



*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

12 June 2026

Voting Members of the Trustee Board

Councillor I Brown
Councillor S Haynes
Councillor M Home
Councillor J Kellas
Councillor P Taylor

Non-Voting Members of the Trustee Board

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

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

DATE: Monday, 22 June 2026 at 6.00 pm

VENUE: Civic Suite, 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. Declaration of Intention to Record the Meeting	
2. Apologies for Absence	
3. Appointment of Chair	4 - 5
4. Declarations of Interests from Members and Officers	
5. Minutes of the Meeting held on 9 March 2026	6 - 9
6. Trust Audited and Draft Accounts Audit Accounts for Financial Year Ended 31 March 2025 Draft Accounts for Financial Year Ended 31 March 2026	10 - 21
7. Applications for Funding	22 - 36
8. Date of Next Meeting 21 September 2026	



Report to: Meeting of the Trustees of the Gilstrap and WE Knight Charities: 22 June 2026

Clerk to the Trustees: Francesca Whyley, Monitoring Officer and Clerk to the Board of Trustees

Lead Officer: Helen Brandham, Democratic Services Officer

Report Summary	
Report Title	Appointment of Chair of the Board of Trustees
Purpose of Report	To appoint a Chair of the Board of Trustees for the 2026/2027 Municipal Year.
Recommendations	That the Board of Trustees appoint a Chair for the 2026/2027 Municipal Year from the appointed voting members.
Reason for Recommendations	To ensure that the Board has a Chair in place for the 2026/2027 municipal year.

1.0 Background

1.1 At the meeting of Annual Council held on 19 May 2026, the membership of the Board of Trustees to the Gilstrap and WE Knight Charities was confirmed. However, the role of Chair was not allocated and was left for the Board to determine who should assume the role for the 2026/2028 municipal year.

2.0 Proposal

2.1 It is proposed that the Board consider who they would wish to assume the role of Chair from the voting members appointed, as listed below:

Councillors:

Irene Brown
Simon Haynes
Michelle Home
Jack Kellas
Paul Taylor

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.

Implications Considered			
Yes – relevant and included / NA – not applicable			
Financial	NA	Equality & Diversity	NA
Human Resources	NA	Human Rights	NA
Legal	NA	Data Protection	NA
Digital & Cyber Security	NA	Safeguarding	NA
Sustainability	NA	Crime & Disorder	NA
LGR	NA	Tenant Consultation	NA

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

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 Tuesday, 24 June 2025 at 6.00 pm.

PRESENT: Councillor S Haynes, Councillor I Brown and Councillor P Taylor

IN ATTENDANCE: Councillor R Cozens, Councillor S Crosby, Councillor D Moore and Councillor N Ross

APOLOGIES FOR ABSENCE: Councillor A Amer (Chair) and Councillor J Kellas

1 ELECTION OF CHAIR FOR THE MEETING

Due to the apology for absence of the Board Chair, Members were asked to nominate a Chair for this meeting.

AGREED (unanimously) that Councillor P Taylor be appointed Chair for this meeting only.

2 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

The Clerk to the Trustees advised the Board regarding conflicts of interests and advised Members that Agenda Items 8 and 9 on the agenda both related to transactions with Newark Town Council. The Clerk's advice was for voting Members who were also Town Councillors to refrain from voting on Agenda Item 8 – Application for Grant Funding – Newark Cultural Consortium, as the applicant was Newark Town Council.

The Chair proposed and Councillor S Haynes seconded a motion to allow a non-voting Member, Councillor R Cozens to vote on Agenda Item No. 8 – Application for Grant Funding – Newark Cultural Consortium, as the Board felt that the application had been submitted some months previous and a decision was needed.

AGREED: (unanimously) that Councillor R Cozens be allowed as a non-voting Member to vote on Agenda Item No. 8 – Application for Grant Funding – Newark Cultural Consortium.

NOTED: that:

- a) Councillor R Cozens, non-voting Member – declared a non-registrable interest regarding Agenda No. 7 – Application for Grant Funding – Friends of Newark Castle and Victorian Gardens as she was the Portfolio Holder for Heritage, Culture and the Arts;
- b) the following voting Members declared non-registrable interests regarding Agenda No. 8 – Application for Grant Funding – Newark Cultural Consortium, as elected Members of Newark Town Council.

Councillor I Brown
Councillor P Taylor

- c) the following non-voting Members declared an interest in Agenda Item No. 8 - Application for Grant Funding – Newark Cultural Consortium, as elected Members of Newark Town Council.

Councillor S Crosby
Councillor D Moore
Councillor N Ross

3 DECLARATION OF INTENTION TO RECORD THE MEETING

The Chair advised the Board that the meeting was being recorded and streamed online in accordance with usual practice.

4 MINUTES OF THE MEETING HELD ON 27 FEBRUARY 2024

Minute No. 52 – Application for Grant Funding – The Free Football Club – A Member felt that the wording was not accurate, as the application was not declined, Members requested that the applicant submit further information in support of the application.

The Clerk to the Trustees, informed the Board that the applicant was approached for further information, but no further information was forwarded to the Council.

AGREED that subject to the amendment removing the wording “that the application be declined”, the minutes of the meeting held on 27 February 2024 were agreed as a correct record and signed by the Chair.

5 TRUST ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2024

The Board considered the report of the Assistant Business Manager Financial Services which presented to the Trustees the financial accounts for the W.E. Knight Trust and the Gilstrap Endowment Fund for the financial year ended 31 March 2024.

The financial performance figures for W.E. Knight were provided in the report. As per previous reports W.E. Knight had 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 had a minimum balance remaining.

The Gilstrap charity received an annual income of £43,000 from leasing the Gilstrap building in Newark. As of 31 March 2024, the charity held a bank balance of £311,307 and investments valued at £145,277. This resulted in a total of £456,584 available for allocation, with no current commitments to future projects or grant funding.

It was a function of the Board to receive the annual accounts of the charities. The W.E. Knight Charity would be closed; a report would be brought to a future Board Meeting.

AGREED (unanimously) that the financial accounts for the year ended 31 March 2024 be noted.

6 APPLICATION FOR GRANT FUNDING - FRIENDS OF NEWARK CASTLE & VICTORIAN GARDENS

The Committee considered an application for grant funding from the Friends of Newark Castle & Victorian Gardens, for a project to support the promotion of education and understanding of one of Newark's most significant historic buildings and to tie together the historic landscape of the town. An amount of £50,000 was sought and information on the project was included in the report.

Members whilst considering the application did not disagree that this was not a good project, they however felt that there was not enough detailed information to satisfy them that this was good value for money. They asked for the associated costs and what element the Board were being asked to fund. They also asked that the Friends of Newark Castle & Victorian Gardens be invited to the future Board meeting to present their application. It was therefore proposed that the application be deferred pending further information and a meeting be arranged no later than September 2025.

A Member asked that the statement of income of £98,000 be removed from the application as it appeared mis-leading. The Clerk to the Trustees confirmed that this could not be removed from the application but would be noted in the minutes.

AGREED (unanimously) that:

- a) a meeting of the Board be arranged no later than September 2025;
- b) the application for funding of £50,000 be deferred in order for detailed information regarding how the funding would be spent to be submitted to a future Board meeting; and
- c) the Friends of Newark Castle & Victorian Gardens be invited to the future Board meeting to present their application.

7 APPLICATION FOR GRANT FUNDING - NEWARK CULTURAL CONSORTIUM

The Committee considered an application for grant funding from the Newark Cultural Consortium, for a project to promote education and understanding of historic buildings and Newark's history which would benefit Newark's Community. An amount of £10,000 was sought and information on the project was included in the report.

Councillor R Cozens as non-voting Member was given permission by the Board Members as detailed in Minute No. 2 above, to vote on this application.

Having declared non-registrable interests Councillors I Brown and P Taylor did not take part in the debate or vote.

Members felt that the application was in line with the criteria to reflect the Gilstrap Charity's purpose and objectives.

AGREED (with 2 votes for) that the application for funding of £10,000 be granted to the Newark Cultural Consortium.

8 LAND OFF CEDAR AVENUE LINCOLN ROAD - VERBAL REPORT

The Committee considered a verbal update on progress with the land off Cedar Avenue/Lincoln Road Newark and potential disposal to Newark Town Council. The Clerk explained that this was a long ongoing matter. For transparency an update was being provided as matters had not progressed sufficiently to bring a report moving things forward.

The Commission had two main issues it needed to satisfy itself on. The first was around managing conflicts of interest; the external advice received was that Town Councillors should declare an interest and refrain from voting on this matter going forward.

The second was how the Council as Trustee would further the objects of the charity going forward, for example by investing the proceeds of sale for income generation.

The Clerk was working with external advisors to answer all the Commission's questions and would bring a report to the next meeting of the Board.

The Clerk advised that with the Board's current makeup there would be only two voting members for any decision on this matter. As with the earlier item on the agenda, the Board could resolve to give non-voting Members a vote for the meeting. Another alternative was to look at appointing some independent Board Members.

9 DATE OF NEXT MEETING

AGREED that the next meeting take place no later than September 2025.

Meeting closed at 6.50 pm.

Chairman



Report to: Meeting of the Trustees of the Gilstrap & WE Knight Charities – 22 June 2026

Clerk to the Trustees: Fran Whyley, Clerk to the Trustees and Monitoring Officer

Lead Officer: Andrew Snape, Assistant Business Manager Financial Services

Report Summary	
Report Title	Trust Audited Accounts for the Financial Year Ended 31 March 2025 and Draft Accounts for the Financial Year Ended 31 March 2026
Purpose of Report	To present to the Trustees the financial accounts for the Gilstrap Endowment Fund for the financial year ended 31 March 2025 and 31 March 2026.
Recommendations	That the Trustees note: a) the audited financial accounts for the year ended 31 March 2025; and b) the draft financial accounts for the year ended 31 March 2026 prior to submission to the auditors.

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 – Audited Annual Accounts to end of March 2025 and Draft Annual Accounts to end of March 2026

2.1 Due to the scheduling of Trustee meetings, and the March meeting being solely focused on grant application considerations, this report covers both the annual accounts for the financial years ending March 2025 and March 2026.

2.2 The audited accounts for the Gilstrap Charity for the financial year ending March 2025 are attached at **Appendix A**. The Charity receives £43,000 per annum from the lease of the Gilstrap building in Newark. As at 31 March 2025, the Charity held a bank balance of £348,132 and investments valued at £148,426.

2.3 The accounts for the year ending March 2025 were audited in January 2026, with no amendments required. They were subsequently submitted to the Charity Commission on 30 January 2026.

- 2.4 Draft accounts for the financial year ending March 2026 are attached at **Appendix B**. The Charity continues to receive annual lease income of £43,000. As at 31 March 2026, the bank balance stood at £385,337, with investments valued at £151,128. At this date, a total of £461,716 is held in uncommitted reserves and is available for future approved grant applications.
- 2.5 As the Gilstrap Charity has an annual income exceeding the £25,000 threshold, its accounts require an independent examiner’s report. Accordingly, the accounts at Appendix B will be submitted to the auditors for verification in line with national deadlines.
- 2.6 Management and administration charges remain consistent with the terms outlined in the Service Level Agreement with the Council.
- 2.7 As noted in previous reports, W.E. Knight has allocated the majority of its funds to the Newark R&M Cricket Club for their Ground Development Project. Consequently, the Charity currently has a remaining balance of £1,228.

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.

Implications Considered			
Yes – relevant and included / NA – not applicable			
Financial	NA	Equality & Diversity	NA
Human Resources	NA	Human Rights	NA
Legal	NA	Data Protection	NA
Digital & Cyber Security	NA	Safeguarding	NA
Sustainability	NA	Crime & Disorder	NA
LGR	NA	Tenant Consultation	NA

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 NUMBER: 528226 (England and Wales)

The Gilstrap Charity

Audited Financial Statements

For the Year Ended 31 March 2025





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 2025 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: Philip Lazenby

Date : 23rd January 2026

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 2025

REVENUE ACCOUNT

	Year Ended 31-Mar-25 £p	Year Ended 31-Mar-24 £p	Year Ended 31-Mar-23 £p	Year Ended 31-Mar-22 £p
<u>Income</u>				
Investment Interest	3,150.02	2,840.36	1,420.53	712.23
Lease income	43,000.00	43,000.00	43,000.00	43,000.00
Total Income	46,150.02	45,840.36	44,420.53	43,712.23
<u>Expenditure</u>				
Castle Exhibition				5,930.00
Educational Events				
Chestnut Avenue Unlawful Occupation				
Land Valuation				
King John Re-enactment				
Grant Aid Support		2,002.20		1,918.00
Catering and Refreshment				
Legal advice on disposal of property		508.00	2,798.00	
Advertising				
Contractual Services				
Miscellaneous Items	410.40			
Bank Charges	245.00	274.40	187.00	247.00
Audit Fees				
Financial Services	3,610.00	3,370.00	2,550.00	2,480.00
Corporate Management Team	1,200.00	1,150.00	1,100.00	1,100.00
Committee Support	710.00	680.00	680.00	680.00
Total Expenditure	6,175.40	7,984.60	7,315.00	12,355.00
Surplus / Deficit(-) on Income less Expenditure	39,974.62	37,855.76	37,105.53	31,357.23
<u>Other Comprehensive Income and Expenditure</u>				
Revaluation on Fixed Asset				
Total Comprehensive Income for the year	39,974.62	37,855.76	37,105.53	31,357.23
Surplus brought forward	314,218.40	276,362.64	239,257.11	207,899.88
In year Surplus / Deficit (-)	39,974.62	37,855.76	37,105.53	31,357.23
Surplus carried forward	354,193.02	314,218.40	276,362.64	239,257.11



BALANCE SHEET

	Year Ended 31-Mar-25 £p	Year Ended 31-Mar-24 £p	Year Ended 31-Mar-23 £p	Year Ended 31-Mar-22 £p
<u>Current Assets/Liabilities</u>				
Fixed Assets	45,000.00	45,000.00	45,000.00	45,000.00
Investments	148,426.75	145,276.73	142,436.37	141,015.84
Bank	348,132.21	311,307.61	276,432.21	241,352.31
Debtor	0.00	0.00	0.00	0.00
Creditor	(10,750.00)	(10,750.00)	(10,890.00)	(11,495.10)
	<u>530,808.96</u>	<u>490,834.34</u>	<u>452,978.58</u>	<u>415,873.05</u>
<u>Source of Funds</u>				
Revenue surplus	350,694.02	310,719.40	272,863.64	235,757.11
Capital surplus	3,499.00	3,499.00	3,499.00	3,500.00
Endowment Fund	131,615.94	131,615.94	131,615.94	131,615.94
Revaluation Reserve	45,000.00	45,000.00	45,000.00	45,000.00
	<u>530,808.96</u>	<u>490,834.34</u>	<u>452,978.58</u>	<u>415,873.05</u>

ANDREW SNAPE

**Andrew Snape
Assistant Business Manager
Financial Services
December 2025**

CHARITY NUMBER: 528226 (England and Wales)

The Gilstrap Charity

Unaudited Financial Statements

For the Year Ended 31 March 2026





ANNUAL REPORT AND ACCOUNTS - YEAR ENDED 31ST MARCH 2026

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.



THE GILSTRAP CHARITY (Registration Number 528226)

Financial Statements

For the Year Ended 31 March 2026

REVENUE ACCOUNT

	Year Ended 31-Mar-26 £p	Year Ended 31-Mar-25 £p	Year Ended 31-Mar-24 £p	Year Ended 31-Mar-23 £p
Income				
Investment Interest	2,702.03	3,150.02	2,840.36	1,420.53
Lease income	43,000.00	43,000.00	43,000.00	43,000.00
Total Income	45,702.03	46,150.02	45,840.36	44,420.53
Expenditure				
Castle Exhibition				
Educational Events				
Chestnut Avenue Unlawful Occupation				
Land Valuation				
King John Re-enactment				
Grant Aid Support			2,002.20	
Catering and Refreshment				
Legal advice on disposal of property			508.00	2,798.00
Advertising				
Contractual Services				
Miscellaneous Items	0.00	410.40		
Bank Charges	185.00	245.00	274.40	187.00
Audit Fees				
Financial Services	3,670.00	3,610.00	3,370.00	2,550.00
Corporate Management Team	1,220.00	1,200.00	1,150.00	1,100.00
Committee Support	720.00	710.00	680.00	680.00
Total Expenditure	5,795.00	6,175.40	7,984.60	7,315.00
Surplus / Deficit(-) on Income less Expenditure	39,907.03	39,974.62	37,855.76	37,105.53
Other Comprehensive Income and Expenditure				
Revaluation on Fixed Asset				
Total Comprehensive Income for the year	39,907.03	39,974.62	37,855.76	37,105.53
Surplus brought forward	354,193.02	314,218.40	276,362.64	239,257.11
In year Surplus / Deficit (-)	39,907.03	39,974.62	37,855.76	37,105.53
Surplus carried forward	394,100.05	354,193.02	314,218.40	276,362.64

**BALANCE SHEET**

	Year Ended 31-Mar-26 £p	Year Ended 31-Mar-25 £p	Year Ended 31-Mar-24 £p	Year Ended 31-Mar-23 £p
<u>Current Assets/Liabilities</u>				
Fixed Assets	45,000.00	45,000.00	45,000.00	45,000.00
Investments	151,128.78	148,426.75	145,276.73	142,436.37
Bank	385,337.21	348,132.21	311,307.61	276,432.21
Debtor	0.00	0.00	0.00	0.00
Creditor	-10,750.00	-10,750.00	-10,750.00	-10,890.00
	<u>570,715.99</u>	<u>530,808.96</u>	<u>490,834.34</u>	<u>452,978.58</u>
<u>Source of Funds</u>				
Committed Reserve	64,000.00	0.00	0.00	0.00
Uncommitted Reserve	461,715.99	485,808.96	445,834.34	407,978.58
Revaluation Reserve	45,000.00	45,000.00	45,000.00	45,000.00
	<u>570,715.99</u>	<u>530,808.96</u>	<u>490,834.34</u>	<u>452,978.58</u>

Andrew Snape
Assistant Business Manager
Financial Services
June 2026



Report to: Meeting of the Trustees of the Gilstrap and WE Knight Charities: 22 June 2026

Clerk to the Trustees: Fran Whyley, Clerk to the Trustees and Monitoring Officer

Lead Officer: Helen Brandham – Democratic Services Officer

Report Summary	
Report Title	Applications for Funding from the Gilstrap Charity
Purpose of Report	For the Board of Trustees to consider the applications made to the Gilstrap Charity for grant funding.
Recommendations	That the Board of Trustees consider and determine the applications received from: <ul style="list-style-type: none"> a) Friends of National Civil War Centre – Newark Museum; and b) Assemble Church.

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 are listed below:

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 Applications Received

2.1 Friends National Civil War Centre – Newark Museum

- 2.1.1 Attached as **Appendix B** to this report is an application for funding from Friends National Civil War Centre – Newark Museum (FNCWC-NM) who are seeking the following:

£5,000 Parliamentary Proceedings Manuscript c1652; and
£500 towards the purchase of 2 laptops

- 2.1.2 As can be seen from the application form, the objectives of the FNCWC-NM are to promote, assist and improve the National Civil War Centre – Newark Museum by raising funds and providing financial support, and by raising the public’s awareness of the museum and assisting with museum activities as agreed with management and staff.

- 2.1.3 It is intended that the funding will enable the purchase of rare manuscripts and additional laptops for use in the Wolfson Library within the NCWC-NM. The manuscripts are described as rare and unique contemporary Civil War literature that may otherwise be sold to a private buyer.

2.2 Assemble Church, Barnbygate, Newark

- 2.2.1 Attached as **Appendix C** to this report is an application for funding from the Assemble Church who are seeking the following:

£8,087 contribution towards auditorium chairs and kitchen refit

- 2.2.3 As can be seen from the application form and supplementary information, the Assemble Church’s mission is to make the Kingdom of God more accessible to the people of Newark.

- 2.2.4 The Assemble Church has recently purchased 13-15 Barnbygate and the funding request is to assist with making it a more attractive place to worship God and for community groups to meet. They wish to make it a venue of choice for live music, theatre and performing arts events, especially for organisations based in Newark. Full details can be read in the supplementary information.

3.0 Gilstrap Charity Monies

- 3.1 As previously referred to earlier on in the Agenda, Agenda Item No. 6 – Trust Audited and Draft Accounts, the current monies available for applications as at 11 June 2026 are:

Overall Monies	£515,715
Monies Committed	<u>£54,000</u>
Available Balance	<u>£461,715</u>

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.

Implications Considered			
Yes – relevant and included / NA – not applicable			
Financial	Y	Equality & Diversity	NA
Human Resources	NA	Human Rights	NA
Legal	Y	Data Protection	NA
Digital & Cyber Security	NA	Safeguarding	NA
Sustainability	NA	Crime & Disorder	NA
LGR	NA	Tenant Consultation	NA

Financial Implications

- 4.1 As noted in paragraph 3.1, there is currently £461,715 available to support future projects or grant applications. If the applications listed above, totalling £13,587, are approved, the remaining balance will decrease to £448,128.

Legal Implications

- 4.2 Any agreement to allocate funding must align with the charities criteria and any agreed allocation will be subject to the conditions of grant detailed at Appendix A.

The Board must act in the best interests of the Charity as distinct from the best interests of Newark & Sherwood District Council or any other body when making decisions.

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.

Application Process

Completed application forms should be returned to:

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

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 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.

APPENDIX B

**APPLICATION FOR GRANT AID SUPPORT
GILSTRAP CHARITY**

RECEIVED BY
29 MAY 2026
ADMIN SERVICES

1. About Your Organisation			
Organisation Name:	Friends National Civil War Centre-Newark Museum		
Contact Name:	Vivienne Hall		
Address:	[REDACTED]		
Postcode:	[REDACTED]	Telephone No.	[REDACTED]
Email Address:	[REDACTED]		
2. Project Description			
Please describe the nature of your project and its objectives:			
Nature of Project:	To continue to support the development of the Wolfson Library in the National Civil War Centre-Newark Museum (NCWC-NM) as a centre of excellence for research into the English Civil War with the purchase of relevant historical documents when these become available and to provide additional laptop provision to extend the digitisation of the material available in the Wolfson Library for use of historians both local and national in the library and for use when giving talks at the NCWC-NM.		
Objectives:	To continue to support the development of the Wolfson Library in the National Civil War Centre-Newark Museum (NCWC-NM) as a centre of excellence for research into the English Civil War with the purchase of relevant historical documents when these become available and to provide additional laptop provision to extend the digitisation of the material available in the Wolfson Library for use of historians both local and national in the library and for use when giving talks at the NCWC-NM.		
Expected Start Date:	July 2026	Expected Finish Date:	When items have been bought
Where will your project/event take place?			
The Wolfson Library at the NCWC-NM			
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.			
Visiting schools, university students and academics as well as all visitors to the NCWC-NM.			
How many people will participate in the project?			
All visitors to the NCWC-NM			
What links does the project have to existing arts or cultural related events and programmes both locally and nationally?			
The purchase of rare manuscripts and additional laptops for the NCWC-NM extends the resources available for all users of the Wolfson Library at the NCWC-NM			
Why is the project needed?			
The NCWC-NM doesn't have the budget to buy the manuscripts and additional laptops. This rare and unique manuscript is contemporary Civil War literature which would be loss a for public use if bought by a private buyer.			
How will you promote and publicise your project?			
The NCWC-NM will promote the Wolfson Library as part of the facilities of the NCWC-NM for all visitors.			
What longer term benefits will be derived from the project?			
The NCWC-NM is a nationally recognised centre of excellence on the English Civil War and the opportunity to purchase a rare document in private hands brings this into public use for the first time.			

APPENDIX B

4. Project/Event Budget	
Please provide details of the project/event budget, including the amount requested from the Gilstrap Charity. If the total cost is more than the grant requested, where will the rest of the funding come from? A brief review of the most material Parliamentary proceedings 1652 £5000 Towards the purchase of 2 laptops £500	
Is your organisation VAT registered?	Yes/No No
If yes, please provide your VAT Registration Number: _____	
Will there be any income generated from the project/event? If yes, please provide estimates. No	
5. Have applications been made for other sources of third party funding?	
If successful the Friends NCWC-NM will top up the grant to cover the full cost of the manuscript and laptops and if possible 3 additional manuscripts offered by the private seller .	
6. Other Supporting Comments and Information	
The objectives of the FNCWC-NM are to promote, assist and improve the National Civil War Centre-Newark-Museum (the Museum) by raising funds and providing financial support, by raising the public's awareness of the Museum and assisting with Museum activities as agreed with the Museum management and staff."	
BANK ACCOUNT DETAILS (If your application is successful, we will pay the award through a BACS transfer). <p style="text-align: right;">Friends National Civil War Centre-Newark Museum [REDACTED]</p>	
DECLARATION	
I confirm that I am authorised to sign this application on behalf of FNCWC-NM	
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 [REDACTED]	Print Name <u>Vivienne Hall</u>
Date <u>29.05.2026</u>	

CONDITIONS OF GRANT FUNDING

1. Approval must be sought for any subsequent 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 Charity 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.
6. Proof of expenditure will be required.

APPENDIX B

7. Any publicity/marketing material associated with the grant funded event/initiative must acknowledge the Charity's grant funding contribution and include the Charity's logo and website address.

Please return this form to:

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

APPENDIX B

**APPLICATION FOR GRANT AID SUPPORT
GILSTRAP CHARITY**

1. About Your Organisation			
Organisation Name:	ASSEMBLE CHURCH		
Contact Name:	MARTIN O'CONNELL		
Address:	[REDACTED]		
Postcode:	[REDACTED]	Telephone No.	[REDACTED]
Email Address:	[REDACTED]		
2. Project Description			
Please describe the nature of your project and its objectives:			
Nature of Project: Please see attached supplementary document			
Objectives: To renovate our new church building to enhance its appeal as a place of worship and community activity and a venue for performing arts groups			
Expected Start Date:	JULY 2026	Expected Finish Date:	ONGOING.
Where will your project/event take place?			
ASSEMBLE CHURCH 13-15 BARNBYGATE, NEWARK, NG24 1PU.			
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.			
Please see attached supplementary document			
How many people will participate in the project?			
c 30-40.			
What links does the project have to existing arts or cultural related events and programmes both locally and nationally?			
Please see attached supplementary document			
Why is the project needed?			
Please see attached supplementary document			
How will you promote and publicise your project?			
Via internal church communication, social media and the Newark Advertiser			
What longer term benefits will be derived from the project?			
Please see attached supplementary document			

4. Project/Event Budget

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

Is your organisation VAT registered? *Yes/No*
 If yes, please provide your VAT Registration Number: _____

Will there be any income generated from the project/event? If yes, please provide estimates.
Yes. Please see details in the supplementary document.

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

Not yet.

6. Other Supporting Comments and Information

Please see attached supplementary document.

BANK ACCOUNT DETAILS (If your application is successful, we will pay the award through a BACS transfer). *Assemble Church*
Virgin Money [REDACTED]

DECLARATION

I confirm that I am authorised to sign this application on behalf of *ASSEMBLE CHURCH*

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.

Signature [REDACTED] Print Name *MARTIN O'CONNELL*

Date *4th JUNE 2026*

CONDITIONS OF GRANT FUNDING

1. Approval must be sought for any subsequent 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 Charity 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.
6. Proof of expenditure will be required.

7. Any publicity/marketing material associated with the grant funded event/initiative must acknowledge the Charity's grant funding contribution and include the Charity's logo and website address.

Please return this form to:

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

June 5th 2026



ASSEMBLE CHURCH

FUNDING APPLICATION TO THE GILSTRAP CHARITY

SUPPLEMENTARY INFORMATION

In order to give a more comprehensive description of our application, I have prepared this document to supplement the application form. I trust this is in order

Background

Assemble Church was established in Newark in July 2022 under the leadership of Dom and Samantha O'Connell. We are a member of Assemblies of God and our mission is to make the Kingdom of God more accessible to the people of Newark. Currently, we meet in Magnus school hall and we have recently bought the former Methodist church on Barnbygate (13-15 Barnbygate, NG24 1PX)

It is this new building that is the focus of the project for which we are requesting funding assistance. There is work to be done to refurbish the building to make it a more attractive place to worship God and for community groups to meet. We also want to create a venue of choice for live music, theatre and performing arts events especially for organisations based in Newark. In all of these ways, the building - once improved - will significantly benefit the community of Newark and this document describes how and, therefore, why the project is necessary

The Nature of the Project

Having completed the purchase of the building on 20th May this year, we have quickly identified that work needs to be undertaken to renovate and refurbish the building to preserve its status as a modern place of worship and to increase its appeal as a venue of choice for performing arts events and a meeting place for community groups. At the same time, the improvements we are proposing maintain the integrity and heritage of the historical legacy of the building. To that end, of course, we are seeking listed building consent to allow us to make the improvements we have identified are necessary and desirable.

As an overview, these are areas on which the first phase of the project will focus

- To refurbish the main church auditorium with enhanced lighting, sound system, seating arrangements together with repositioning of the pulpit and pews, redecoration and new carpeting.

June 5th 2026


 The logo for ASSEMBLE church is displayed on a dark, textured rectangular background. The word "ASSEMBLE" is written in a bold, white, sans-serif font, and the word "church" is written in a smaller, white, lowercase sans-serif font to its right.

ASSEMBLE church

- To renovate the kitchen in the foyer to create a genuine cafe. This needs new kitchen units and appliances, tables, chairs and decor together with redecoration and new carpet
- To furnish the adjoining hall with equipment to enable activities for young people of all ages from soft play equipment for toddler groups to equipment for teenager activities, along with redecoration
- To create a boardroom environment which can also be used as a training and conference room to incorporate a boardroom table, TV and presentation equipment.
- To install wifi and CCTV equipment to the church building

The overall objective of the project is to create an attractive, modern venue for Christian worship, community activity and performing arts events.

Who will benefit and which area of Newark will we be covering

The location of the building means that there is no area of Newark that is excluded from benefiting from it and what it can and will provide.

We are particularly aiming at the following groups

- The spiritually needy. Offering a place of sanctuary and safety to all who need it.
- The youth of Newark. Providing a safe place for our young people to gather for friendship, support, spiritual growth and fun
- The vulnerable. An outreach for the most vulnerable in our society, we will work with agencies and the council to offer practical help and, once again, spiritual support for all who need it
- Various Newark based theatre, music and performing arts groups looking for a home to rehearse and showcase their talent in a modern and high quality environment

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

The building is already used variously by

- Homestart Newark
- The Newark Choral Society
- The Palace Singers (Newark)
- The Wolfit Society (Newark)
- The Associated Board of Royal Schools of Music
- The Rotary Clubs of Newark
- The Newark Town Band
- The East Midlands Musical Theatre Choir

Why is the project needed?

The work we want to undertaken will refresh a beautiful and historically significant building and ensure its relevance and appeal for many years to come both as a place of worship and spiritual wellbeing and as a venue of choice for performing arts groups in Newark. We absolutely respect the need to maintain the heritage of the building whilst, at the same time, tastefully and appropriately modernising it for current and future use

June 5th 2026


 ASSEMBLE church

What longer term benefits will be derived from the project

Quite simply, the project will enable us to develop this wonderful building so that it is much better equipped to provide a spiritual home and a community hub and sustain its relevance and appeal for future generations of Newark residents.

Budget details and amount requested

It is too early for us to be totally precise about what the project will cost altogether. We do have some specific costs and I will outline those here.

1. Wifi and CCTV installation costs - £5,545
2. Refitted kitchen and appliances - £8,175
3. 200 new auditorium chairs @ £40 = £8,000
4. Lighting and sound enhancements - £17,250

The costs of redecoration have not yet been established.

Can I respectfully request a contribution the cost of the kitchen and the cost of the auditorium chairs. I can confirm that we will match any funding from The Gilstrap Charity

Auditorium chairs = £8,000 @ 50:50 split = £4,000

Kitchen refit - £8,175 @ 50:50 split = £4,087

Total request - £8,087

Will there be any income generated from the project

Yes.

After completion of the project, we need to be able to sustain the building and continue to reach out to the town of Newark, all of which will require income. The principal sources of income will be

- The cafe. Whilst we haven't yet done a complete business plan, we anticipate that the cafe, when it is fully operational will generate income of c£1,000 per week and clear of profit of c£500, an annual profit of £25,000
- Venue lettings. We are basing our plan on one event per week across the year in either the main auditorium (the concert hall) or the hall (the studio) at a gross income of £400. That equates to annual income of £20,000

Have any applications been made for other sources of third party funding

Not yet. As you would expect, we are exploring other sources but, as it stands, we have not made any other bids.

June 5th 2026


 ASSEMBLE church

In Summary - how does this application meet The Gilstrap Charity's application criteria?

1. Promoting education and understanding of historic buildings

By purchasing this building, Assemble Church has ensured that one of Newark's most significant and historically important buildings will retain its original purpose. We believe that, by itself, preserves a piece of Newark's history and enables current and future generations to understand that history. We now need financial support to ensure that we can enhance the interior of the building to strengthen its appeal to Newark's residents as a place of worship, a thriving community hub and a performing arts venue

2. Demonstrate a benefit to the community of Newark

One of the reasons we wanted a town centre location for our church is that we want to be more accessible to the community we believe we have been called to serve. Specifically, we want to be a source of support and comfort to the young, the old, the vulnerable and the spiritually needy as well as a venue of choice for performing arts groups.

3. Where match funding has already been obtained or is likely to be committed

Through tithing, offering and fundraising activities, we do have some funds and any grant The Gilstrap Charity may feel is appropriate to allocate will be matched by Assemble Church.

4. Sustainable benefits

We believe that this project is necessary to help establish social (including spiritual) and economic sustainability for generations to come. In the first place, the project will enable us to maintain this historically significant building as a place of worship and a centre for community outreach and activity, vital factors in social sustainability. It will also allow us to establish a reliable and constant source of income which, in turn, will create economic sustainability and enable us to continue to expand community outreach and provide more and more support for our community long into the future

We commend this proposal for your consideration

Martin O'Connell
For and on behalf of Assemble Church

