	31-Aug	31-Oct	
		£	£	£	£	£	
Printing & Stationery	4025	702	670	500	124	177	35.4
Repairs & Maintenance	4101	2,789	3,050	2,800	0	0	0.0
Electricity	4103	6,852	7,000	7,000	1,464	1,564	22.3
Rates	4105	40,824	42,050	41,470	17,279	24,191	58.3
Repairs & Renewals Fund	4110	10,980	11,310	5,000	2,083	2,917	58.3
Equipment & Tools	4111	3,573	4,120	500	0	0	0.0
Materials	4112	300	310	50	0	0	0.0
Refuse Collection	4065	19,414	18,000	19,000	5,734	11,717	61.7
Security	4124	986	1,030	250	0	0	0.0
Marketing & Promotion	4125	29,723	30,900	10,000	920	920	9.2
Computers	4029	1,018	1,030	750	0	0	0.0
Insurance	4129	648	310	650	271	379	58.3
Subscriptions/Licences	4131	320	330	330	358	358	108.5
GROSS EXPENDITURE		118,129	120,110	88,300	28,233	42,223	47.8
INCOME							
Market Rents	1500/05	200,499	230,000	100,000	44,735	73,639	73.6
GROSS INCOME		200,499	230,000	100,000	44,735	73,639	73.6
NET EXPENDITURE		-82,370	-109,890	-11,700	-16,502	-31,416	268.5

				Revised	Actual	Actual	%
	Code	Actual	Estimate	Estimate	as at	as at	
PARKS & PLAYING FIELDS	429-435	2019/20	2020/21	2020/21	31-Aug	31-Oct	
		£	£	£	£	£	
Bowling Green Maintenance	4099	5,150	5,310	5,310	2,213	3,098	58.3
Repairs & Maintenance	4101	3,738	3,780	3,780	7,815	1,764	46.7
Repairs & Renewals Fund	4110	13,180	13,580	7,500	3,125	4,375	58.3
Safety Inspections	4113	280	290	290	0	0	0
Annual Play Equipment Inspection	4115	94	100	100	0	0	0
Security	4126	1,452	1,480	1,480	0	0	0
Licence Fee Public Entertainment	4131	1,000	1,030	1,000	1,070	1,070	107
Insurance	4129	761	780	780	325	455	58.3
Collis Close	4109	6,000	6,000	6,000	2,500	3,500	58.3
Parks Service Level Agreement	4117	172,533	177,060	165,900	69,125	96,775	58.3
GROSS EXPENDITURE		204,188	209,410	192,140	86,173	111,037	57.8
INCOME							
Rents	1107	1,750	2,500	0		0	0
Collis Close	1109	4,000	4,000	4,000	1,667	2,333	58.3
GROSS INCOME		5,750	6,500	4,000	1,667	2,333	58.3
NET EXPENDITURE		198,438	202,910	188,140	84,506	108,704	57.8

				Revised	Actual	Actual	%
	Code	Actual	Estimate	Estimate	as at	as at	
SHERWOOD AVENUE	436/437	2019/20	2020/21	2020/21	31-Aug	31-Oct	
		£	£	£	£	£	
Bowling Green Maintenance	4099	12,150	12,520	12,520	8,243	7,303	58.3
Repairs & Maintenance	4101	3,015	3,350	3,000	2,045	2,215	73.8
Repairs & Renewals Fund	4110	4,120	4,240	4,240	1,767	2,473	58.3
Safety Inspections	4113	250	270	270	0	0	0
CCTV	4114	3,000	3,250	3,000	0	0	0
Annual Play Equipment Inspection	4115	94	100	100	0	0	0
Security	4126	2,904	2,920	2,920	44	360	12.3
Green Flag	4116	0	350	0	0	0	0
Licence Fee Public Entertainment	4131	70	70	70	0	0	0
Insurance	4129	446	460	460	192	268	58.3
GROSS EXPENDITURE		26,049	27,530	26,580	12,291	12,619	47.5

				Revised	Actual	Actual	%
	Code	Actual	Estimate	Estimate	as at	as at	
OTHER OPEN SPACES	439-450	2019/20	2020/21	2020/21	31-Aug	31-Oct	
		£	£	£	£	£	
Repairs & Maintenance	4101	3,115	3,710	3,700	1,805	3,825	103.4
Repairs & Renewals Fund	4110	1,310	1,350	1,350	563	788	58.4
Annual Play Equipment							
Inspection	4115	282	290	290	0	0	0
Security	4126	1,452	1,480	1,480	0	0	0
Meadow Cutting	4127	200	210	200	0	0	0
Insurance	4129	299	310	300	125	175	58.3
GROSS EXPENDITURE		6,658	7,350	7,320	2,493	4,788	65.4
INCOME							
Section 106		27,748	27,750	27,750	11,563	16,188	58.3
Sponsorship	1125	0	0	0	0	0	0
GROSS INCOME		27,748	27,750	27,750	11,563	16,188	58.3
NET EXPENDITURE		-21,090	-20,400	-20,430	-9,070	-11,400	55.8

				Revised	Actual	Actual	%
	Code	Actual	Estimate	Estimate	as at	as at	
ENVIRONMENTAL IMPROVEMENTS	451	2019/20	2020/21	2020/21	31-Aug	31-Oct	
		£	£	£	£	£	
Repairs & Maintenance	4101	1,000	2,060	1,500	556	946	63.1
Security	4126	1,452	1,480	1,480	44	360	24.3
GROSS EXPENDITURE		2,452	3,540	2,980	600	1,306	43.8

				Revised	Actual	Actual	
	Code	Actual	Estimate	Estimate	as at	as at	%
CENTRAL ESTABLISHMENT	101	2019/20	2020/21	2020/21	31-Aug	31-Oct	
		£	£	£	£	£	
Mayoralty							
Mayor's Allowance	4001	3,000	3,090	500	0	0	0
Mayor's Sunday/Mayor Making	4002	1,166	1,400	0	0	0	
Civic Functions	4004	2,362	3,090	1,000	0	0	0
Mayoral Car	4010	4,232	3,750	3,000	1,090	1,537	51.2
Badges/Shields/Insignia	4011	588	2,000	0	0	0	
Mayoral Robes	4765	850	550	0	0	0	
Employees							
Pensions	4902	4,910	3,900	3,900	962	1,926	49.4
Subsistence/Travel & Vehicle Costs	4019	1,573	1,800	1,000	0	0	0
Honoraria Payment	4020	1,009	1,030	1,030	0	0	0
Advertising/Appointments	4023	100	200	250	0	0	0
Uniforms & Protective Clothing	4021	3,351	3,320	2,500	1,508	5,783	231.3
Staff Training inc. Health & Safety	4022	2,222	2,580	1,500	0	0	0
Establishment Expenses							
Printing & Stationery	4025	5,722	5,150	4,000	904	1,339	33.5
Postage	4027	2,413	2,320	2,000	990	1,367	68.4
Telephones	4028	6,928	7,160	7,000	3,043	4,356	62.2
Information Technology	4029	13,315	13,390	13,000	9,825	10,170	78.2
Insurance	4129	3,598	3,710	3,710	1,546	2,164	58.3
Audit	4031	2,400	2,400	2,400	0	0	0
Consultancy: Personnel/Legal/Audit	4137	7,167	7,730	3,000	0	0	0
Office Equipment	4032	644	520	0	0	0	0
Office Equipment R & R Fund	4860	750	770	0	0	0	0
Publications	4034	35	50	50	20	20	40
Bank Charges	4039	2,748	2,580	2,580	1,044	1,655	64.1
Conferences/Seminars	4036	934	1,000	0	0	0	0
Other Expenditure							
Subscriptions	4041	851	770	770	95	95	12.3
Grant - St Marys Church	4045	1,760	1,800	1,800	0	0	0
Grants - Voluntary Bodies Room							
Hire	4044	3,060	3,710	0	0	0	0
Grants - Citizens Advice Bureau	4048	5,000	5,000	5,000	0	0	0
Grants - Newark Twinning							
Association	4049	530	550	550	0	0	0
Town Team	4050	34,687	38,190	30,000	21,706	21,706	72.4
Defibrillator	4042	153	150	150	0	0	0
Election Costs	4061	11,000	11,000	6,000	2,500	3,500	58.3
GROSS EXPENDITURE		129,058	134,660	96,690	45,233	55,618	57.5
INCOME							
Investment Interest	1870	98,398	90,000	60,000	20,560	42,802	71.3
GROSS INCOME		98,398	90,000	60,000	20,560	42,802	71.3
NET EXPENDITURE		30,660	44,660	36,690	24,673	12,816	34.9

TOWN HALL	Code			Revised	Actual	Actual	%
		Actual	Estimate	Estimate	as at	as at	
		2019/20	2020/21	2020/21	31-Aug	31-Oct	
		£	£	£	£	£	
Premises							
Maintenance & Equipment	4101	14,911	15,900	14,000	2,781	4,095	29.3
Electricity	4103	8,156	8,500	8,500	2,479	2,302	27.1
Gas	4104	16,831	17,000	17,000	1,434	3,401	20
Rents	4107	109	110	110	81	81	73.6
Rates	4105	20,376	20,990	20,990	11	14,499	69.1
Sewerage/Water Charges	4106	1,675	1,600	1,600	690	933	58.3
Town Hall Maintenance Reserve	4860	50,000	51,500	51,500	21,458	30,042	58.3
Supplies and Services							
Contractual Services	4122	10,089	10,880	10,000	6,800	8,942	89.4
Marketing & Promotion	4125	1,033	1,030	0	0	0	0
Refreshments	4035	1,838	1,740	750	30	126	16.8
Bookings Expenditure	4163	2,211	2,660	0	0	0	0
Bar Purchases	4168/71	4,428	4,000	1,000	0	0	0
Establishment Expenses							
Insurance	4129	5,611	5,780	5,780	2,408	3,372	58.3
Subscription/Licences	4131	937	980	950	483	778	81.9
GROSS EXPENDITURE		138,205	142,670	132,180	38,655	68,571	51.9
INCOME							
Lettings	1160/63	8,359	10,000	0	0	0	0
Refreshments	1035	540	600	100	36	36	36
Town Hall Bar	1168/71	6,849	8,000	2,000	218	218	10.9
GROSS INCOME		15,748	18,600	2,100	254	254	12.1
NET EXPENDITURE		122,457	124,070	130,080	38,401	68,317	52.5

	Code	Actual	Estimate	Revised	Actual	Actual	%
		2019/20	2020/21	Estimate	as at	as at	
BUTTERMARKET	202	2019/20	2020/21	2020/21	31-Aug	31-Oct	
		£	£	£	£	£	
Premises							
Maintenance & Equipment	4101	2,516	2,500	2,500	2,430	2,505	100.2
Electricity	4103	1,479	250	2,000	3,055	3,817	190.9
Contractual Services	4122	500	1,000	500	0	0	0
Contingency	4861	20,000	35,000	25,000		14,583	58.3
GROSS EXPENDITURE		24,495	38,750	30,000	5,485	20,905	69.7
INCOME							
Rents	1107	6,430	9,480	5,000	3,013	4,793	95.9
GROSS INCOME		6,430	9,480	5,000	3,013	4,793	95.9
NET EXPENDITURE		18,065	29,270	25,000	2,472	16,112	64.4

				Revised	Actual	Actual	
	Code	Actual	Estimate	Estimate	as at	as at	%
ENVIRONMENT	301	2019/20	2020/21	2020/21	31-Aug	31-Oct	
		£	£	£	£	£	
Premises							
Maintenance of Allotments	4102	4,348	4,240	4,300	4,943	3,210	74.7
Dog Litter Bins	4324	7,337	9,490	7,500	0	0	0
Cemetery Upkeep of Grounds	4322	24,797	25,570	25,570	6,988	15,636	61.1
Street Furniture	4325	1,396	1,640	1,500	0	0	0
Rates	4105	8,347	8,600	8,600	4,243	5,017	58.3
Electricity	4103	1,323	1,200	1,300	325	480	36.9
Gas	4104	1,430	1,400	1,400	831	831	59.4
Water and Sewerage	4106	785	750	800	307	417	52.1
Capital Funding							
R & R Fund Cemetery	4830	5,000	5,150	2,500	1,042	1,458	58.3
Supplies and Services							
Equip, Tools & Materials	4320	2,175	2,060	2,000	420	1,443	72.2
Promotions							
Newark in Bloom	4340	25,612	25,750	25,750	10,377	17,567	68.2
Green Flag/Heritage Site	4116	0	520	330	329	329	99.7
Keep Newark Tidy	4326	0	0	0	0	0	0
Vehicle & Machinery Costs	4309	13,479	12,880	13,000	5,232	7,964	61.3
Establishment Expenses							
Telephone	4028	3,180	3,180	3,180	1,069	1,793	56.4
Insurance	4129	8,088	8,330	8,100	3,375	4,725	58.3
GROSS EXPENDITURE		107,297	110,760	105,830	39,481	60,870	57.5
INCOME							
Allotment Rents	1350	6,067	5,750	6,000	53	4,363	72.7
Plinths/Memorial Tablets	1362	21,133	24,750	20,000	8,729	15,013	75.1
General Fees	1360	99,074	90,640	90,000	37,203	48,947	54.4
Newark in Bloom	1340	9,597	9,600	250	198	198	79.2
GROSS INCOME		135,871	130,740	116,250	46,183	68,521	58.9
NET EXPENDITURE		-28,574	-19,980	-10,420	-6,702	-7,651	73.4

				Revised	Actual	Actual	
	Code	Actual	Estimate	Estimate	as at	as at	%
PUBLIC CONVENIENCES	401	2019/20	2020/21	2020/21	31-Aug	31-Oct	
		£	£	£	£	£	
Employees							
Payroll: Gross	4900	114,446	97,000	90,000	40,693	56,736	63
National Insurance	4901	6,351	6,500	6,500	2,621	3,781	58.2
Superannuation	4902	17,266	20,000	15,000	6,200	9,392	62.6
Premises							
Repairs and Maintenance	4601	5,627	5,840	4,000	1,236	2,022	50.6
Rates	4105	13,453	13,850	0	0	0	0
Electricity	4103	13,725	13,000	12,000	4,656	6,230	51.9
Gas	4104	918	1,400	1,000	381	381	38.1
Water & Sewerage	4106	9,893	6,000	6,000	2,670	3,604	60.1
Repairs & Renewals Fund	4860	5,000	5,150	2,500	1,042	1,458	58.3
Supplies & Services							
Materials Inc. Cleaning	4602	3,667	3,600	3,600	427	774	21.5
Contractual Services	4622	3,793	5,150	4,000	1,202	2,705	67.6
Establishment Expenses							
Telephone Costs	4028	1,338	1,280	1,000	259	440	44
Insurance	4129	1,069	1,100	1,100	458	642	58.4
GROSS EXPENDITURE		196,546	179,870	146,700	61,845	88,165	60.1
INCOME							
Vending & Weighing Machines	1635/40	30	20	0	0	0	0
St Marks Charges	1620	7,544	9,000	1,000	554	554	55.4
London Road Charges	1618	1,709	2,250	0	0	0	0
Tolney Lane Charges	1619	5,899	6,250	0	0	0	0
Rents Tolney Lane Kiosk	1621	3,725	3,720	3,720	1,552	2,173	58.4
Rents London Road Kiosk	1622	7,192	6,950	6,900	1,496	3,233	46.9
NSDC - SLA	1650	34,000	35,000	26,250	10,938	15,312	58.3
GROSS INCOME		60,099	63,190	37,870	14,540	21,272	56.2
NET EXPENDITURE		136,447	116,680	108,830	47,305	66,893	61.5

	Code						%
		Actual	Estimate	Revised Estimate	Actual as at	Actual as at	
		2019/20	2020/21	2020/21	31-Aug	31-Oct	
LEISURE & ECONOMIC DEV	501						
		£	£	£	£	£	
Promotions							
Christmas Lights Displays	4725	61,665	63,140	63,140	0	13,224	20.9
Christmas Lights Promotions	4726	15,493	15,450	0	0	0	0.0
General	4745	2,120	2,060	1,000	1,436	1,436	143.6
Museum/Civic Regalia							
Museum Revenue	4770	2,598	2,580	500	127	372	74.4
Museum Acquisitions	4772	0	0	0	0	0	0.0
Museum Insurance cover	4129	4,743	4,880	4,880	2,033	2,847	58.3
Arts & Entertainment Programme							
Band Concerts/Summer Picnic	4720	8,711	19,000	0	0	0	0.0
Violin School Event	4722	250	250	0	0	0	0.0
Newark Festival	4723	61,500	45,000	20,000	0	0	0.0
Festival Programme Events	4718	0	0	0	0	0	0.0
Newark Half Marathon	4051	1,000	1,000	0	0	0	0.0
Twinning/Friendship Links							
Civic Twinning	4750	1,001	1,150	0	0	0	0.0
Friends Support Groups	4760	0	260	0	0	0	0.0
Admin. Expenses							
Consultancy: Personnel/Legal/I Audit	4137	8,500	8,760	0	0	0	0.0
GROSS EXPENDITURE		167,581	163,530	89,520	3,596	17,879	20.0
INCOME							
Sunday Band Concerts	1720	1,784	2,000	0	0	0	0.0
Christmas Lights	1726	1,200	1,000	0	0	0	0.0
Museum	1770	1,992	1,550	0	0	0	0.0
GROSS INCOME		4,976	4,550	0	0	0	0
NET EXPENDITURE		162,605	158,980	89,520	3,596	17,879	20.0

REPAIRS AND RENEWALS FUNDS 2020/21

	Balance 31.03.2020	Contrib. 2020/21	Actual Expend	Projects	Estimated Expend	Estimated Balance 31.03.2021
	£	£	£		£	£
ALLOTMENTS						
	175					175
CEMETERY						
	46,654	2,500		2020/21 Revenue provision		
			-11,438	Tree Works		
			-2,473	Memorial Benches		
						35,243
INFORMATION TECHNOLOGY	332	4,120		2020/21 Revenue provision		4,452
OFFICE EQUIPMENT	9,303	0		Misceallaneous 2020/21 Revenue provision		9,303
MARKET PLACE	14,187	5,000		2020/21 Revenue provision		
				Market Repairs General	-5,000	
						14,187
PUBLIC CONVENIENCES	21,030	2,500		2020/21 Revenue provision Painting	-2,500	21,030
PARKS & PLAYING FIELDS	49,321	7,500		2020/21 Revenue provision		
			-7,225	Riverside Park Play Area	-42,775	
				Fountain Gardens Footpath	-8,000	
						-1,179
PARKS SHERWOOD AVE.	4,906	4,120		Misceallaneous 2020/21 Revenue provision		
			-4,320	Skate Park Refurbishments	-4,680	
				Floodlights	-1,504	-1,478
PARKS PRIVATE ESTATES PLAY AREA	6,990	1,350		2020/21 Revenue provision		
			-5,576	Footpath Repairs		
						2,764
Totals	152,898	27,090	-31,032		-64,459	84,497

RESERVE FUNDS 2020/21

	Balance 31.03.2020	Contrib. 2020/21	Actual Expend	Projects	Estimated Expend	Est. Balance 31.03.2021
	£	£	£		£	£
CAPITAL RECEIPTS						
	-713,412		-13,047	Ransome & Marles Cricket Facilities	-71,953	
			-2,110	Cemetery Improvements	-197,890	
				Cemetery Groundworks	-75,000	
			-6,760	Statue Relocation		
				PC Improvements	-27,000	
				Street Furniture Painting	-3,500	
			-13,350	Town Centre Benches		
				Church Street Refuse scheme	-50,000	
				Town Centre Pavement Repairs	-50,000	
		37,500		Local Improvement Scheme		
						-1,186,522
DORIS BAINBRIDGE INVESTMENT FUND	0	2,000		Band Concerts 2020/21 Investment Interest		2,000
ELECTIONS						
	3,813	4,400		Town Council Elections May 2019 Adj.		
		11,000		2020/21 Revenue provision		19,213
RISK MANAGEMENT						
	946			Miscellaneous		946
TOWN HALL						
	322,033	51,500		2020/21 Revenue provision		
				Toilet Refurbishment	-12,000	
				Heat Pumps	-6000	
				Ballroom Decoration	-15000	
				Miscellaneous Repairs	-5000	
						335,533
MUSEUM						
	7,656	2,587		R Kiddey Legacy New Acquisitions	-5,000	
						5,243
BUTTERMARKET AND NEIGHBOURHOOD PLAN						
	67,500			Buttermarket Options Appraisal	-50,000	
						17,500
Totals	-311,464	108,987	-35,267		-568,343	-806,087

SECTION 106 AGREEMENTS 2020/21

	Balance 31.03.2020	Contrib. 2020/21	Actual Expend	Projects	Estimated Expend	Estimated Balance 31.03.2021
	£	£	£		£	£
COMMUNITY INFRASTRUCTURE LEVY	37,056					
				CIL Income 2020/21	20,000	
				Tree Planting	-7,500	
				Town Centre Planters	-1,500	
				Climate Change Projects	-50,000	-1,944
GRANGE ROAD	21,065					
			-3,402	Revenue Expenditure		17,663
FARNDON ROAD DE HAVILLAND WAY	926					
			-926	Revenue Expenditure		0
NEWBURY ROAD OPEN SPACE & PLAY AREA	32,703					
			-16,352	Revenue Expenditure		16,351
AUTUMN CROFT	30,000					
			-5,000	Revenue Expenditure		25,000
BARNBY ROAD	16,688					
			-2,069	Revenue Expenditure		14,619
Totals	138,438	0	-27,749		-39,000	71,689

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	INTERNAL AUDIT PLAN 2020/21
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to approve the proposed Internal Audit work plan for the 2020/21 financial year.

2. Background

2.1 Over the summer period when Town Council meetings had been cancelled I agreed an internal Audit Plan for the current financial year.

Despite the interruptions to normal working arrangements that the coronavirus has caused there is still a requirement on the Town Council to assure itself that appropriate systems of internal control and check remain in place; an internal audit review will provide such assurance to the Town Council.

Attached at Appendix 1 is the proposed Internal Audit plan for work to be carried out during the 2020/21 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 a reduction of 4 days from last year’s plan, reflecting the reduced level of normal activity during the period of the coronavirus but new areas of risk particularly have been added where appropriate e.g. the Market Delivery system and Furlough Grant claims.

2.3 The Internal Auditor had commenced work on this year’s plan over the last few weeks. However given the recent introductions of further restrictions it has been agreed that the remainder of the Plan work will be undertaken in January.

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 2020-2021

RISK AREA	NUMBER of DAYS
Markets – Home Delivery Service	1
Budgetary Controls	1
Financial Planning	2
Payroll – Furloughed Staff & Claim	1.5
Payroll - Leavers/Redundancy payments	1.5
Payroll Processing	1
Income – Cemetery/Allotments	1
Investments	0.5
Accounting System	0.5
VAT	0.5
Creditors	1
Bank Reconciliations	0.5
Petty Cash	0.5
Risk Management	1
Security/ Data Protection	0.5
IT Systems	1
Fixed Assets	0.5
Doris Bainbridge Trust	0.5
Total Days	16

FINANCE & GENERAL PURPOSES COMMITTEE

SUBJECT:	MARKET UPDATE
REPORT BY:	TOWN CLERK

1. Recommendations

1.1 Members are asked to:

- (i) Note the anticipated market income for the current financial year,
- (ii) Support the arrangements for Special markets being planned for December, subject to the easing of the current Coronavirus restrictions and approval from the Safety Advisory Group that the markets can operate safely,
- (iii) Consider maintaining the Market Home Delivery Service up to the end of December.

2. Background

2.1 As Members will be aware the Market income has fallen significantly due to the impact of the Coronavirus ‘Lockdown’ earlier in the year, this was reflected in the Revised Budget that was approved by the Town Council on 23rd September.

The Original Estimate for 2020/21 was £230,00, this was reduced down to £100,000.

This report is submitted to provide an update on the latest position and further actions that can be taken given the implementation of a further ‘Lockdown’ for a month which is due to end on 2nd December.

2.2 The Market has continued to operate throughout the pandemic; during the ‘Lockdown’ this was limited to food and other essential items, more recently it has returned to normal with both essential and non-essential traders returning.

Throughout the latter part of summer and into Autumn, trading has improved somewhat, albeit some traders have not returned due to termination of their business during the lockdown or early retirement and /or a reluctance to attend due to personal or family health conditions.

3. Financial Position

3.1 The Market has managed to attract and retain a number of new traders from other markets in the region that have been suspended or as a result of new market trader start-ups following redundancy.

The market income to date for 2020/21 ; April – October is £73,639 against last years’ income of £133,227 for the same period.

Whilst there is still some recent monthly decrease in income, the significant loss to date has been from the early months of the first lockdown and the cancellation of various programmed event markets.

- 3.2 Subject to clarification of what constitutes “essential retail”, it is expected that we will again have to cease trading of items except food during the period of new restrictions that will be in force up to 2nd December.

The Monday and Thursday collectors and antique markets will have to be cancelled and a significantly reduced number (60%) of non - food stalls will not be able to operate.

This will mean that the likely level of Market rental income for November will be around £6,000 - £8,000.

- 3.3 Even at a very worst case scenario the out turn income should achieve the Revised Budget figure of £100,000 and, given a return to more normal trading, it is anticipated that the actual income for the year will be in excess of this figure.

- 3.4 The Market Manager will look to mitigate this loss of income by attracting additional food traders from markets in the region who will close during the further lockdown.

4. Special Event Markets

- 4.1 Special markets have been included in the annual markets programme for the run up to Christmas with 2 craft and charity markets on Sunday, the 6th and 20th December and the annual Newark Christmas Market and Winter Feast on the Saturday 12th and Sunday 13th December.

Local charities that have been particularly hit by the Pandemic and will not be able to benefit from the Christmas Light Switch on Event which would normally have been held on the last Sunday of November. They will have at least an opportunity to gain income at the two charity and craft markets and bookings to date have been buoyant.

- 4.2 To mitigate and reduce the risks of Covid 19 transmission, various precautions will be provided, similar to those that we have applied since the start of the Pandemic including social distancing and management of queues, hand sanitiser stations, signage and encouragement to traders to use contactless methods of payment. These have worked well and further risk mitigation is planned including reducing the number of stalls we would normally allow, no stage with live music, no static street entertainment that may encourage crowds to gather and security personnel to encourage social distancing, plus the level of promotion will be modest.

We have produced detailed risk assessments and consulted with the relevant authorities and consider that these events can take place; we have been successful with a small grant application to the District Council that will assist us to provide safe “walkabout” street entertainment for the town centre and market place during the events.

December and the run up to Christmas will be a crucial trading period for many independent retailers in the Town Centre and the provision of the Christmas Lights and the staging and promotion of these four market events, with adequate and appropriate risk management, will we believe, assist in the attraction of reasonable, yet safe, levels of footfall to the town centre, as well as providing at least some Christmas atmosphere which may be welcomed by the Newark Community especially given the challenges of 2020.

Operation of these special markets will of course be subject to the Government restrictions that exist when, and as, we come out of lockdown and final consultation will be had with the local Safety Advisory Group before a final decision is made. Traders have been warned that curtailment may have to take place and if necessary, full booking fee reimbursement will be made.

5. Market Home Delivery Service

5.1 A successful application was made earlier in the year for £5,000 Covid 19 Community support grant from Nottinghamshire County Council. This has been used for home delivery service of foods from the market to those in the local community who have been shielding and self-isolating. Since the service began in April, some 750 such deliveries have been made using a hired vehicle. In recent weeks however demand for the service has significantly reduced.

The service was provided on Wednesday, Friday & Saturdays, when the food traders are present on the market.

The service has been popular and well appreciated, especially during the first lockdown, providing a safe and essential facility to those at high risk and also welcome added trade for the regular food traders, many of whom have not been able to stand at other weekly markets due to their suspension during the lockdown.

5.2 To put the service into context; at its' height 44 home deliveries were being made each week.

These deliveries have generated nearly £15,000 in sales for the market traders.

5.3 It is suggested however that given the further lockdown and the Government advice for all over the age of 60 to minimise social contact and if necessary, to again self-isolate, that the demand for the service may again rise. As such, it may be appropriate to carry on providing the service, for the duration of the new lockdown and for the run up to Christmas. It is estimated that the cost of the service can be contained within the above grant; any further extension would then require either further grant aid from the County Council and/or for the Town Council to provide ongoing financial support.

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

6.1 Contained in the report.

Background Papers:	Market working files.
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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.

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