



*Castle House  
Great North Road  
Newark  
NG24 1BY*

*Tel: 01636 650000*  
[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

**Date Not Specified**

**Chair: Councillor P Taylor**

**Voting Members of the Trustee Board:**

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

**Non-Voting Members of the Trustee Board**

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

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

**DATE: Monday, 20 July 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](mailto:Helen.brandham@newark-sherwooddc.gov.uk)



## **AGENDA**

### **Page Nos.**

- |    |                                                                            |         |
|----|----------------------------------------------------------------------------|---------|
| 1. | Declaration of Intention to Record the Meeting                             |         |
| 2. | Apologies for Absence                                                      |         |
| 3. | Declarations of Interests from Members and Officers                        |         |
| 4. | Minutes of the Meeting held on 22 June 2026                                | 4 - 6   |
| 5. | Funding Application - Friends of National Civil War Centre - Newark Museum | 7 - 14  |
| 6. | Funding Application - Assemble Church                                      | 15 - 25 |
| 7. | Date of Next Meeting                                                       |         |
|    | 21 September 2026 @ 6pm                                                    |         |

## 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 Monday, 22 June 2026 at 6.00 pm.

PRESENT: Councillor I Brown, Councillor M Home, Councillor J Kellas and Councillor P Taylor

APOLOGIES FOR ABSENCE: Councillor S Haynes

In the absence of an appointed Chair of the Board of Trustees the Clerk opened the meeting.

### 20 DECLARATION OF INTENTION TO RECORD THE MEETING

The Clerk to the Board of Trustees advised that the meeting was being recorded and streamed online in accordance with usual practice.

### 21 APPOINTMENT OF CHAIR

The Board of Trustees considered the report of the Clerk which sought nominations for the appointment of Chair of the Board for the 2026/2027 municipal year.

AGREED (by 2 votes for with 1 abstention) that Councillor Paul Taylor be appointed as Chair of the Board of Trustees.

### 22 DECLARATION OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED that:

a) the following voting Trustees declared non-registerable interests as elected Members of Newark Town Council:

Councillor Irene Brown  
Councillor Jack Kellas  
Councillor Paul Taylor

b) the following non-voting Trustees declared an interest as elected Members of Newark Town Council:

Councillor Susan Crosby  
Councillor David Moore  
Councillor Neil Ross

c) Councillor Rowan Cozens, a non-voting Trustee, declared an interest in Agenda Item No. 7 – Applications for Funding (Friends of National Civil War Centre – Newark Museum) as the Portfolio Holder for Heritage, Culture & the Arts.

### 23 TRUST AUDITED AND DRAFT ACCOUNTS

The Board considered the report presented by the Assistant Business Manager – Financial Services which provided the Trustees with the financial accounts for the Gilstrap Endowment Fund for the financial year ended 31 March 2025 and 31 March 2026.

The report set out that as at 31 March 2026 the Gilstrap Charity had a total of £461,716 in uncommitted reserves. It was also reported that the W.E. Knight Charity had a remaining balance of £1,228.00 in their account, having previously made a financial contribution to the Newark Cricket club project in April 2022.

In considering the report a Board Member queried as to why there remained a balance in the W.E. Knight account. In response, the Assistant Business Manager advised that a residual balance had remained in the accounts to pay for any costs incurred associated with the winding up of the charity.

The Board requested that a further report on the costs likely to be incurred with the winding up of the charity be brought to the next scheduled meeting. It was suggested that if any monies remained after such costs were deducted, these would be designated as available funding.

AGREED (unanimously) that:

- a) the audited financial accounts for the year ended 31 March 2025; be noted;
- b) the draft financial accounts for the year ended 31 March 2026 prior to submission to the auditors be noted; and
- c) a report be brought to the next scheduled meeting of the Board of Trustees in relation to the costs associated with the winding up of the W.E. Knight Charity.

## 24 APPLICATIONS FOR FUNDING

The Board considered the report presented by the Clerk to the Trustees which sought consideration of two applications made to the Gilstrap Charity for grant funding from the Friends of the National Civil War Centre – Newark Museum and the Assemble Church.

Details of the Gilstrap Charity's current approved criteria were provided in the report together with how grant applications would be considered by the Board of Trustees. A summary of each application was provided in the report with the full application forms attached as Appendices B and C respectively.

### Friends of National Civil War Centre – Newark Museum

In considering the report and application form, Trustees sought further information as to how any necessary additional funding would be sourced to purchase the manuscript as referred to in the application form. It was agreed that the applicant be

invited to attend a future meeting of the Board of Trustees to provide further information.

Assemble Church

In considering the report and application form, Trustees again sought further information on the application as submitted to better fully understand the purpose that any funding awarded would be used for. It was again agreed that the applicant be invited to attend a future meeting of the Board of Trustees to provide further information.

- AGREED    a) (unanimously) that an additional meeting of the Board of Trustees be convened following the meeting of Full Council on 14 July 2026;
- b) (unanimously) that the applicants for Friends of the National Civil War Centre – Newark Museum be invited to attend the meeting to provide the Board of Trustees with additional information in relation to their application; and
- c) (by 3 votes for with 1 vote against) that the applicants for Assemble Church be invited to attend the meeting to provide the Board of Trustees with additional information in relation to their application.

25    DATE OF NEXT MEETING

NOTED    that the next scheduled meeting of the Board of Trustees was 21 September 2026 but that an additional meeting would be convened after Full Council which was to be held on 14 July 2026.

Meeting closed at 6.45 pm.

Chair



Report to: Meeting of the Trustees of the Gilstrap and WE Knight Charities: 20 July 2026

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

Lead Officer: Helen Brandham – Democratic Services Officer

| Report Summary           |                                                                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Title</b>      | Applications for Funding from the Gilstrap Charity                                                                                   |
| <b>Purpose of Report</b> | For the Board of Trustees to consider the application made to the Gilstrap Charity for grant funding.                                |
| <b>Recommendations</b>   | That the Board of Trustees consider and determine the application received from Friends of National Civil War Centre – Newark Museum |

## **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 Application 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.

## **3.0 Gilstrap Charity Monies**

- 3.1 As referred to previously at the meeting held on 22 June, the current monies available for applications as at 11 June 2026 were:

Overall Monies           £515,715  
Monies Committed       £54,000  
Available Balance       £461,715

## **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.

| <b>Implications Considered</b>                           |    |                      |    |
|----------------------------------------------------------|----|----------------------|----|
| <b>Yes – relevant and included / NA – not applicable</b> |    |                      |    |
| 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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                              |                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------|-----------------------------|
| <b>1. About Your Organisation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |                              |                             |
| <b>Organisation Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Friends National Civil War Centre-Newark Museum |                              |                             |
| <b>Contact Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vivienne Hall                                   |                              |                             |
| <b>Address:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | [REDACTED]                                      |                              |                             |
| <b>Postcode:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | [REDACTED]                                      | <b>Telephone No.</b>         | [REDACTED]                  |
| <b>Email Address:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | [REDACTED]                                      |                              |                             |
| <b>2. Project Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |                              |                             |
| <b>Please describe the nature of your project and its objectives:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                 |                              |                             |
| <p><b>Nature of Project:</b> 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.</p> <p><b>Objectives:</b></p> |                                                 |                              |                             |
| <b>Expected Start Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | July 2026                                       | <b>Expected Finish Date:</b> | When items have been bought |
| <b>Where will your project/event take place?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |                              |                             |
| The Wolfson Library at the NCWC-NM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |                              |                             |
| <b>3. People who will Benefit from this Project/Event</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                 |                              |                             |
| <b>Please provide details of who will benefit from this event and which area of Newark the project/event will cover.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                 |                              |                             |
| Visiting schools, university students and academics as well as all visitors to the NCWC-NM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                 |                              |                             |
| <b>How many people will participate in the project?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                 |                              |                             |
| All visitors to the NCWC-NM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                 |                              |                             |
| <b>What links does the project have to existing arts or cultural related events and programmes both locally and nationally?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                              |                             |
| 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                                                                                                                                                                                                                                                                                                                                                                                                          |                                                 |                              |                             |
| <b>Why is the project needed?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |                              |                             |
| 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.                                                                                                                                                                                                                                                                                                                                           |                                                 |                              |                             |
| <b>How will you promote and publicise your project?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                 |                              |                             |
| The NCWC-NM will promote the Wolfson Library as part of the facilities of the NCWC-NM for all visitors.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                 |                              |                             |
| <b>What longer term benefits will be derived from the project?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |                              |                             |
| 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

|                                                                                                                                                                                                                                                                                                                                       |                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>4. Project/Event Budget</b>                                                                                                                                                                                                                                                                                                        |                                 |
| 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?<br>A brief review of the most material Parliamentary proceedings 1652 £5000<br>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.<br>No                                                                                                                                                                                                                                    |                                 |
| <b>5. Have applications been made for other sources of third party funding?</b>                                                                                                                                                                                                                                                       |                                 |
| 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 .                                                                                                                                                 |                                 |
| <b>6. Other Supporting Comments and Information</b>                                                                                                                                                                                                                                                                                   |                                 |
| 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."                    |                                 |
| <b>BANK ACCOUNT DETAILS</b> (If your application is successful, we will pay the award through a BACS transfer).<br>Friends National Civil War Centre-Newark Museum                                                                               |                                 |
| <b>DECLARATION</b>                                                                                                                                                                                                                                                                                                                    |                                 |
| 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                                                                                                                                                                                                                                             | 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**



Report to: Meeting of the Trustees of the Gilstrap and WE Knight Charities: 20 July 2026

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

Lead Officer: Helen Brandham – Democratic Services Officer

| Report Summary           |                                                                                                       |
|--------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Report Title</b>      | Applications for Funding from the Gilstrap Charity                                                    |
| <b>Purpose of Report</b> | For the Board of Trustees to consider the application made to the Gilstrap Charity for grant funding. |
| <b>Recommendations</b>   | That the Board of Trustees consider and determine the application received from the 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 Application Received**

### **2.1 Assemble Church**

- 2.1.1 Attached as **Appendix B** 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

- 2.1.2 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.

- 2.1.3 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 referred to previously at the meeting held on 22 June, the current monies available for applications as at 11 June 2026 were:

Overall Monies            £515,715  
Monies Committed        £54,000  
Available Balance        £461,715

## **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.

| <b>Implications Considered</b>                           |    |                      |    |
|----------------------------------------------------------|----|----------------------|----|
| <b>Yes – relevant and included / NA – not applicable</b> |    |                      |    |
| 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.

**APPLICATION FOR GRANT AID SUPPORT  
GILSTRAP CHARITY**

|                                                                                                                                                           |                  |                       |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|------------|
| <b>1. About Your Organisation</b>                                                                                                                         |                  |                       |            |
| Organisation Name:                                                                                                                                        | ASSEMBLE CHURCH  |                       |            |
| Contact Name:                                                                                                                                             | MARTIN O'CONNELL |                       |            |
| Address:                                                                                                                                                  | [REDACTED]       |                       |            |
| Postcode:                                                                                                                                                 | [REDACTED]       | Telephone No.         | [REDACTED] |
| Email Address:                                                                                                                                            | [REDACTED]       |                       |            |
| <b>2. Project Description</b>                                                                                                                             |                  |                       |            |
| Please describe the nature of your project and its objectives:                                                                                            |                  |                       |            |
| Please see attached supplementary document                                                                                                                |                  |                       |            |
| Nature of Project:                                                                                                                                        |                  |                       |            |
| 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<br>13-15 BARNBYGATE, NEWARK, NG24 1PU.                                                                                                    |                  |                       |            |
| <b>3. People who will Benefit from this Project/Event</b>                                                                                                 |                  |                       |            |
| 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*

**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

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



## **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


**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

