



*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

19 February 2024

Chair:

Voting Members of the Committee:

Councillor A Amer
Councillor S Haynes
Councillor J Kellas
Councillor I Brown
Councillor P Taylor

Non-Voting Members of the Committee:

Councillor R Cozens
Councillor S Crosby
Councillor D Darby
Councillor D Moore
Councillor N Ross
Councillor M Spoons

**MEETING: Trustee Board of the Gilstrap and William
Edward Knight Charities**

DATE: Tuesday, 27 February 2024 at 6.00 pm

**VENUE: Civic Rooms 1 & 2, Castle House, Great North
Road, Newark NG24 1BY**

**You are hereby requested to attend the above Meeting to be held at the time/place
and on the date mentioned above for the purpose of transacting the
business on the Agenda as overleaf.**

If you have any queries please contact Helen Brandham on
helen.brandham@newark-sherwooddc.gov.uk

AGENDA

	<u>Page Nos.</u>
1. Appointment of Temporary Chair	
2. Notification to those present that the meeting will be recorded and streamed online	
3. Apologies for Absence	
4. Declarations of Interests from Members and Officers	
5. Minutes of the Meeting held on 11 January 2023	4 - 6
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8. Land off Cedar Avenue/Lincoln Road Newark - Update	23 - 24
9. Date of Next Meeting	

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Trustee Board of the Gilstrap and William Edward Knight Charities** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Wednesday, 11 January 2023 at 6.00 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)

Councillor K Girling, Councillor L Goff, Councillor S Haynes, Councillor R Crowe and Councillor J Kellas

APOLOGIES FOR ABSENCE: Councillor M Cope (Committee Member) and Councillor M Skinner (Committee Member)

39 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED that:

- (a) the following voting Members declared Interests in Agenda Item No. 7 – Land Off Cedar Avenue/Lincoln Road, as elected Members of Newark Town Council.

Councillor Mrs R Crowe
Councillor Laurence Goff

- (b) Councillor Robert Crowe as a non-voting Member declared an interest in Agenda Item No. 7 – Land Off Cedar Avenue/Lincoln Road, as elected Member of Newark Town Council.

40 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND STREAMED ONLINE

The Chairman advised that the proceedings were being audio recorded and live streamed by the Council.

41 MINUTES OF THE MEETING HELD ON 5 MAY 2022

AGREED that the Minutes of the meeting held on 5 May 2022 were approved as a correct record and signed by the Chairman.

42 TRUST ACCOUNTS FOR FINANCIAL YEAR ENDING 31 MARCH 2022

The Trustees considered the report presented by the Assistant Business Manager – Financial Services which sought approval for the Statutory Accounts for the W.E. Knight and Gilstrap Charities for the financial year ended 31 March 2022.

The report set out the income and expenditure for both charities and that the annual accounts must be submitted to the Charities Commission within 10 months of the end of their financial year, this being 31 January 2023. The report also stated that an audit of the accounts was required if the annual income was over £25,000 but that this was only necessary for the Gilstrap Charity whose income breached that threshold.

AGREED (unanimously) that:

- (a) the W.E. Knight accounts for the financial year ended 31 March 2022 and the publication on the charities commission be approved;
- (b) the Gilstrap accounts for the financial year ended 31 March 2022 and the publication on the charities commission be approved.

43 NEWARK R&M CRICKET CLUB PROJECT - UPDATE

The Trustees considered the report presented by the Assistant Director Legal & Democratic Services, Monitoring Officer, which updated the Board on the progress since the Board's last meeting on the 5 May 2022. At that meeting it was reported that an urgency decision had been taken, in consideration with all Members of the Trustee Board, to offer the balance of the unallocated reserve of £27,000, to the Club in respect of the project to ensure the development could proceed within the current costing envelope, as any delay would result in additional costs. The entire allocated spend had been paid to the Club and was provided in the report.

A verbal update on the project was brought to the meeting, which informed the Board that Phase 1 (shell-only) of the new changing room build had been completed. The foundations, external structure and roof had been undertaken making the building secure and watertight. Those works had utilised the balance of the funding received, and it was confirmed that the Developer was extremely grateful to the W.E Knight Trust for supporting them to this stage. They were seeking additional funding to help complete the remaining stages of the build, namely the utility installations and full internal construction. They would continue to pursue that funding and would keep the Trust updated. They remained grateful for any help the Trust, or Trustees could provide in identifying sources of funding.

A Trustee sought clarification regarding the shortfall and commented on an opportunity of the field adjacent to the cricket club, which could be turned into a football pitch. It was questioned whether the constitution would allow that to take place.

The Assistant Director Legal & Democratic Services, Monitoring Officer, confirmed that she would make enquiries with the cricket club and bring a report back to the Board.

AGREED that:

- (a) the report be noted; and
- (b) the Assistant Director Legal & Democratic Services, Monitoring Officer, make enquiries with the cricket club and bring a report back to a future Board meeting.

44 LAND OFF CEDAR AVENUE/LINCOLN ROAD – UPDATE

The Trustees considered the report presented by the Assistant Director Legal & Democratic Services, Monitoring Officer which updated the Trustee Board on progress since the Board's last meeting on 5 May 2022.

Since that meeting on 5 May 2022, external legal advisors had been instructed and the Charity Commission submission had now been finalised.

The Clerk to the Trustee Board had met with the Clerk to the Town Council for an initial discussion and provided relevant documentation regarding land ownership for review.

Members noted that there was a District Council multi-use games area (MUGA) on the site. This was maintained at the cost of the District Council and the District Council had historically met all other maintenance costs for the land in recognition of the MUGA being allowed on the site by the Trustee Board. If the land was sold to the Town Council, the Town and District Councils would need to reach agreement on management and responsibility for the MUGA going forward. This had already been raised as an issue for the Town Council to consider. The annual condition report had recently been obtained and provided to the Town Council for consideration. It was reported that further updates would be brought to the Board when available.

A Trustee asked if the legal agreement could be drafted ahead of confirmation from the Charity Commission in order to speed up the process. The Assistant Director Legal & Democratic Services, Monitoring Officer confirmed that arrangements would be made with Newark Town Council.

AGREED that;

- (a) the report be noted; and
- (b) arrangements regarding the legal agreement commence with Newark Town Council.

45 DATE OF NEXT MEETING

AGREED that the date of the next meeting be held on 5 April, 2023, at 6pm.

Meeting closed at 6.12 pm.

Chairman



Report to: Meeting of the Trustees of the Gilstrap & WE Knight Charities – 27 February 2024

Clerk to the Trustees: Sue Bearman, Assistant Director – Legal & Democratic Services

Lead Officer: Andrew Snape, Assistant Business Manager Financial Services

Report Summary	
Report Title	Trust Accounts for the Financial Year Ended 31 March 2023
Purpose of Report	To present to the Trustees the financial accounts for the W.E. Knight Trust and the Gilstrap Endowment Fund for the financial year ended 31 March 2023.
Recommendations	That the Trustees note the financial accounts for the year ended 31 March 2023.

1.0 Background

1.1 The District Council is the Trustee for two charities, William Edward Knight Charity and the Gilstrap Charity. The main asset held by the Charity is the Gilstrap building in Newark which was leased to Nottinghamshire County Council from April 2013.

2.0 Items for Consideration – Annual Accounts to end of March 2023

2.1 The financial performance figures for W.E. Knight are attached at **Appendix A**. As per previous reports W.E. Knight has allocated the majority of its fund to the Newark R&M Cricket Club in respect of their Ground Development Project. Therefore, the charity currently only has a minimum balance remaining.

2.2 The financial performance figures for the Gilstrap Charity are attached at **Appendix B**. Gilstrap Charity receives £43,000 per annum for the lease of the Gilstrap building in Newark. The bank balance for the Gilstrap charity at 31 March 2023 was £276,432. Currently £276,362 is available as at 31 March 2023 as there is no future funding committed to projects or grant funding.

2.3 The Management and Administration charges are in line with the Service Level Agreement with the Council.

3.0 Audit of the Accounts

- 3.1 Due to the annual income of W.E. Knight being under the £10,000 threshold, there is no requirement for their accounts to have an independent examiner's report, i.e. an audit.
- 3.2 As the Gilstrap Charity has annual income over the £25,000 threshold their accounts do require an independent examiner's report. Therefore, the figures within the Gilstrap Charities accounts are presented as final audited figures.

4.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

CHARITY OF WILLIAM EDWARD KNIGHT

Appendix A

(Registration No. 514502)

REPORT AND ACCOUNTS - YEAR ENDED 31ST MARCH 2022

A permanently endowed charity established by an indenture dated 6th January 1920 as varied by a conveyance of 6th July 1933 by the Trustees to the Mayor, Aldermen and Burgesses of the Borough Newark-on-Trent.

The charity is governed by a Trust of scheme made on 6th April 1990

ANNUAL REPORT

Separate accounts for this Charity have been maintained since 1st April 1984. Up to that date the costs of maintenance and repair and any income received had been included in the accounts of the Borough and District Councils.

The Trustees resolved at their meeting on 22nd July 2013 to retain the income earned by the endowment until a significant sum had been accrued at which time a decision on distribution would be taken.

REVENUE ACCOUNT

Note	Year Ended 31-Mar-23 £p	Year Ended 31-Mar-22 £p	Year Ended 31-Mar-21 £p	Year Ended 31-Mar-20 £p
Income				
Investment Interest	911.17	643.16	792.64	1,276.53
	<u>911.17</u>	<u>643.16</u>	<u>792.64</u>	<u>1,276.53</u>
Expenditure				
Administration	0.00	0.00	0.00	0.00
Project - Newark R&M CC	135,134.00	0.00	0.00	5,000.00
	<u>135,134.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>
Income less Expenditure	<u>-134,222.83</u>	<u>643.16</u>	<u>792.64</u>	<u>-3,723.47</u>
Surplus/(Deficit)	<u>-134,222.83</u>	<u>643.16</u>	<u>792.64</u>	<u>-3,723.47</u>
Surplus/(Deficit) brought forward	1,539.45	896.29	103.65	3,827.12
Surplus/(Deficit) carried forward	<u>-132,683.38</u>	<u>1,539.45</u>	<u>896.29</u>	<u>103.65</u>

BALANCE SHEET

Note	As at 31-Mar-23 £p	As at 31-Mar-22 £p	As at 31-Mar-21 £p	As at 31-Mar-20 £p
Current Assets/Liabilities				
Investments	65,899.08	64,987.91	64,344.75	63,552.11
Bank	70,401.54	70,401.54	70,401.54	70,401.54
Debtor	0.00	0.00	0.00	0.00
Creditor	(135,134.00)	0.00	0.00	0.00
	<u>1,166.62</u>	<u>135,389.45</u>	<u>134,746.29</u>	<u>133,953.65</u>
Reserves				
Unallocated Reserves	1,166.62	27,255.45	26,612.29	38,953.65
Committed Reserves	0.00	108,134.00	108,134.00	95,000.00
	<u>1,166.62</u>	<u>135,389.45</u>	<u>134,746.29</u>	<u>133,953.65</u>



Andrew Snape
Assistant Business Manager
Financial Services
April 2023

CHARITY NUMBER: 528226 (England and Wales)

The Gilstrap Charity
Audited Financial Statements For
the Year Ended 31 March 2023





ANNUAL REPORT AND ACCOUNTS - YEAR ENDED 31ST MARCH 2023

The Gilstrap endowment consists of three permanently endowed charities:-

A The Gilstrap Free Library	26th July 1883
B William Gilstrap	1897
C Major MacRae Gilstrap	27th November 1899

Created for the purpose of establishing a Library to be vested in the Newark Corporation and to provide financial assistance towards the salaries and expenses of such Library.

ANNUAL REPORT

The accounts in respect of the Endowment were maintained by Nottinghamshire County Council until 31st March 1987 when Newark and Sherwood District Council took over as Trustees consequent upon the County Council acquiring a new site for a Central Library.

The District Council has agreed a new scheme of administration which has been sealed by the Charity Commissioners on the 28th August 1990 and applies the income of the Endowment to the upkeep and use of the Gilstrap building.

In previous financial years Newark and Sherwood District Council have supported the Trust by both making a contribution in respect of any deficit and directly meeting expenditure items from its own budget. A review of the financial situation was undertaken in 2011/2012 and the conclusion reached that all Trust expenditure should be charged direct to the Trust in order to give a true and fair view of the Trust's finances.

On 8 March 2013 the scheme of administration was updated to allow the trustees to lease the Gilstrap building to Nottinghamshire County Council. The resulting income to be used in accordance with the provisions of the charity. The lease commenced on 1st April 2013.

Independent Examiner's Report to the Trustees of the Gilstrap Trust

I report on the accounts of the Trust for the year ended 31st March 2023 which are set out on pages 3-4

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the Charities Act;
to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities 1993 Act) and
to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the Charities Act; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Nazish Jameel

Date 20/12/2023

Relevant professional qualification or body: ACCA

Address: TIAA Ltd, Artillery House, Fort Fareham, Newgate Lane, Fareham
PO14 1AH



THE GILSTRAP CHARITY (Registration Number 528226)
Financial Statements
For the Year Ended 31 March 2022

REVENUE ACCOUNT

	Year Ended 31-Mar-23 £p	Year Ended 31-Mar-22 £p	Year Ended 31-Mar-21 £p
<u>Income</u>			
Investment Interest	1,420.53	712.23	1,192.30
Lease income	43,000.00	43,000.00	42,173.08
Total Income	44,420.53	43,712.23	43,365.38
<u>Expenditure</u>			
Castle Exhibition		5,930.00	
Educational Events			
Chestnut Avenue Unlawful Occupation			5,503.27
Land Valuation			949.58
King John Re-enactment			
Grant Aid Support		1,918.00	
Catering and Refreshment			
Legal advice on disposal of property	2,798.00		
Advertising			
Contractual Services			(2,750.00)
Miscellaneous Items			
Bank Charges	187.00	247.00	264.50
Audit Fees			280.00
Financial Services	2,550.00	2,480.00	2,140.00
Corporate Management Team	1,100.00	1,100.00	1,080.00
Committee Support	680.00	680.00	660.00
Total Expenditure	7,315.00	12,355.00	8,127.35
Surplus / Deficit(-) on Income less Expenditure	37,105.53	31,357.23	35,238.03
<u>Other Comprehensive Income and Expenditure</u>			
Revaluation on Fixed Asset			
Total Comprehensive Income for the year	37,105.53	31,357.23	35,238.03
Surplus brought forward	239,257.11	207,899.88	172,661.85
In year Surplus / Deficit (-)	37,105.53	31,357.23	35,238.03
Surplus carried forward	276,362.64	239,257.11	207,899.88



THE GILSTRAP CHARITY (Registration Number 528226)
 Financial Statements
 For the Year Ended 31 March 2022

BALANCE SHEET

	Year Ended 31-Mar-23 £p	Year Ended 31-Mar-22 £p	Year Ended 31-Mar-21 £p
<u>Current Assets/Liabilities</u>			
Fixed Assets	45,000.00	45,000.00	375,000.00
Investments	142,436.37	141,015.84	140,303.61
Bank	276,432.21	241,352.31	209,962.21
Debtor	0.00	0.00	0.00
Creditor	(10,890.00)	(11,495.10)	(10,750.00)
	<u>452,978.58</u>	<u>415,873.05</u>	<u>714,515.82</u>
<u>Source of Funds</u>			
Revenue surplus	272,863.64	235,757.11	204,399.88
Capital surplus	3,499.00	3,500.00	3,500.00
Endowment Fund	131,615.94	131,615.94	131,615.94
Revaluation Reserve	45,000.00	45,000.00	375,000.00
	<u>452,978.58</u>	<u>415,873.05</u>	<u>714,515.82</u>

Andrew Snape
Assistant Business Manager
Financial Services
June 2023



Report to: Meeting of the Trustees of the Gilstrap & WE Knight Charities – 27 February 2024

Clerk to the Trustees: Sue Bearman, Assistant Director – Legal & Democratic Services

Lead Officer: Helen Brandham, Democratic Services Officer

Report Summary	
Report Title	Application for Grant Funding
Purpose of Report	For the Trustees to consider the application made to the Gilstrap Charity for grant funding to support the raising of awareness of the free support available in Newark for bereaved families.
Recommendations	That the Board of Trustees consider and determine the application received from the Children’s Bereavement Centre.

1.0 Background

1.1 In 2017, the Trustee Board refreshed and approved a funding criteria for grant aid support from the Gilstrap Charity. The Charity’s Scheme has been amended a number of times in recent years, firstly when Nottinghamshire County Council (NCC) built a library in Newark (thereby obviating the need for the original use of the Gilstrap Building as a library) and secondly when the Gilstrap building had been leased to NCC for use as the Registrar’s office. However, whilst the objectives have been reviewed over the years, the original concept has been reaffirmed with emphasis on education and promoting knowledge of the history of Newark.

1.2 The current approved criteria is as follows:

2.1.1 Preference will be given to funding applications which promote education and understanding of historic buildings within Newark and the history of Newark generally to reflect the original Trust purposes.

2.1.2 Funding applications will be required to demonstrate a direct benefit to the community of Newark or a section/s of that community (eg projects involving local schools).

2.1.3 Applicants will be required to provide full details of any match funding or third party funding.

1.3 It should be noted that the area of benefit for the Charity, whilst previously defined as the area of the former borough of Newark, was amended when the Scheme was last reviewed in 2013 to cover the parish of Newark.

1.4 A copy of the background information that is included on the Charity's website concerning how potential grant applications will be considered is attached to this report as **Appendix A**. Applicants are requested to complete a pro-forma application form that gives full details of their project, its objectives, budget and other funding secured.

2.0 Application Received

2.1 An application has been received from the Children's Bereavement Centre of 3 Kings Road, Newark NG24 1EW. The project is to raise awareness of the free support available in Newark for bereaved families. Further details of the project are detailed in the written application which is attached as **Appendix B** to the report.

2.2 The application notes that £2,002.20 (incl. VAT) is being sought for marketing materials. Information of funds raised so far via grant fundraising are detailed within the application.

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Financial Implications

Currently £276,362 is available for funding of future projects or grant applications. Therefore if the above application is approved this will bring the available balance down to £274,360.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

APPLICATION FOR GRANT AID SUPPORT - GILSTRAP CHARITY

Background Information

Newark & Sherwood District Council is the Sole Trustee of the Gilstrap Charity. It has established a Trustee Board comprising 5 elected members of the Council, one of whom must be a local member for the area of benefit of the Charity, to manage the Charity on its behalf.

The Charity has established a funding pot with the express purpose of inviting funding applications for projects, events and initiatives which reflect the Charity's purposes and objectives.

Any application for funding must demonstrate benefit to the inhabitants of Newark.

The Trustees have indicated that they are more likely to view applications favourably where they meet some or all of the following criteria:-

- (i) Applications which will promote education and understanding of historic buildings and the history of Newark generally.
- (ii) Applications which can demonstrate a benefit to the community of Newark or a section or sections of that community.
- (iii) Applications where match funding has already been obtained or is likely to be committed.
- (iv) Applications which can demonstrate sustainable benefits.

Applications for grant funding will be considered annually with a decision being made no later than the end of April in each year at a meeting of the Trustee Board. Applications must be received no later than 31 January in the relevant year in order to go forward for consideration.

Application Process

Completed application forms should be returned to:

The Clerk to the Gilstrap Charity
Castle House
Great North Road
Newark
Notts. NG24 1BY

The application will be assessed annually in March at a meeting of the Trustee Board.

You will be contacted if further information is needed, but are advised to include as much information as possible within the grant application.

You will be advised of the outcome following the Panel meeting.

Grants will not be awarded retrospectively.

Conditions of Grant

1. Approval must be sought for any changes to the submitted project outline.
2. If any grant awarded is surplus to requirements this should be returned to the Charity.
3. If funding is awarded the applicant will be required to provide progress reports to the Trustees and a post event/project evaluation report.
4. The applicant will ensure that all necessary licences and consents are obtained.
5. The grant must be spent within 12 months of being awarded.

APPLICATION FOR GRANT AID SUPPORT
GILSTRAP CHARITY

1. About Your Organisation

Organisation Name Children's Bereavement Centre
Contact Name xxxxxxxxxxxx
Address 3 Kings Road, Newark NG24 1EW
Telephone No. xxxxxxxxxxxx
Email Address xxxxxxxxxxxx

2. Project Description

Nature of Project

To raise awareness of the free support available in Newark for bereaved families.

Objectives of Project

- Expand the CBC community event presence during 2023-24, especially outside
- Raise brand awareness within the town so that more families refer if they need support
- Recruit more volunteers to enable us to keep our service free for families in need
- Enable us to expand our community and corporate fundraising activity

Expected Start Date 1 April 2024

Expected Finish Date 31 March 2025

Where Will Your Project/Event Take Place?

The CBC is based in the heart of Newark on Kings Street. The 1:1 support we provide for Newark families is delivered here. We also use the Hawtonville Young People's Centre for our monthly peer support group and the Newark Salvation Army for our annual Christmas party. We hold annual community engagement events such as ScareFest and the Daisy Remembrance Campaign in Newark Castle grounds, the Dragon Boat Festival in Riverside Park and a Candlelight Remembrance Service at St Mary Magdelene Church. We will use the gazebo and marketing equipment at our own events and at other external events to maximise our community presence and help ensure local bereaved families are aware of the free support available to them.

3. People Who Will Benefit From this Project/Event?

Please provide details of who will benefit from this event and which area of Newark the project/event will cover.

Bereaved children between 3 and 18 years old benefit from our service, as do their families. We provide bespoke, free support for each family member and our service is person-centred rather than a 'one size fits all'. We were established in Newark in 2003 and have supported thousands of local residents over the last 20 years. We receive referrals from CAMHS, schools, the Police, GPs, and families. We are plugging a gap in social care provision. Our Bereavement Team Lead has been in post for 18 years, therefore meaning that she has an in-depth understanding of the nuances of the needs of the bereaved families in our community.

How many people will participate in the project?

In 2023 we supported over 300 children and their families through 1:1, group and advice sessions. This totalled over 1,000 sessions and over 1,200 hours of support. Our work is expanding year on year so we predict that we will support even more Newark residents in 2024. On average 1 in 29 children will experience the death of a parent or sibling.

What links does the project have to existing arts or cultural related events and programmes locally and nationally?

Our marketing team connect the CBC with a range of initiatives such as:

- The recent Newark College Santa Dash
- The upcoming Newark and District Round Table Duck Race
- The partner masquerade charity ball we are holding with Newark Emmaus Trust
- The Accumulator fundraising challenge which is connecting over 12 Newark businesses
- The annual Dragon Boat Race that we hold in partnership with Beaumont House

Why is the project needed?

All the children are experiencing life-changing trauma due to the death or terminal illness of someone they love, often one or both parents. The bereavement can be unexpected due to illness, accident, murder or suicide. Research shows that without the opportunity to express and explore their grief, bereaved children may be at risk of future health, social and educational differences and disadvantages as well as impacting on their mental health and emotional wellbeing. Bereaved children have lower than average exam scores, are more likely to be unemployed at 30 and are overrepresented in the criminal justice system. Children who experience parental death are at an increased risk of criminal convictions. Our early intervention service is therefore vital in giving the child the best opportunity to thrive despite adversity.

How will you promote and publicise your project?

We have established relationships with a range of referrers such as schools, social workers and GPs. Mental health bodies such as CAMHS and general mental health charities signpost to our service for specialist bereavement support. Families can also self-refer, empowering them to ask for help. We have a dedicated fundraising and marketing team who have increased awareness of our respected reputation within the local community. We use a range of external marketing channels to meet our broad client group, including partnering with local CVS and universities, digital channels and face to face events. We also work closely with SENCOs, the Police and Child Protection Teams to ensure hard to reach vulnerable children can access our service. We have strong relationships with local corporates who not only support us with fundraising initiatives but also building brand awareness. For example, Newark retailers decorated their windows with blue daises in June 2023 to raise awareness of our Daisy Remembrance campaign. We have Dragon Boat teams competing from local businesses and social groups. We are well connected with networks such as the Newark Business Club and Newark in Bloom.

What longer term benefits will be derived from the project?

We help families build resilience and improve wellbeing. Children are empowered with the tools to adjust to the loss, reducing their risk of negative behaviour and health problems. Our service is focused on prevention and our monitoring shows significant improvements such as increased self-esteem, confidence, concentration, relationships, sleep and reductions self-harm, suicidal thoughts, sadness and depression:

- 73% reported improvement in physical health
- 70% reported improved feelings
- 77% reported feeling more hopeful

“He knows strategies to help himself when he feels anxious. You have given him tools for live”.

The wider social impact for the community is that:

- Children have a safe outlet to explore their grief
- Improved attention and attainment at school
- Reduction in anxiety, anger and low mood
- Improvements in their confidence and self esteem
- Improvements in physical and mental health
- Children learn self-care skills and build resilience
- Children have more hope for the future
- Children feel listened to
- Reduction in isolation and loneliness
- Reduced risk of entering the criminal justice system
- Reduced risk of developing future mental illness associated with unresolved grief
- Reducing social disadvantage

4. Project/Event Budget

Please provide details of the project/event budget, including the amount requested from the Gilstrap Charity. If total cost is more than grant requested, where will the rest of the funding come from?

We are applying to the Gilstrap Charity for the following marketing materials which total £2,002.20 (inc VAT)

- Printed gazebo and flags - £1,149 plus VAT
- Frame - £349 plus VAT
- Weights - £158 plus VAT
- Delivery £12.50 plus VAT

We have raised the following for our Newark project delivery so far 2023-24 via grant fundraising:

- Play Therapist (Newark based): £14,667 (£25,560 outstanding)
- Volunteer Coordinator (Newark based): £13,667
- Senior Newark Bereavement Counsellor: £20,340 (£5,890 outstanding)
- Clinical Administrators (Newark based): £5,000 (£18,192 outstanding)
- Venue improvements: £4,595
- Newark peer support group: £1,000 (£673 outstanding)
- Comfort bears, craft materials and memory books: £1,000 (£2,660 outstanding)
- Newark bereaved family programme: £160 (£252 outstanding)

We continue to apply for grants and fundraise in the community and with corporates to work towards covering any outstanding costs.

Is your organisation VAT registered?

No

Will there be any income generated from the project/event? If yes, provide estimates

The approximate income targets for this financial year are:

- Charity ball: £10,000
- Golf day: £5,000
- Dragon Boat Festival: £20,000
- Scarefest: £12,000
- Newark Castle Sportive: £2,000
- Christmas campaign: £3,000
- Daisy remembrance campaign: £5,000

The marketing materials will be used at all these events plus therapeutic (non-fundraising) events.

Have applications been made for other sources of third-party funding?

No other applications have been made yet specifically for these marketing materials.

Other support comments/information

All of the services mentioned (including the bereavement residential), are provided free of charge for the families as we recognise the financial pressure a family may be facing due to the loss. This is especially important with the spirally cost of living crisis. However, the charity's operational budget has had to increase from £361,961 during 2022-23 to a forecast of £417,455 for the current financial year. This clearly shows the financial pressure we face to sustain our vital service for traumatised families. We received only 4% of our income from statutory sources (and this is not definite for future years). The other 96% relies on donations from the community, corporates, or Trusts such as your own.

In 2023 we were awarded 'Best Social Enterprise' at the Newark Business Awards and were a finalist at the NHS Nottingham and Nottinghamshire ICS Health and Care Awards, showing how well respected we are in the health sector.

Bank account details

Bank: xxxxxxxxx
Account Name: Children's Bereavement Centre
Account Number: xxxxxxxxx
Sort Code: xxxxxxxxx

DECLARATION

I confirm that I am authorised to sign this application on behalf of:

Children's Bereavement Centre

I undertake that any grant awarded will be used solely for the purpose outlined in this application. I also understand that the Gilstrap Charity reserves the right to withhold the payment of the whole or any part of the grant or to require repayment if any information contained herein is false or misleading.

Signed xxxxxxxx

Print name: Kate Baxter

Date: 15.01.24



Report to: Meeting of the Trustees of the Gilstrap and WE Knight Charities 27 February 2024

Clerk to the Trustees: Sue Bearman, Assistant Director Legal & Democratic Services, Monitoring Officer

Lead Officer: sue.bearman@newark-sherwooddc.gov.uk 01636 655935

Report Summary	
Report Title	Land off Cedar Avenue/Lincoln Road Newark - Update
Purpose of Report	To update the Trustee Board on progress since the Board's last meeting on 11 January 2023.
Recommendations	That the report is noted.
Reason for Recommendations	To keep the Board appropriately updated on progress, no further action is required at this time.

1.0 Background

- 1.1 On 4 March 2021 the Trustee Board considered future options for the land owned by the Gilstrap Charity at Cedar Avenue/Lincoln Road, Newark (the Land). The Board resolved to seek to have the Land designated as public open space and to approach the District and Town Councils for expressions of interest in acquiring the Land.
- 1.2 On 19 October 2021 a valuation of £45,000, based on the Land being sold as public open space, was reported to the Trustee Board.
- 1.3 The Trustee Board was provided with a verbal update on 11 January 2022. This confirmed that Newark Town Council had approved, in principle, the purchase of the Land. Further, that charities law advice regarding the potential land disposal was being obtained on behalf of the Council as Trustee to the Charity.
- 1.4 At the Board's meeting on 5 May 2022 Members resolved for a submission to be made to the Charity Commission (the Commission) in respect of the potential disposal of Land off Cedar Avenue/Lincoln Road, and that that discussions with the Town Council continue in the meantime.

1.5 At the Board's meeting on 11 January 2023 it was reported that the Commission submission had been finalised and that further updates would be brought to the Board when available.

2.0 Update

2.1 The Commission confirmed in September 2023 that the matter was being considered. In November 2023 the Commission requested further information regarding whether the Council as Trustee has power of sale, and how any conflicts of interests (that may have arisen where Board Members are also Town Councillors) have been managed. Information has been provided to the Board's external solicitors, who are corresponding with the Commission.

2.2 The Commission has been asked for a likely timescale for its decision. A verbal update will be provided at the meeting if available.

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

[11 January 2023 report to the Trustee Board – Land off Cedar Aveue/Lincoln Road Newark - update](#)

[5 May 2022 report to the Trustee Board – Land off Cedar Avenue/Lincoln Road Newark - update](#)