



*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

Members of the Committee:

Voting Members

Councillor M Cope
Councillor Mrs R Crowe
Councillor K Girling
Councillor L Goff
Councillor M Skinner

Non-Voting Members

Councillor Mrs I Brown
Councillor R Crowe
Councillor Mrs G Dawn
Councillor D Lloyd

AGENDA

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

DATE: Friday, 2 October 2020 at 2.00 pm

VENUE: Broadcast from Castle House, Great North Road, Newark NG24 1BY

You are hereby requested to attend the above Meeting for the purpose of transacting the business on the Agenda as overleaf.

Attendance at this meeting and public access will be by remote means due to the Covid-19 Pandemic. Further details to enable remote access will be forwarded to all parties prior to the commencement of the meeting.

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

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Board of Trustees of the Gilstrap Charity and W E Knight Trust** held in the Room S2, Castle House, Great North Road, Newark NG24 1BY on Thursday, 3 October 2019 at 3.30 pm.

PRESENT: Councillor I Walker (Chairman)

Councillor Mrs B Brooks, Councillor Mrs R Crowe, Councillor K Girling and Councillor M Skinner

ALSO IN ATTENDANCE: Councillor Mrs I Brown and Councillor Mrs G Dawn

ATTENDANCE:

UPDATE ON GOVERNANCE ARRANGEMENT OF BOARD OF TRUSTEES

Prior to the commencement of the meeting, the Clerk to the Trustees advised those present that the Councillors' Commission were reviewing the current governance arrangements for the Board of Trustees. They had considered a report in September with another report scheduled for consideration in November.

The Clerk advised that following representations made by wider Council Members, requesting that they be kept informed on the work of the Board of Trustees, a review of the current arrangements had been undertaken following which she had clarified the arrangements by which the Council discharged its obligations as the Corporate Trustee for the W.E. Knight and Gilstrap charities.

The Clerk also advised that, at present, the governance arrangements did not deal with meetings of the Board in the same way as that of a regular committee but that interim measures had been put in place which enabled Council Members to view the meeting Agendas via the Members' Extranet.

76 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

Councillor K. Girling declared a personal interest in Agenda Item No. 8 – Lease Renewal of the Gilstrap Building as he was an elected Member of Nottinghamshire County Council.

77 DECLARATION OF INTENTION TO RECORD THE MEETING

None

78 APPOINTMENT OF CHAIRMAN

Councillor K. Girling proposed and Councillor Mrs R. Crowe seconded, that Councillor I. Walker be appointed as Chairman of the Board of Trustees for the forthcoming year.

AGREED (unanimously) that Councillor I. Walker be appointed as Chairman of the Board of Trustees for the W.E. Knight and Gilstrap charities for the forthcoming year.

79 MINUTES OF THE MEETING HELD ON 17 APRIL 2019

In relation to the aforementioned proposal to amend the governance arrangements for the Board of Trustees, a query was raised as to whether the minutes of previous meetings, which had been considered under exempt business, would be made public. The Clerk advised that a review of the minutes of previous meetings would need to be undertaken but that her understanding was that previous minutes had been treated as exempt/confidential by the Board.

AGREED that the Minutes of the meeting held on 17 April 2019 be approved and signed by the Chairman as a correct record.

80 GUIDANCE ON THE COUNCIL'S ROLE AS CORPORATE TRUSTEE AND MEMBERS OF THE TRUSTEE BOARD

The Clerk to the Trustees presented a report which sought to provide Members with guidance on their role and duties when acting on behalf of the Council as Corporate Trustee.

The report set out the remit of the Board together with their powers and duties when acting in their capacity as corporate trustee for the charities, such powers being derived from charity law and the charities constitution. The key duties of the Council as corporate trustee were listed in paragraph 3.2 of the report with those of the Members of the Board being listed in paragraph 3.3.

In considering the report the Clerk to the Trustees advised that the appendix to the report, The Trustee Handbook, was due to be reviewed and updated.

AGREED that the report be noted.

81 STATEMENT OF ACCOUNTS 2018/19 REPORT

The Assistant Business Manager – Financial Services presented to the Board the audited Statement of Accounts for the Gilstrap Endowment Fund for the Financial year ended 31 March 2019. It was reported that the accounts had been audited by Assurance Lincolnshire with no adjustments having been made to the draft statement of accounts.

In considering the report a Member noted that an application for funding had been rejected as it had not met the criteria set by the Board.

It was noted that an application for funding had been received but following inspection had been dismissed as it did not meet the Board's criteria. The Board requested that the application for funding process be more widely publicised together with the criteria any application would need to meet in order for it to be considered.

AGREED that the Statement of Accounts for the financial year ended 31 March 2019 be approved.

82 LEASE RENEWAL OF THE GILSTRAP BUILDING

The Clerk to the Trustees presented a report which gave an update on the progress made concerning the renewal of the lease of the Gilstrap building to Nottinghamshire County Council and which also sought approval to proceed with a renewed lease.

It was reported that support, in principle, to the lease renewal was agreed at the last meeting of the Board, subject to negotiations regarding the terms. Wood Moore & Company, Chartered Surveyors, were instructed to act on behalf of the Charity and negotiate with NCC over the terms of the new lease to secure the best terms possible. Following discussions an increase in rent of £2,000 pa had been secured, and the Surveyor had confirmed that the proposed terms for the lease renewal were the best that could reasonably be obtained for the Charity. The Clerk to the Trustees also reported that following a recent condition survey it was found that NCC were maintaining the building well.

AGREED that the renewal of the Lease of the Gilstrap Building to Nottinghamshire County Council on the terms and for the period as set out in the report be approved.

83 NEWARK R&M CRICKET CLUB PROJECT - PROGRESS REPORT

The Clerk to the Trustees presented a report giving an update on the progress made in respect of Newark R&M Cricket Club's ground development project. The report set out the background to the redevelopment of the facilities and the commitment by the Board to make a financial contribution from the W.E. Knight Trust. A copy of a letter from the Chairman of the Club was attached to the report and contained a request to the Charity to release a small proportion of the overall funding in order to facilitate the preparatory work as referred to in paragraph 3.2 of the report.

In considering the report a Member sought to clarify for the newly appointed Trustees that the W E Knight charity funds were entirely separate from those of the Gilstrap trust and did not have the same criteria which needed to be met to enable funding to be awarded.

It was noted by the Board that in the past they had requested that the new facilities be named after W.E. Knight and that an undertaking be sought from the Cricket Club that this would be actioned. The Clerk advised that she would confirm this request with the organisation.

AGREED that the report on the progress being made by the Club's towards its ground development project be noted, and its request for the release of £5,000 towards preparatory work be approved.

84 EXCLUSION OF THE PRESS AND PUBLIC

AGREED that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

85 PROPOSED SALE OF LAND AT CEDAR AVENUE, NEWARK - PROGRESS REPORT

The Clerk to the Trustees presented a report which sought to provide an update in relation to the sale of land at Cedar Avenue/Lincoln Road, Newark.

(Summary provided in accordance with Section 100C(2) of the Local Government Act 1972).

86 DATE OF NEXT MEETING

AGREED that:

- (a) future meetings of the Board of Trustees of the Gilstrap Charity and W.E. Knight Trust be scheduled quarterly throughout the year, commencing at 6.00pm; and
- (b) all such meetings be held in meetings rooms within Castle House which enabled an audio recording to be made.

Meeting closed at 4.00 pm.

Chairman

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

TRUSTEE BOARD OF THE GILSTRAP AND WILLIAM EDWARD KNIGHT CHARITIES

2 OCTOBER 2020

GUIDANCE ON THE COUNCIL'S ROLE AS CORPORATE TRUSTEE AND MEMBERS OF THE TRUSTEE BOARD

1.0 Purpose of Report

- 1.1 To give Board Members guidance on their role and duties when acting on the Board on behalf of the Council as Corporate Trustee.

2.0 Background

- 2.1 Given that this is the first meeting of the Board since it was reconstituted by Council at its meeting on 17 December 2019 and there are some new Members, it may be helpful to set out some background, context and guidance on discharging responsibilities as the corporate trustee of the Gilstrap and William Edward Knight charities.

- 2.2 The Council's Constitution sets out the remit and membership of the Trustee Board, which comprises five councillors (all Newark Ward Members), with the remaining four Newark Ward Councillors as co-opted Members without voting rights. The Board's remit is to:

- i. act as trustee on behalf of the Council of the Gilstrap Charity and W E Knight Trust;
- ii. receive the annual accounts of the above charities; and
- iii. make operational and strategic decisions relating to the above charities.

- 2.3 Newark & Sherwood District Council, as a corporate entity, is the trustee of the Gilstrap and William Edward Knight Charities. The Council has, in its constitution, delegated the management of the Charities' affairs to be discharged by the Trustee Board operating in the same way as the Council's other committees, whilst recognising the requirements also to comply with charity law and the Trust Schemes of the two charities. Members of the Trustee Board are therefore discharging the obligations of the two charities on behalf of the Council, in much the same way that the other council committees do in respect of the local authority's functions relating to leisure, housing, planning etc. However, the Council as the corporate trustee, retains ultimate responsibility for the charities.

3.0 Powers and Duties

- 3.1 The powers when acting in the capacity of corporate trustee for the Charities derive from charity law and the charities' constitutions and it is important therefore that Members of the Board are aware of the Trust Schemes that apply to the Gilstrap and William Edward Knight Trusts and in particular the objectives and purposes of those trusts.

- 3.2 The key duties of the Council as Corporate Trustee are to:

- Act in the best interest of the charity;
- Act exclusively for charitable purposes
- Exercise care to avoid potential for the best interests of the charities to conflict with the best interests of the Council; and
- Keep trust monies in a separate account;

3.3 The 'key duties' of Members of the Trustee Board are more specifically:

1) **To act in the best interests of the charities**

You must ensure that you are considering the best interests of the charities as distinct from the best interests of the Council. This means that you have a duty:

- To the beneficiaries of the charities;
- To have regard to trust purposes and objectives to use charitable funds and assess reasonably and only in furtherance of the charities objectives;
- To avoid undertaking activities that might place the Charities' endowment, funds, assets or reputation at undue risk;
- To take special care when investing funds of the charities, or borrowing funds for the charities to use;
- To ensure that you act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets; and
- To provide strategic leadership – a positive duty to look towards the future of the charities.

2) **General Duty of Care**

- Use reasonable care and skill in your work as a trustee using personal skills and experience as needed to ensure that the charity is well run and efficient
- Consider getting external professional advice on all matters where there may be a material risk to the charity or where the trustee may be in breach of their duties

3) **Properly Manage the Running of the Charities**

- Ensure that the Charities are and will remain solvent
- Ensure that the Charities comply with charity law and the requirements of the Charity Commission as regulator (e.g. preparing annual accounts)
- Ensure that the Charities comply with the trust schemes

3.4 To guide Board Members in discharging their responsibilities, a handbook was compiled some time ago. This includes guidance notes, the 'Councillor's Guide to a council's role as Charity Trustee', and background information on the William Edward Knight and Gilstrap Charities. A copy of the Handbook will be circulated to all Members of the Board for future guidance.

4.0 RECOMMENDATION

That the Trustee Board note the contents of the report.

Background Papers - None

For further information please contact Karen White on Extension 5240.

Karen White
Director – Governance & Organisational Development

TRUSTEE BOARD OF THE GILSTRAP AND WILLIAM EDWARD KNIGHT CHARITIES

2 OCTOBER 2020

TRUST ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2017

1.0 Purpose of Report

- 1.1 To present to the Trustees the financial performance figures for the W.E. Knight Trust and the Gilstrap Endowment Fund for the financial year ended 31 March 2020.

2.0 Background Information

- 2.1 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.

3.0 Items for Consideration

Financial Performance to end of March 2020

- 3.1 The financial performance figures for W.E. Knight are attached at **Appendix A** and those for the Gilstrap Charity at **Appendix B**. W.E. Knight has no active functions. Monies are retained within the charity's account until such time as the Trustees choose to disburse it.
- 3.2 The financial performance figures for the Gilstrap Charity are attached at **Appendix B**. The Gilstrap Charity receives £43,826.92 per annum for the lease of the Gilstrap building in Newark. In previous Trustee meetings decisions have been made as to how this income is to be spent to best fulfil the trust requirements.
- 3.3 The Management and Administration charges are in line with the Service Level Agreement with the Council.

4.0 RECOMMENDATION

That the Trustees note the financial performance for the year ended 31 March 2020.

Background Papers

Nil

For further information please contact Andrew Snape on extension

Nick Wilson
Business Manager - Financial Services

CHARITY OF WILLIAM EDWARD KNIGHT

(Registration No. 514502)

REPORT AND ACCOUNTS - YEAR ENDED 31ST MARCH 2020

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

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

ANNUAL REPORT

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

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

REVENUE ACCOUNT

Note	Year Ended 31-Mar-20 £p	Year Ended 31-Mar-19 £p	Year Ended 31-Mar-18 £p	Year Ended 31-Mar-17 £p
Income				
Investment Interest	1,276.53	956.31	956.31	994.61
	<u>1,276.53</u>	<u>956.31</u>	<u>956.31</u>	<u>994.61</u>
Expenditure				
Administration	0.00	0.00	0.00	0.00
Project - Advance to Newark R&M CC	5,000.00	0.00	0.00	0.00
	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Income less Expenditure	<u>-3,723.47</u>	<u>956.31</u>	<u>956.31</u>	<u>994.61</u>
Surplus/(Deficit)	<u>-3,723.47</u>	<u>956.31</u>	<u>956.31</u>	<u>994.61</u>
Surplus/(Deficit) brought forward	3,827.12	2,870.81	1,914.50	919.89
Surplus/(Deficit) carried forward	<u>103.65</u>	<u>3,827.12</u>	<u>2,870.81</u>	<u>1,914.50</u>

BALANCE SHEET

Note	As at 31-Mar-20 £p	As at 31-Mar-19 £p	As at 31-Mar-18 £p	As at 31-Mar-17 £p
Current Assets/Liabilities				
Investments	63,552.11	62,275.58	61,319.27	60,362.96
Bank	70,401.54	75,401.54	75,401.54	75,401.54
Debtor	0.00	0.00	0.00	0.00
Creditor	0.00	0.00	0.00	0.00
	<u>133,953.65</u>	<u>137,677.12</u>	<u>136,720.81</u>	<u>135,764.50</u>
Reserves				
Unallocated Reserves	38,953.65	37,677.12	136,720.81	135,764.50
Committed Reserves	95,000.00	100,000.00		
	<u>133,953.65</u>	<u>137,677.12</u>	<u>136,720.81</u>	<u>135,764.50</u>



Andrew Snape
Assistant Business Manager
Financial Services
September 2020

THE GILSTRAP ENDOWMENT (Registration Number 528226)

ANNUAL REPORT AND ACCOUNTS - YEAR ENDED 31ST MARCH 2020

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 2020 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 Acthave 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:

Date

Relevant professional qualification or body:

Address:

THE GILSTRAP ENDOWMENT (Registration Number 528226)**REVENUE ACCOUNT**

Note	Year Ended 31-Mar-20 £p	Year Ended 31-Mar-19 £p	Year Ended 31-Mar-18 £p	Year Ended 31-Mar-17 £p
Income				
Investment Interest	2,198.08	2,310.75	2,302.68	1,440.64
Lease income	43,826.92	43,000.00	43,000.00	43,000.00
Total Income	46,025.00	45,310.75	45,302.68	44,440.64
Expenditure				
Castle Exhibition	5,656.25	5,140.00	7,500.00	14,200.00
Educational Events			5,418.00	5,000.00
Chestnut Avenue Unlawful Occupation			2,082.20	
Land Valuation			1,000.00	
King John Re-enactment				3,000.00
Catering and Refreshment			75.00	471.92
Advertising				251.21
Contractual Services		2,966.00	3,456.20	185.20
Miscellaneous Items				317.72
Bank Charges	243.50	309.50	220.00	
Audit Fees			320.00	322.00
Financial Services	2,370.00	2,320.00	2,050.00	1,895.00
Corporate Management Team	1,060.00	1,040.00	980.00	952.00
Committee Support	640.00	640.00	670.00	624.00
Total Expenditure	9,969.75	12,415.50	23,771.40	27,219.05
Surplus / Deficit(-) on Income less Expenditure	36,055.25	32,895.25	21,531.28	17,221.59
Other Comprehensive Income and Expenditure				
Revaluation on Fixed Asset	(235,000.00)	130,000.00		480,000.00
Total Comprehensive Income for the year	(198,944.75)	162,895.25	21,531.28	497,221.59
Surplus brought forward	135,286.66	102,391.41	80,860.13	63,638.54
In year Surplus / Deficit (-)	36,055.25	32,895.25	21,531.28	17,221.59
Surplus carried forward	171,341.91	135,286.66	102,391.41	80,860.13

BALANCE SHEET

	Year Ended 31-Mar-20 £p	Year Ended 31-Mar-19 £p	Year Ended 31-Mar-18 £p	Year Ended 31-Mar-17 £p
<u>Current Assets/Liabilities</u>				
Fixed Assets	375,000.00	610,000.00	480,000.00	480,000.00
Investments	137,791.37	135,593.29	134,595.29	133,597.92
Bank	167,916.48	144,809.31	88,662.06	78,878.15
Debtor	0.00	0.00	10,750.00	0.00
Creditor	(2,750.00)	(13,500.00)	0.00	0.00
	<u>677,957.85</u>	<u>876,902.60</u>	<u>714,007.35</u>	<u>692,476.07</u>
<u>Source of Funds</u>				
Revenue surplus	167,841.91	131,786.66	98,891.41	77,360.13
Capital surplus	3,500.00	3,500.00	3,500.00	3,500.00
Endowment Fund	131,615.94	131,615.94	131,615.94	131,615.94
Revaluation Reserve	375,000.00	610,000.00	480,000.00	480,000.00
	<u>677,957.85</u>	<u>876,902.60</u>	<u>714,007.35</u>	<u>692,476.07</u>



Andrew Snape
Assistant Business Manager
Financial Services
September 2020

TRUSTEE BOARD OF THE GILSTRAP AND WILLIAM EDWARD KNIGHT CHARITIES

2 OCTOBER 2020

NEWARK R&M CRICKET CLUB PROJECT – UPDATE REPORT

1.0 Purpose of Report

- 1.1 To provide an update on progress made by Newark R&M Cricket Club in respect of their Ground Development Project and to consider a request for additional funding.

2.0 Background Information

- 2.1 The Board will be aware that the redevelopment of the former RHP Sports & Social Ground resulted in the loss of the cricket pitch. In order to satisfy Sport England's Planning Policy requirements it was agreed to provide a replacement pitch in a timely manner to mitigate this loss.
- 2.2 The District Council has been working in partnership with Newark R&M Cricket Club, the English Cricket Board (ECB) and Newark Town Council to develop a phased scheme, which would deliver the replacement pitch and associated infrastructure at the Club's Kelham Road site.
- 2.3 Phase 1 of the project is complete and phase 2 involves the provision of new changing rooms. The changing rooms have been designed in accordance with the technical requirements of the ECB in order to ensure that they are compliant with the minimum standards required by the ECB.
- 2.4 In terms of funding Phase 2 of the project, the Trustee Board has previously approved grant funding of £100,000 towards this from the WE Knight Charity. The rest of the funds required to deliver Phase 2 is made up of a mix of funding from Newark Town Council, the ECB and other funding partners.

3.0 Update on Project

- 3.1 The Cricket Club has recently written to the Board giving an update on their progress in delivering the ground development project and a copy of this letter is attached as **Appendix A** to this report.
- 3.2 The Club has made significant progress in completing the associated ground investigation and engineering works in order to achieve a design plan for the changing rooms building that overcomes some of the unique features of the land, including its high flood risk. However, their planning application was unsuccessful in February because the building's access does not provide a step free inclusive access and therefore does not meet accessibility requirements.
- 3.3 In order to overcome this issue the Club is proposing to amend the design to include the installation of a lift on the front external stairs and reconfigure the internal access to both sides of the building. The cost of these amendments is an additional £13,134 (incl. VAT).

4.0 Request for Further Funding

- 4.1 The additional cost of installing a lift to the changing rooms building exceeds the current budget that the Cricket Club has available to it. The Club has therefore requested the Board of Trustees to consider whether it would be prepared and able to increase its grant funding from the W E Knight Trust funds.
- 4.2 As will be seen from paragraph 5 of this report, in the Financial Comments section, the Trust has available to it sufficient funds if the Board wished to grant the Cricket Club's request.

5.0 Financial Comments

- 5.1 On 9 October 2018 the Board of the Trustees reaffirmed their commitment to make a financial contribution of £100,000 from the reserves of the W E Trust towards Phase 2 of the project. A further progress report on 3 October 2019 requested an advancement of £5,000, which has been paid, therefore this leave a current committed financial contribution of £95,000 toward the Cricket Club project.
- 5.2 The current draft statement of accounts for WE Knight has a total unallocated reserve balance of £38,956.65, therefore sufficient funds are available if the Board decide to grant the additional request of £13,134. If the request is granted this will then leave the balance of unallocated reserve at £25,819.65.

4.0 RECOMMENDATION

That the Board note the update regarding the Newark R&M Cricket Club project and consider their request for further funding towards the installation of a lift for the changing room building.

Background Papers

None

For further information please contact Karen White on extension 5240.

Karen White
Director – Governance & Organisational Development



EST. 2010

15 July 2020
by email

Dear Ms White (on behalf of the W.E. Knight Trust)

I am writing to update you on the current progress of Newark R&M Cricket Club's Ground Development Project, which the W.E. Knight Trust has kindly committed to support financially.

I know you are aware of the details of the Project, which I outlined in my last letter, dated September 2019. Since then, we have made significant progress with the second phase of the Project (construction of the changing rooms) and have now completed the associated ground investigation and engineering works. This information has been used to inform our architect's preparation of the design plans for the building. This was an especially complex exercise due to the unique features of the land, including the high flood-risk, but appropriate mitigation measures were identified in order to address these issues and provide an affordable and fit-for-purpose building design.

We made a planning application based upon this design in February 2020, *Ref. 20/00302/FUL*. Unfortunately, following extensive correspondence between our agent and the Planning Officer, that application was refused. A decision letter confirmed the only ground of refusal was that:

"given the required flood mitigation measures, the height of the proposed floor level would be approximately 1.2 metres above the ground level. The design of the building does not employ methods for a step free inclusive access and would therefore fail to provide safe and inclusive access to all."

Throughout the application process, our agent made representations that step-free access, in accordance with Building Regulations was unnecessary due to the nature and use of the building, and financially prohibitive due to the excessive cost and size of providing fixed access of the requisite gradient,

KELHAM ROAD,
NEWARK-UPON-TRENT, NOTTINGHAMSHIRE
NG24 1BX



Proud to be a Clubmark accredited Club.



to a small structure, elevated over 1m above the ground. Nevertheless, the application was refused for the above reasons.

While obviously disappointing, it is accepted by the Club that inclusive step-free access must be included in order to be successful with our application. To that extent, we have identified an option involving the installation of a lift upon the front external stairs and a minor spatial reconfiguration to permit internal access to both sides.

There remains a cost to this, which was not accounted for in our initial estimations and therefore exceeds our current budget. The lift unit itself is £13,134 including VAT. There may be a slight further cost for the minor internal reconfiguration.

Having spoken to Andy Hardy from Newark & Sherwood District Council, he suggested there may be some further money available from the Trust to cover this cost. Is this something the Trustees could consider please?

The Club is incredibly grateful for the already very generous support of the W.E. Knight Trust in delivering this Project. Although the result of the recent application was unfortunate, we are confident in our ability to address the only hurdle identified, by incorporating the above measures.

I understand that, in the current situation, there may be some delay in having the matter put to the Trustees. Of course, I suspect this is entirely unavoidable, but given the risks that we potentially incur by making a revised planning application without established funding in place, I would appreciate it if this could be considered at your earliest convenience. Could you possibly advise me of the likely timescale, so the Club can plan accordingly, in any event?

Thank you again for your continued support. Please do not hesitate to let me know if I can be of any further assistance.

Yours sincerely,
Luc Chignell

TRUSTEE BOARD OF THE GILSTRAP AND WILLIAM EDWARD KNIGHT CHARITIES

2 OCTOBER 2020

APPLICATION FOR GRANT FUNDING

1.0 Purpose of Report

1.1 To consider two applications made to the Gilstrap Charity for grant funding to support:

- (i) the Newark Book Festival; and
- (ii) the Newark Civic Trust

2.0 Background Information

2.1 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.

2.2 The current approved criteria is as follows:

- 2.1.1 Preference will be given to funding applications which promote education and understanding of historic buildings within Newark and the history of Newark generally to reflect the original Trust purposes.
- 2.1.2 Funding applications will be required to demonstrate a direct benefit to the community of Newark or a section/s of that community (eg projects involving local schools).
- 2.1.3 Applicants will be required to provide full details of any match funding or third party funding.

2.3 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.

2.4 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.

3.0 Applications Received

Newark Book Festival

3.1 An application has been received for funding to support the Newark Book Festival. Due to the Covid Pandemic the usual format of the Festival has been re-imagined and has now been split into 5 Chapters, spread across the year and into early 2021, using new technologies to ensure engagement with local communities, schools and to provide ongoing wellbeing activities, positivity and hope for Newark residents during this difficult time.

- 3.2 Events will include a new literary walk around Newark, developing a new partnership with a Blue Badge Guide, running a literature village in Newark Market, talks and engagement with authors, a commissioned poem for all venues to use to help building confidence, wellbeing writing workshops and developing partnerships with venues such as the two museums. The children's educational programme has been separated. This will entail engaging with local artists and authors throughout.
- 3.3 The overarching objectives of the festival are:
- To develop a literature festival that celebrates books, stories, literary and heritage stories across the market town
 - To ensure the festival is inclusive and accessible
 - To work with partners to enhance the offer and reach
 - To programme a wide range of high quality events and activities
 - To focus on the growth of audience development, reaching targeted audience areas (young people/over 50s/those in deprived areas etc)
 - To encourage literacy and reading skills through the schools and educational programme
 - To develop talent, skills, confidence and social mobility locally
 - To promote the heritage offer of the town through connecting our museums, galleries, theatres, Castle with events and educational talks and activities that promote the local offer
 - The literary walk will increase awareness and create a long term product that highlights key heritage and literary stories – Donald Wolfitt at the Theatre, the story of the Tallents diarist and beginnings, Lord Byron at porters/old printing press.
- 3.4 The festival last applied for funding from the Gilstrap Charity towards their 2017 event, in the sum of £500. However, this request was refused since the date of the event had passed by the time it was considered by the Board. The Board also considered that the application did not match the Trustees stated priorities at that time.
- 3.5 The organiser originally submitted an application form in March 2020. This has now been revised and is attached as **Appendix B** to the report. As detailed in the application form, the organiser is looking to secure for the shortfall, or a contribution towards this, as detailed in the overall budget sheet, attached to Appendix B. The shortfall is noted as £9,634.00.

Newark Civic Trust

- 3.6 An application has been received for funding to support the Newark Civic Trust. The project is to update a series of 8 town trails which were originally produced 10 years ago. The trails guide locals and tourists around the town with each being dedicated to a specific aspect of the town's history/built environment e.g. the Civil War, brewing, timber-framed buildings. These now require updating to incorporate new research and changes to the town.
- 3.7 The objectives are as set out in the application form, attached as **Appendix C**, but it is proposed to revise 6 of the 8 original trails and to introduce a new trail – Graffiti and Wall Paintings. It is noted that important changes have taken place in Newark with the closure of the Millgate Museum and the TIC and the opening of the National Civil War

Centre/Visitor Information Centre. It is proposed that the trails would be rewritten as new information came to light and that they would be 'future proofed'. The trails would be available free of charge at the NCWC or downloadable from the Newark Civic Trust's website.

- 3.8 The application form notes that the total cost of the project is £3,836 and they are seeking a contribution of either £2,500 or £1,918 (50% of the total project costs) as a minimum with the shortfall being made up from the Trust's limited saving.

4.0 Financial Comments

- 4.1 As per the current draft statement of accounts the amount of reserves available for grant applications or other opportunities, excluding the revaluation reserve, is £302,957.85.

4.0 RECOMMENDATIONS

That the Board consider and determine the application received from Newark Book Festival for funding.

Background Papers

None

For further information please contact Karen White on extension 5240.

Karen White
Director – Governance & Organisational Development

APPLICATION FOR GRANT AID SUPPORT - GILSTRAP CHARITY

Background Information

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

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

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

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

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

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

Application Process

Completed application forms should be returned to:

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

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

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

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

Grants will not be awarded retrospectively.

Conditions of Grant

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

APPLICATION FOR GRANT AID SUPPORT
GILSTRAP CHARITY

1. About Your Organisation			
Organisation Name:	Newark Book Festival		
Contact Name:			
Address:			
Postcode:		Telephone No.	
Email Address:			
2. Project Description			
Please describe the nature of your project and its objectives:			
<p>Nature of Project: Newark Book Festival – a community not for profit educational festival. Our 2020 theme was to centre on anniversaries and local history, literary and heritage celebrations. Since Covid we have re-imagined the Festival, splitting it into 5 Chapters, spread across the year and into early 2021, using new technologies to ensure we are engaging with local communities, schools and to provide ongoing wellbeing activities, positivity and hope for Newark residents during this hard time.</p> <p>Events include a new literary walk around Newark, developing a new partnership with a Blue Badge guide, running a literature village in Newark Market, talks and engagement with authors Giles Kristian and Mark Turnbull highlighting the Civil War, a commissioned poem (Reading Newark) for all venues to use to help build confidence, wellbeing writing workshops and developing partnerships with venues such as the two museums so we can start to make steps to ensure we can not only survive into 2021 but to grow and develop and this extended time will enable us to focus on this. Our children’s educational programme has been separated and we will be engaging with local artists and authors throughout. We are seeking support to help us fulfil our shortfall. Although we were able to get some initial arts Council emergency funding, all other fundraising activities had to cease due to Covid and the programme has been extended time wise meaning increased costs and expenditure in certain areas to ensure we are Covid 19 compliant.</p> <p>Festival overarching Objectives:</p> <ul style="list-style-type: none"> • To develop a literature festival that celebrates books, stories, literary and heritage stories across the market town • To ensure the festival is inclusive and accessible • To work with partners to enhance the offer and reach • To programme a wide range of high quality events and activities • To focus on the growth of audience development, reaching targeted audience areas (young people/over 50s/those in deprived areas etc) • To encourage literacy and reading skills through the schools and educational programme • To develop talent, skills, confidence and social mobility locally • To promote the heritage offer of the town through connecting our museums, galleries, theatres, Castle with events and educational talks and activities that promote the local offer • The literary walk will increase awareness and create a long term product that highlights key heritage and literary stories – Donald Wolfitt at the Theatre, the story of the Tallents diarist and beginnings, Lord Byron at porters/old printing press. 			
Expected Start Date:	July 2020	Expected Finish Date:	March 2021

Where will your project/event take place?

Civil War Museum
Key heritage locations around Newark
Library
Market Place
Palace Theatre
Schools
Online

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.**

This project will take place in a variety of Newark based venues and online. We expect the majority of those benefitting to be aged 5+

The Festival engages with the following key groups:

- Under 16s
- Adults 35+ / Over 80s target groups / isolated groups
- Aspiring writers
- Readers
- Stallholders – craftmakers, independent publishers, museums, library, authors, booksellers, writing groups, illustrators
- Book lovers
- Families
- Volunteers
- Authors, poets and artists
- Schools
- Charities & their clients through free tickets – e.g Shaw Mind Foundation, Emmaus Trust, Children’s Bereavement Centre
- New digital audiences whom we are engaging to turn into new visitors

How many people will participate in the project?

Approximately 5-6000 people throughout the whole year and through all activities – online and in real person, schools etc.

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

Newark Book Festival is now embedded into the arts events programme both at a local level, connecting and working with Newark & Sherwood District Council, parish councils, Town Council and Nottinghamshire County Council. The Festival is mentioned frequently as part of key developing programmes, such as the new Heritage Action Zone work and cultural events connected to this. We work across venues with partners, arts organisations and local artists to build quality and connect events to achieve shared outcomes (example promotion of the summer reading challenge at the Libraries)

The festival works with partners across the sector, building identity and place, including The Holocaust Centre, Newark College, Writing East Midlands, UNESCO City of Literature Nottingham and Thoresby Hall and the Tourism Action Group. Nationally the Festival forms part of the British Arts Festival Association and Literary Festivals programme.

The project focuses on place-making and work with our immediate colleagues in Newark & Sherwood to showcase venues, businesses and communities working together to create cultural communities. The Festival contributes towards local strategies, such as the Newark & Sherwood 2019 Community Plan – of which objectives include:

- * Improving health and wellbeing
- * Increase visits and use of attractions by local residents
- * To enhance & sustain town centres
- * To reduce levels of deprivation and remove barriers to social mobility
- * To increase participation

Newark Book Festival contributes to the Nottinghamshire County Council cultural strategy, Newark Town Council's business development and event plans and Newark and Sherwood District Council's tourism, arts, heritage and social mobility agendas. This is shown through their funding and support of the Festival.

Why is the project needed?

Newark Book Festival 2020 will be the 4th edition/book of the Festival. Since it began the demand has continued to increase, with more audiences, communities, venues and partners wishing to become involved. At each Festival we undertake evaluation and consultation to prove the demand and need is there. 2020 requests from new venues include the two museums and galleries to be part of the Festival programme and it remains important to us to respond to the demand and create cultural and heritage communities where we are all working together. Responding to this need, our programme will reflect and connect the local to the regional and national. The Festival also has a core volunteer team of 40 plus of all ages and Friends of the Festival who continue to provide feedback and consultation.

Covid has meant that we have had to do things differently, a lot of things have had to be paused, whilst we explore new engagement avenues and ways forward, but we are keen to ensure that we can take the time to build things back up and not lose what we have already achieved so far. By not doing anything or cancelling the Festival there would have been no return, now we aim to continue to engage but also programme activities that can re-engage and re-build communities, volunteers, residents, visitors, children and those who have been isolated. Right now the arts and events sector needs every little help to re-build. And the people needs arts to help us all.

How will you promote and publicise your project?

Marketing Campaigns will include:-

- PR campaigns (press, online, radio and TV) – with key messages and targeted publications. Example relationships include: Visit Nottinghamshire, Writing East Midlands, City of Literature, Visit Newark and Sherwood, literary festivals.co.uk, Notts TV, BAFA, East Coast World Target, Molly's Guide, Lincolnshire Echo, Made Inn Magazine, The Retford Times, Nottinghamshire Flavour and Left Lion
- Publisher, authors, sponsors and partners – everyone who is part of the Festival is encouraged to add to websites, newsletters and share on social media
- Social Media campaigns (Facebook, Twitter and Instagram – with targets to increase engagement and followers)
- Targeted marketing campaigns
- Listings on key websites, magazines and publications
- Signposting people to the Newark Book Festival website
- To use our digital assets in promoting past Festivals
- Through word of mouth via ambassadors and volunteers
- Through venues
- Tourism campaigns, working with Newark & Sherwood District Council, Tourism Action Group
- Through E-newsletters

What longer term benefits will be derived from the project?

Long term benefits include ensuring we can connect to the communities we wish to reach to make a difference. Long term benefits of attending are far reaching, from raising aspirations, increasing knowledge to developing skills from social to literacy, numeracy and work experience. Cultural, heritage and arts events such as these will have an impact on Health and Wellbeing and will create new opportunities for collaborations and paid work, thus helping improve and contribute towards the economy. Right now to be able to continue paying artists, authors and staff at a time when income is down/non existent for everyone in these areas is so important to us. If we can deliver a new re-imagined festival that brings hope, pay, wellbeing, confidence and opportunity and also helps to improve the economy is again very important to everyone with short and long term benefits.

Growth in audiences will improve sustainability and reach new and harder to get target areas – schools, over 80s etc, all working to reduce social isolation alongside our volunteer programme. Support of these specific events will help to improve literacy skills, from reading and writing to co-ordination and confidence levels. It will help with social mobility, providing role models and opportunities for further work experience (our volunteer, board and interviewees are aged 7+). Newark Book Festival will have a direct and wider impact for the customer and communities. The Festival builds pride in Newark and has an indirect economic impact on the town (£37,237 in 2019) as well as direct impact through paid work and service contracts.

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 the attached budget

Amount requested from Gilstrap Charity: Ideally we are looking for the funds to fill our shortfall or contribute towards this, as suggested by Alan at Newark Town Council.

Other income will come from the following: NSDC, Nottinghamshire County Council, Sponsorship, Friends of the Festival, Earned Income rolled forward from 2019, Donations, Crowdfunding campaign, Newark Youth Trust, bna Charity, Arts Council.

Is your organisation VAT registered? **No**

If yes, please provide your VAT Registration Number: _____

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

Box Office is expected to be at a loss compared to normal years, we expect about £1000 which will be rolled forward to the new 2021 festival year.

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

Successful applications to bna charity and Newark Youth Trust for £1000 towards specific elements of the programme.

6. Other Supporting Comments and Information

You can find a link to our short 2019 film at the bottom of our homepage <http://www.newarkbookfestival.org.uk> – which will help with visual evidence of the impact of the Festival and specific events/programmes within this.

BANK ACCOUNT DETAILS (If your application is successful, we will pay the award through a BACS transfer).

DECLARATION

I confirm that I am authorised to sign this application on behalf of Newark Book Festival.....

I undertake that any grant awarded will be used solely for the purpose outlined in this application. I also understand that the Gilstrap Trustees reserve 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:

Date: 11th March 2020 / Updated 23rd September 2020

CONDITIONS OF GRANT FUNDING

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.

Please return this form to:

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

Newark Book Festival Overall Budget 2020 -2021 – 2020 Festival Activities split into 5 chapters between June 2020 – February 2021

INCOME

Earned Income – 2019 Box Office : £5555
Friends of the Festival confirmed: £1170
Stallholders confirmed: £570
NSDC Tourism/Arts: £1500
NSDC Schools: £3500
Newark Youth Trust: £1000
BNA Charity: £1000
NCC: £1000
Confirmed Sponsorship: £3875
Misc Income/Donations: £310
Crowdfunding Target: £793
Arts Council Emergency funding for July: £10000
TOTAL: £30,273

EXPENDITURE

Artistic Programme {authors, workshops, street theatre, artists}: £8940

Chapter One July - £2205
Chapter 2-3 September - £1585
Chapter 4 Schools Programme - £2650
Chapter 5 Children's Festival Day (February 2021) - £2500

Artist Expenses {Travel, Accom etc}: £400
Reading Group events: £25
Postcard commission: £500
Administrator {Jan-September}: £6750
Festival Director {May-September}: £7000
Volunteer Expenses (including Covid 19 Training): £136
Print & production: £2000
Prizes & Artists gifts: £200
Insurance: £836
Tech Support & Additional Venue costs: £1560
Overheads: £60 (sanitiser)
Contingency: £2000
Festival Team & Marketing (October-March 2021) : £8000
Re-engagement Festival Friends Covid secure artist events: £1500
TOTAL: £39,907

SHORTFALL: £9,634

APPLICATION FOR GRANT AID SUPPORT
GILSTRAP CHARITY

1. About Your Organisation			
Organisation Name:	Newark Civic Trust		
Contact Name:			
Address:			
Postcode:		Telephone No.	
Email Address:			
2. Project Description			
Please describe the nature of your project and its objectives:			
<p>Nature of Project: <i>10 years ago, the Newark Civic Trust produced a series of 8 town trails to guide locals and tourists around the town. Each trail was dedicated to a specific aspect of the town's history/built environment e.g. the Civil War, brewing, timber-framed buildings etc. To date we have distributed approximately 68,000 trails via the Town Hall, Tourist Information Hub, NCWC and library. The town trail collection now needs updating due to changes in the town and to incorporate new research. The existing trails can be viewed at:</i> http://www.newarkcivictrust.org.uk/town_trails.html</p>			
<p>Objectives: <i>We are planning to revise 6 out of the 8 original trail leaflets; we will also be producing a new trail - Graffiti and Wall Paintings. We would like to revise 6 of the trails (excluding Curiosities and Art Deco as these have proven to be less popular than some of the other trails) as over the 10 years Newark has seen significant change. The most important changes include the closure of the Millgate Museum and the Tourist Information Centre and the opening of the National Civil War Centre/Visitor Information Centre. The revised trails would be rewritten, as new information has come to light (or been found to be incorrect.) They will also be 'future proofed' by updating the text to refer to buildings as opposed to businesses, as we are aware of how quickly things can change in the town centre. The new trails will be available to collect for free from the Visitor Information Centre at NCWC (and be downloadable from the Newark Civic Trust website) and we believe that they will continue to be as popular as they have been over the past 10 years.</i></p>			
Expected Start Date:	n/a	Expected Finish Date:	tbc
Where will your project/event take place?			
<p><i>The Newark Civic Trust has been working on updating these trails over the past 12 months. Committee members (all volunteers) have been walking the original trail routes to record any changes to buildings, businesses etc. We have also been removing/adding new information and new images where required.</i></p> <p><i>The Trust has been working with Nottinghamshire County Council (who helped to produce and</i></p>			

print the original trails) over the past few months on the revisions and new leaflet. Due to Covid-19 this work has been delayed, but we estimate that we would be ready to go to print sometime in August. Ideally, we would like to have the new trails ready to distribute prior to the 2020 Heritage Open Days which are planned to take place between the 11th and 20th September.

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.

As previously stated, approximately 68,000 of these leaflets have been distributed since they were first introduced; they continue to be popular as we are having to regularly replenish stocks especially in the new Visitor Information Centre and at the Town Hall. Newark has a fascinating and varied history and these trails allow visitors and residents to guide themselves around the town, depending on their own specific interests. We still receive feedback on the quality of these trails even when we have travelled, on our summer visits, to other parts of the East Midlands.

The physical trail leaflets are clearly set out and are easily accessible. We strongly believe that the reason the trails have proved to be so popular is due to their accessibility; the information contained within in them is clear and concise. We will also be uploading the trails to the dedicated page on the Newark Civic Trust website. The trails have also been designed to be viewed on smart devices, so individuals have a choice of medium.

All the trails are focused on the historic core of Newark. The only exceptions are the brewing and Victorian trails. The brewing trail extends up Northgate and the Victorian trail includes Northgate railway station.

We therefore feel that this project fits perfectly with the aims of the Gilstrap Charity, in that it promotes education and understanding of historic buildings and other features of historic interest within the town of Newark and promotes the education and understanding of the history of Newark generally. We are also able to demonstrate a direct benefit to the community of Newark.

How many people will participate in the project?

The Newark Civic Trust Committee (all volunteers) have been involved in the work to revise the existing leaflets as well as in the production of the new trail – ‘Graffiti and wall paintings’. The information on St Mary’s parish church that will be used in the new trail was collected by volunteers in 2015 as part of a Heritage Lottery Fund project.

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

The production of a new trail was inspired by a Heritage Lottery Fund project that recorded Medieval graffiti in St Mary’s parish church and the subsequent talk delivered to the Civic Trust by Matt Beresford, who led that project. We also feel that the study of these forms of heritage have gained wider appreciation over the last few years. Newark has some fantastic examples of graffiti and wall-paintings, and we would like to help to communicate this fascinating subject to visitors and residents of Newark, as the examples we have are hidden away or under

appreciated. The new trail will hopefully address this.

Why is the project needed?

Newark town centre has seen significant change over the past 10 years especially in the tourist offer it provides. The original trails feature the Millgate Museum and the Tourist Information Centre at the Gilstrap Centre. They also don't include the Visitor Information Centre and the National Civil War Centre. The VIC and the NCWC are some of the primary visiting points for tourists.

Civic Trust Committee members, while walking the original trails, also noted numerous changes to the routes, as when they were originally written names of businesses were often used instead of addresses.

We feel that the 'Graffiti and wall paintings' trail is needed as these forms of work are often hidden away from normal view; in Newark some are simply inaccessible. By creating this trail, we will be bringing light to these artistic, cultural and social phenomena.

How will you promote and publicise your project?

We would promote the project at the Newark Civic Trust stall during the Heritage Open Days in September (this will obviously depend on Covid-19). Last year The Newark Civic Trust arranged an event in the marketplace where several stall holders promoted their businesses/organisations. There was a significant amount of footfall at this event, including people visiting the town to take part in Heritage Open Day events.

We would also promote the new trails in the local press including the Newark Advertiser. We would also include an article in our own magazine which is distributed to members, corporate members and organisations across the town.

What longer term benefits will be derived from the project?

We believe that the town trails are an important part of Newark's tourism and help to promote the town. Firstly, they encourage people to walk around the town and learn about its rich and diverse history. But the trails also encourage people to move around the town and visit parts they might not normally visit. These contribute to people spending longer in the town than they might normally do, as a result there will be economic benefits too.

There are obvious educational benefits to the trails. The seven trails focus on a variety of topics and historic periods, giving their users a very broad base of knowledge. Hopefully, after completing each trail, people will want to further develop their knowledge by accessing additional information e.g. by visiting Newark attractions or purchasing books.

The trails vary in distance between 1.5 and 3km and therefore encourage people to take part in physical exercise which results in physical and mental health benefits.

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?

The design and printing costs (attached) will be £3686 and the work to the website will be in the region of £150 (although our web-designers have yet to provide us with a quote.) These costs include a print-run of 1500 of each trail.

*Total costs = **£3836***

*We request a contribution from the Gilstrap Charity of **£2500** or **£1918** (which is 50% of the total project costs) as a minimum. Any shortfall would be made up from the Trust's own limited savings.*

Is your organisation VAT registered? 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, the trail leaflets will be free and available from the Visitor Information Centre and free to download from the Newark Civic Trust website.

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

Yes, we were unsuccessful in our application to the Heritage Lottery Fund. Newark & Sherwood District Council Tourism Department have donated £500 to the project. Guy Taylor Associates (a Newark based architectural practice) have donated £100 to the project.

6. Other Supporting Comments and Information

All private and public donors to the project will be invited to submit their logo, so it can be added to the rear page of each of the town trail leaflets.

BANK ACCOUNT DETAILS (If your application is successful, we will pay the award through a BACS transfer).

DECLARATION

I confirm that I am authorised to sign this application on behalf of *Newark Civic Trust*

I undertake that any grant awarded will be used solely for the purpose outlined in this application. I also understand that the Gilstrap Trustees reserve 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

Date

25/06/20

CONDITIONS OF GRANT FUNDING

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.

Please return this form to:

clerk@thegilstrapcharity.org

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

TRUSTEE BOARD OF GILSTRAP AND WILLIAM EDWARD KNIGHT CHARITIES

2 OCTOBER 2020

LAND OFF CEDAR AVENUE/LINCOLN ROAD, NEWARK - UPDATE

1.0 Purpose of Report

1.1 To consider the future options for the land owned by the Trust at Cedar Avenue, Newark.

2.0 Background

2.1 The Gilstrap Charity owns land at Chestnut Avenue/Cedar Avenue, which is shown on the attached plan, marked as **Appendix A**. The site is included within the Council's Allocations DPP for residential development to provide 24 dwellings with on-site public open space of 0.3 hectares and the retention or relocation on-site of the multi-use games area (MUGA).

2.2 The land does not currently generate any income for the Charity and for many years it has been used as non-designated public open space. There is a MUGA on the site, which was provided and paid for by the District Council.

2.3 Although there is no formal agreement between the Council and the Charity, the Council has effectively met all maintenance costs for the land in lieu of a payment to the Charity of a licence fee in recognition of it allowing the MUGA to be sited on the land and it being used as open space.

2.4 In July 2017, following two incidents of unauthorised encampments by travellers that resulted in significant costs to: secure their removal; clean up the site; and replace a security gate that had been damaged - the Trustee Board considered the future of the land. The Board concluded, at the time, that it was not in the interests of the Charity to retain the land given that the land had development value, the Charity was not receiving an income from the use of the land, and that it was facing recurring costs.

2.5 The land was advertised for sale and informal tenders were sought for offers to purchase it. Following independent external surveyor's advice, the most favourable offer received was accepted, subject to contract. The most favourable offer received was from Nottingham Community Housing Association (NCHA) in the sum of £610,000.

3.0 Update on Sale

3.1 The offer made by NCHA was subject to the grant of "*an implementable planning consent, defined as a scheme of 32 affordable housing units*". However, in October 2019, following difficulties experienced during the planning application process it was reported to the Board that NCHA had revised their original offer for the land.

3.2 NCHA had concluded that to achieve planning policy compliance and thereby secure planning consent they would need to reduce proposed unit numbers for the site to 24. This, coupled with the significant abnormal cost from the on-site re-provision of the MUGA and the MUGA adoption commuted sum, resulted in the NCHA making a revised offer for the land of £300k.

- 3.3 The Board agreed to seek advice from the Charity's independent surveyor on the revised offer from NCHA and on other possible options open to the Charity concerning the desirability or otherwise of the proposed disposition of the land. This was in the context of the Charity's obligations to consider the best interests of the Charity and comply with charity law that any disposition must be the best that can reasonably be obtained for the Charity.
- 3.4 Wood Moore & Co, the Charity's independent surveyor has since confirmed that NCHA have withdrawn from the purchase of the land.

4.0 Alternative Options for the Land

4.1 Now that the proposed sale of the land to NCHA has fallen through it is timely for the Board to consider the various options for the land afresh. There are a range of options available, and these are set out below:

4.1.1 **Re-advertise the land for disposal on the open market** – The land remains an allocated site of some significant value, and the Council's duty as Trustee is to act in the best interests of the Charity. This duty would preclude the Charity from taking deliberate action to de-value the site – such as applying to the Council as the Local Planning Authority for it to be de-allocated. If the Board wished to pursue the option of disposal for development, then in order to comply with Charity law requirements, a report covering the various matters listed in the Charities (Qualified Surveyors' Reports) Regulations 1992 would need to be obtained from the charity's surveyor. The report would include an opinion as to whether it is in the Charity's interests to dispose of the land at this point in time, and whether the land should be disposed of with its current planning status or whether the Charity should seek detailed consent before offering it for sale.

4.1.2 **Retain the land as Charity property with its use as amenity field and public open space** – This is effectively retaining the 'status quo' position. This option means that the charity would derive no income from the use of the land and would have the liability of ongoing maintenance (albeit that the cost of this is currently met by the District Council – as detailed in paragraph 2.3 above). However, it should be noted that the use of the land as amenity field and open space does fit with the objects of the Charity. The object of the charity is expressed as follows:

"The object of the charity is the general benefit of the inhabitants of the area of benefit in such charitable ways for the public benefit as the trustee thinks fit."

The use of the land as open space and playing field does come within the definition of 'general benefit' of the inhabitants. The area of benefit of the charity is the area of the parish of Newark. If the Board considers this to be the most appropriate use for the land this option is feasible.

4.1.3 **Dispose of the land to a public body or other organisation to retain as an amenity field and public open space** – This option could involve the freehold transfer or lease to another organisation or body to be used as a public open space (POS), assuming that there was interest in doing this from another organisation or body. If the land were to be sold or leased for amenity use then the Charity could effectively be foregoing a substantial capital receipt since the value of amenity land is substantially lower than the value of a

developable site. If this option were to be pursued there would need to be covenants applied to ensure that it was retained for use as POS in perpetuity, and not used for any other purpose (i.e. developed), and approval from the Charity Commission might need to be obtained. Appropriate legal provisions to allow for a deferred capital receipt to the Charity should development occur at some stage in the future would also be prudent. An alternative approach could be a leasehold disposal, which would have the benefit of providing the charity with an annual rental income. If this option were favoured, then it would need to be explored further.

Another approach could be that there is no actual disposal and that the site be managed by NSDC/another body on a formal basis as a recreational facility. If this were preferred, then some consideration should be given by the Trustee Board as to whether the Charity should derive an income from such an arrangement to compensate for the opportunity cost of not having had a capital receipt that could be put to use in pursuance of its charitable aims. If this approach were preferred, then the Board would require independent valuation advice as to what an appropriate income would be. The Council's relevant committees would then need to consider whether the Council wished to take on the management formally and at the cost proposed by the Board.

- 4.2 The charity's independent surveyor has been asked to provide advice on the different options above and give an opinion on the implications on value. The advice received from Wood Moore & Co is attached as an exempt **Appendix B** to this report. If the Board wished to explore further, as a preferred option, any of those listed in paragraphs 4.1.1 and 4.1.3, the surveyor would need to give a red book valuation to comply with charity law requirements before any proposal is finalised.

Alternate Proposal

- 4.3 An alternate proposal has been received for the development of the site into a 'Children's Wood and Wildlife Meadow'. This proposal was submitted by the Winthorpe Estate Residents Group (just prior to the Pandemic) – although it should be noted that the named individuals who constitute the group are unknown and they have declined to identify themselves when requested to do so previously. A copy of their proposal is attached to this report as **Appendix C**.
- 4.4 If the Board wishes to consider this proposal further, then it is suggested that more investigation, time and thought would need to be given to ascertain accurate costings. Whilst the proposal indicates that the facilities could be achieved with 'minimal financial support' it does not contain any detail about how this would be funded. The proposal includes 'accessible' play equipment, which is expensive and would have ongoing maintenance requirements. Such schemes (accessible or mainstream/traditional) are likely to cost in the region of tens' of thousands of pounds and a proposal would be required in order to provide a suitable cost plan. In addition, the proposal includes an ambitious planting scheme and solar lighting for columns to illuminate the footpath – all of which would need properly costing. In terms of delivering the scheme, there are undoubtedly elements that the community could support, such as some planting, but the main infrastructure would need to be delivered by specialist contractors – particularly the accessible play equipment.

4.5 There are also two other aspects of the proposal that would require careful thought by the Board, given its obligations as Trustee. These relate to the suggestion that the Charity protect the land through a Deed of Dedication with Fields in Trust, which would effectively preserve the land as amenity land in perpetuity, and to create a public right of way over the land. Both of these matters would need to be considered by the Trustee Board as to whether they would be in the best interests of the Charity.

5.0 Financial Comments

5.1 As per section 4.1 there are potentially three options for the piece of land, the continued sale of the development site will gain a significant capital receipt. The second and third options will require further negotiations and agreements before the financial information can be fully identified and reported.

6.0 RECOMMENDATION

That the Board consider the options detailed in the report for the future use, retention or disposal of the of the land off Cedar Avenue/Lincoln Road, Newark.

Reason for Recommendation

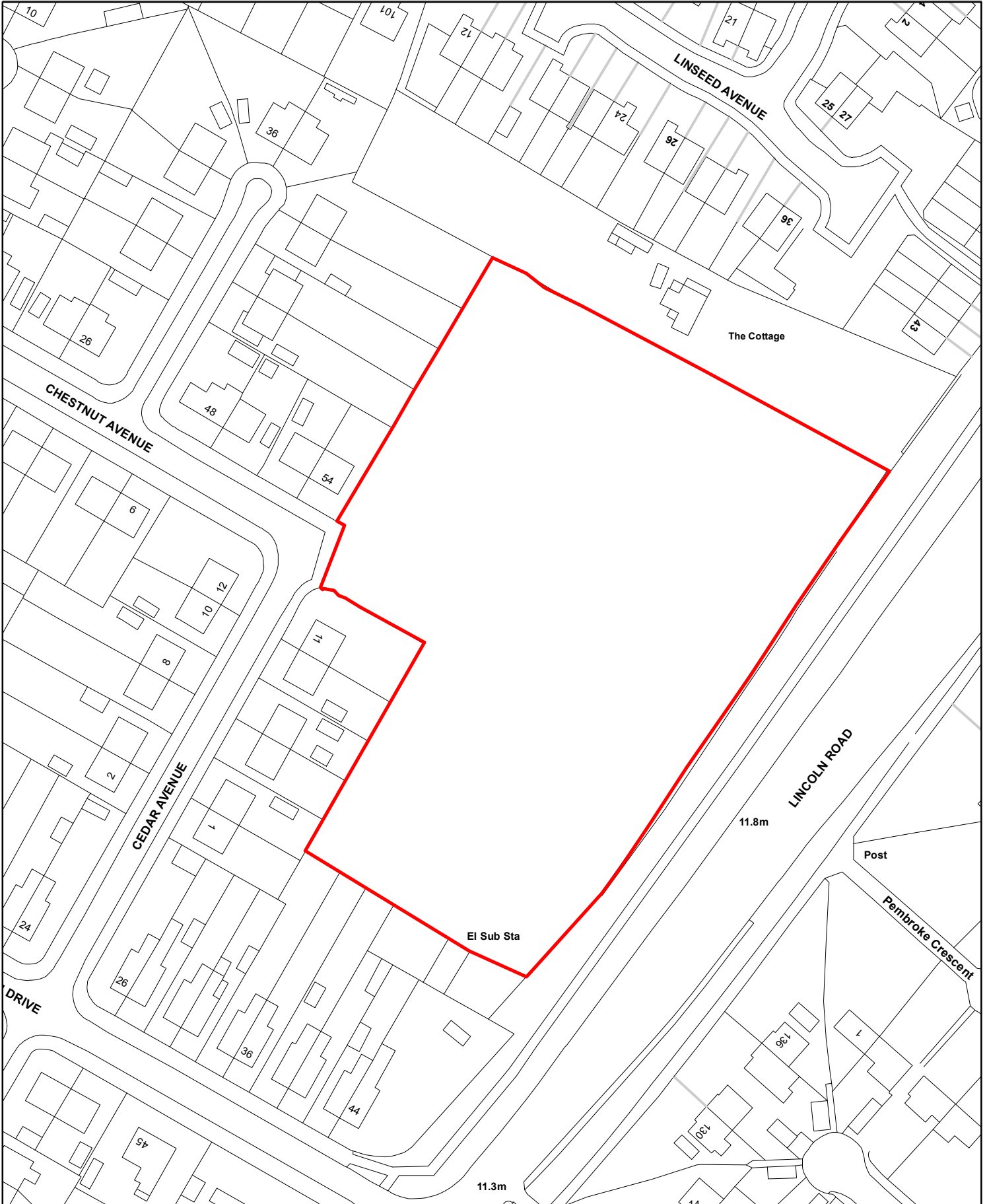
To consider the best option for the future of the land at Cedar Avenue/Lincoln Road for the interests of the Gilstrap charity.

Background Papers

None

For further information please contact Karen White on Extension 5240.

Karen White
Director – Governance & Organisational Development



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Land off
Lincoln Road
Newark on Trent
Nottinghamshire
For Identification Purposes Only

Date:<Double click to insert>
Print:<Double click to insert>
Scale: 1:1,000

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

The Gilstrap Children's Wood and Wildlife Meadow

WINTHORPE ESTATE RESIDENTS GROUP
ALTERNATE PROPOSAL





Our Dream & Vision.

This New Proposal will fulfil the Charitable objectives & obligations of the Gilstrap Charity, Newark and Sherwood District Council's deceleration of a Climate Emergency, Tree planting scheme and the "Pocket Parks Programme" introduced by the Communities Secretary Robert Jenrick.

The Gilstrap Charity Children's Wood & Wildlife Meadow.

With the current proposals of redevelopment of Yorke Drive adding to the growing Green Space Deficit locally,

https://m.facebook.com/story.php?story_fbid=611915669314521&id=154161975089895

The Gilstrap Charity Children's Wood & Wildlife Meadow will be the last non prescribed open green space in the Bridge Ward.

This space is vitally important for our local community, with minimal financial support it could be a place where people continue to get together to walk dogs, picnic, garden and play. It's a space where everyone can come together without the financial pressure of pay to play.

The Children's Wood with local groups, Schools, Academy's, Nurseries and Council could host regular events with the aim to connect people to nature, raise aspirations and involve people in the management of the land. People are increasingly disconnected from nature and this is having serious mental and physical health implications. Our Proposal of The Gilstrap Charity Children's Wood & Wildlife Meadow can redress the imbalance right in the heart of our community.

The Gilstrap Charity Children’s Wood & Wildlife meadow could be accessed at any time of day or night by families, adults, carers, schools, our community and wildlife.



Proposal concept Key:

- 1. Picnic benches and Accessible Picnic benches**
- 2. Multi Use Games Arena refurbished.**
- 3. Public Footpath**
- 4. Ambitious planting scheme.**
- 5. Solar lighting.**
- 6. Accessible Play Equipment**
- 7. Open non prescribed Green Space**

Nature and Mental health

Nature improves your health
Daily contact with nature is linked to reduced levels of chronic stress, reductions in obesity and improved concentration, so get your colleagues outside and help them feel healthier.

Nature makes happier workers
Green your office by creating an outside area and encouraging lunchtime walks. There is a 10% reduction in work absence if employees are able to look at a green space rather than a wall.

Green offices boost productivity
Adding plants and photos of wildlife (or even playing birdsong!) can help your colleagues at work. Employees are 15% more productive when workplaces have even a few houseplants.

Nature makes you more active
Map out local walking routes in wild places for people to enjoy at lunchtime. People with easy access to nature are three times as likely to be active as those without access.

Green exercise can save the NHS money
Ecotherapy could reduce antidepressant prescription costs, so encourage walking meetings and exercise in your workplace. Mind has shown that green exercise benefits health and wellbeing.

Green neighbourhoods cut depression
Natural features near houses reduce mental illness. Work with neighbours to create wildflower borders and bird feeding stations.

The Benefits of Outdoor Free Play on Children's Development

Mental Health
Better moods
Decrease in hyperactivity
Decreases in symptoms related to anxiety and depression

Physical Health
More opportunities for movement
Decrease in the likelihood of developing obesity or diseases
Development of fine and gross motor skills

Cognitive Health
More opportunities to make decisions and problem-solve
Increases in creative thinking
Children use higher levels of sequencing, planning, organizing

Emotional Health
Development of empathy
Increases in self-esteem
Development of emotional intelligence

Social Skills
Increased social interactions
Higher levels of sharing, cooperation, helping
Decreases in solitary play

Play Skills
Increased creativity
Development of higher play skills and play types
More opportunities for imagination and engagement

Despite living in a society where materially life has been good, some things are getting worse and society is noticing an increasing number of problems associated with modern living such as depression, anxiety, obesity, food poverty, the achievement gap and so on. We believe The Gilstrap Charity Children's Wood & Wildlife Meadow can play a role in tackling some of these 21st Century problems and minimise the impact of the more challenging aspects of modern living. Being outside, even if it's just to play and have fun, can reduce anxiety and increase self-esteem and attention span in children. The same is true for adults and for problems like depression; spending time in nature can be as effective as antidepressants in reducing symptoms. It's a simple, free, activity with no side effects. Not only can the land help to alleviate negative feelings and thoughts but it can boost well-being and help people and our community to flourish.

Rewild a Child and support our Alternate proposal, The Gilstrap Charity Children's Wood and Wildlife Meadow for Cedar Avenue Park.

Help put nature back into childhood. Because all our lives are better when they're a bit wild.

Children's contact with the natural world is in decline. Only 10% of

children now spend time in wild places, compared to 40% of their parents when they were young.

The increase in screen time, the pressures of schoolwork, parental fears and a decrease in accessible green space have all contributed to a decline in 'wildplay', leaving our children divorced from nature in their formative years.

If children continue to be disconnected from nature, they will not value and care for it in the future. Children who spend less time in nature also suffer in their health and wellbeing and miss out on opportunities to develop physically and mentally.

We're working to make nature a part of growing up again. From imaginative play in woodlands to pond-dipping and getting wet and muddy, this builds confident, healthy and happy children and makes a connection with nature that can last a lifetime



Protecting Spaces

- Deed of Dedication with ownership and management remaining at local level
- Wide range of outdoor spaces
- Millions in improvements funds
- Activation projects, targeting the inactive
- Tangible legacy

The graphic includes the 'fit fields in trust' logo in the top right corner, a photograph of a group of children in white t-shirts standing in a field, and a silhouette of a dog jumping in the foreground.

For this proposal to happen The Gilstrap Charity will need to protect the land through a Deed of Dedication with Fields In Trust. It's a robust yet flexible way to do it. The Deed is a legally binding document which means the proposed Gilstrap Charity Children's Wood & Wildlife Meadow is protected for future generations to enjoy.

If successful, our alternate proposal *"The Gilstrap Children's Wood and Wildlife Meadow"* will be the only Park in Newark and Sherwood that will have accessible play equipment.

we cannot find any other examples where families can play on multiple equipment together regardless of physical ability, non-discriminatory, allowing families to play, learn and get back to nature as families.



An ambitious tree planting scheme along with shrubs, wildflowers, wildlife and child friendly soft landscaping would give nature a home and provide vital "Green Lungs" to our heavily polluted community absorbing carbon contributing towards NSDC's carbon neutral target.

Community veg growing, Community gardening, Community events, Play Groups, Outdoor learning, Sensory Garden, Education, Forest Schools, Bush craft workshops, open green space, Dog Walking, just sit and enjoy nature, the possibilities this proposal presents are endless.



↓ ↓ Our mood board album can be found here ↓ ↓

<http://www.facebook.com/winthorpeestate/albums/749914318847988/?scmts=scwspstd&extid=wAUWYhImUTITaEIs>

Thank you for taking the time to read our proposal and allocating time in the committee meeting for discussion.

Kind Regards,

Winthorpe Estate Residents Group.