



*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

Chairman: Councillor Mrs R Crowe

**Voting Members:**

Councillor M Cope  
Councillor K Girling  
Councillor L Goff  
Councillor S Haynes

**Non-Voting Members:**

Councillor R Crowe  
Councillor J Kellas  
Councillor D Lloyd  
Councillor M Skinner

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

**DATE:                Tuesday, 11 January 2022 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. Apologies for Absence
2. Declarations of Interests from Trustees
3. Declaration of Intention to Record the Meeting
4. Minutes of the Meeting held on 19 October 2021 4 - 8

### **Minute No. 20 - Trust Accounts for the Financial Year Ending 31 March 2021**

The Gilstrap Accounts for the financial year ended 31 March 2021 were subject to an independent examiner's report. The Assistant Business Manager – Financial Services has advised that the accounts were audited with no changes.

5. Application for Funding - Newark Castle Events 9 - 16
6. Cedar Avenue Update Verbal Report
7. Newark R&M Cricket Club Project - Update Verbal Report
8. Date of Next Meeting (April 2022)

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Trustee Board of the Gilstrap and William Edward Knight Charities** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Tuesday, 19 October 2021 at 6.00 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)

Councillor M Cope, Councillor K Girling, Councillor L Goff, Councillor S Haynes, Councillor R Crowe, Councillor J Kellas and Councillor D Lloyd

APOLOGIES FOR ABSENCE: Councillor M Skinner

### 16 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED that the following voting Members declared an interest in Agenda Item No. 7 as elected Members of Newark Town Council.

Councillor Max Cope  
Councillor Rita Crowe  
Councillor Laurence Goff

that the following non-voting Members declared an interest in Agenda Item No. 7 as elected Members of Newark Town Council.

Councillor Robert Crowe  
Councillor David Lloyd

### 17 DECLARATION OF INTENTION TO RECORD THE MEETING

The Chairman advised that the meeting was being recorded and livestreamed by the Council on social media.

### 18 MINUTES OF THE MEETING HELD ON 4 MARCH 2021

AGREED that the Minutes of the Meeting held on 4 March be approved and signed by the Chairman as a correct record.

### 19 APPOINTMENT AS CLERK TO THE TRUSTEES

The Trustees considered the report presented by the Democratic Services Officer which sought approval for the appointment of Sue Bearman, the Assistant Director – Legal & Democratic Services as the Clerk to the Trustees with immediate effect, following the retirement of the previous Clerk, Karen White.

In considering the report the Trustees welcomed Mrs Bearman to the role of Clerk to the Trustees.

AGREED (unanimously) that Sue Bearman, Assistant Director – Legal & Democratic Services, be appointed as Clerk to the Trustees with immediate effect.

20 TRUST ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 MARCH 2021

The Trustees considered the report presented by the Assistant Business Manager – Financial Services which sought approval for the Statutory Accounts for the W.E. Knight and Gilstrap Charities for the financial year ended 31 March 2021.

The report set out the income and expenditure for both charities and that the annual accounts must be submitted to the Charities Commission within 10 months of the end of their financial year, this being 31 January 2022. The report also stated that an audit of the accounts was required if the annual income was over £25,000 but that this was only necessary for the Gilstrap Charity whose income breached that threshold..

In relation to the W.E. Knight Charity, a Trustee queried when it was likely to be disbanded as it no longer received income and all funds therefrom had been allocated. The Assistant Business Manager advised that there remained a balance of unallocated funds of £26,612.29 in addition to that already committed to the Newark R&M Cricket Club.

In relation to the Gilstrap Charity and in response to a query raised, the Assistant Business Manager confirmed that the lease income was solely from the former Gilstrap Library. The Trustee also queried as to the current arrangements for the MUGA at Cedar Avenue, in relation to maintenance costs and the lease income that would have been derived therefrom as this was relevant to any potential sale of the land. The Clerk to the Trustees advised that she would forward the relevant information to the Trustees.

AGREED (unanimously) that:

- (a) the W.E. Knight accounts for the financial year ended 31 March 2021 and the publication on the charities commission be approved;
- (b) the draft Gilstrap accounts for the financial year ended 31 March 2021 and the publication on the charities commission pending any audit amendments be approved; and
- (c) delegated authority be given to the Assistant Business Manager – Financial Services to sign a revised set of accounts if required, as detailed in paragraph 4.3 of the report.

21 LAND OFF CEDAR AVENUE/LINCOLN ROAD, NEWARK - UPDATE

The Trustees considered the report presented by the Clerk to the Trustees which provided an update on progress since the Board's last meeting in March 2021.

It was reported that at that meeting the Board had resolved to seek to have the land designated as public open space and to approach the District and Town Councils for expressions of interest in acquiring the land. Valuation advice on the proposal was also sought. Wood Moore & Company had re-confirmed their previous indicative valuation for the land in the sum of £45,000, based on the land being sold as public open space, with a covenant preventing future development and/or overage

provisions to protect the Gilstrap Trust's position in respect of any future development potential. An alternative option of leasehold had also been suggested by Wood Moore & Company, which would retain the land in the Trust's ownership.

The Clerk to the Trustees advised that she had spoken with the District and Town Councils and provided a verbal update as follows:

#### Response from Newark Town Council

From a consistency perspective it would make sense for the land to be transferred to Newark Town Council as it owns and operates most of the public open spaces in the town as opposed to the District Council which now only has a residual interest in such sites. The Clerk to the Town Council stated that he could advise the Trust therefore that the Town Council was interested, in principle, in acquiring the site and, subject to the Trust agreeing the sale to the Town Council, it would be considered formally at a Committee of the Town Council on 24 November and then on to their full Council in December for formal approval.

#### Informal Indicative Officer Response from Newark & Sherwood District Council

The District Council would not wish to express an interest but the matter had not been discussed with elected Members.

In relation to paragraph 2.4 of the report, the Clerk advised that she had received an update subsequent to the Agenda being published. The consultation referred to which had ended on 21 September had resulted in a limited response but that of those responses received, they had been supportive of deallocating the land as housing land. The next stage of the process was to publish a draft Plan early in 2022 at which point the District Council would formally propose the deallocation of the land as housing land.

In considering the report a Trustee sought assurance that as well as the land being deallocated for housing, that a covenant to prevent future building would be applied. The Clerk confirmed that the discussion held in March 2021 had resulted in the land being protected to prevent any future development, as referred to in paragraphs 2.2 and 2.3 of the report. In noting this, another Trustee stated that he would wish to ensure that the land be protected from future development but that should development be proposed, the Trustees would be able to claw back some monies.

In order to clarify the position, a Trustee referred to the current consultation on an Open Space Strategy being undertaken by the District Council, such allocation of open space being by type e.g. play areas. He sought clarity as to what category/ies the land was being preserved as to ensure the aspirations of the community were not excluded.

In listening to the debate a Trustee commented that he was sure that the representatives from the Gilstrap Charity Children's Wood and Wildlife Meadow Committee, who were in attendance at the meeting, would be grateful that the Trustee Board was seeking to keep the area green for the people of Newark and that the Town Council may be grateful for their contribution in the future too.

At this point in the meeting advice was sought from the Clerk as to whether those Trustees who had declared an interest were able to vote on the matter. The advice given was that if the Trustees felt that their position in being able to vote at the Town Council would be prejudiced then they should refrain from voting.

AGREED (unanimously) that the Trustee Board noted the report and confirmed external legal advisors be instructed as necessary.

*(Having declared an interest in this item Councillors Max Cope, Rita Crowe and Laurence Goff did not vote.)*

22 NEWARK R&M CRICKET CLUB PROJECT - UPDATE

The Trustees considered the report presented by the Clerk which sought to provide the Trustees on the progress made by Newark R&M Cricket Club in respect of their Ground Development Project.

The report set out that the Board had previously approved grant funding of £100,000 from the W.E. Knight Charity to fund Phase 2 of the project with a further £13,134 being approved in October 2020 towards the installation of a lift for the changing room building. Attached to the report was a letter from the Club with a target date for completion being noted as in time for the 2022 cricket season.

In considering the report a Trustee referred to the allocation of funding, noting that it had been a considerable time ago. He sought assurances that the project was progressing towards completion. Another Trustee raised the issue of the significant implications that the dualling of the A46 would have on the club and the possible need to demolish some of the building to accommodate its expansion. He suggested that the Club be advised of the dualling together with details of the compensation scheme, noting that if the club were able to demonstrate intent and commencement of some building works then compensation would be awarded. He suggested further that the Council advise the Club accordingly. It was noted that the Club had previously lost land when the Newark by-pass had been built.

The Clerk to the Trustees advised that she would acknowledge the Club's letter attached to the report and also seek reassurances on the progress of the project.

AGREED (unanimously) that the report be noted.

23 DATE FOR REFRESHER TRAINING SESSION ON PURPOSE OF CHARITY AND ROLE OF TRUSTEES

AGREED (unanimously) that a date be arranged for the new Trustees to attend a training session in relation to the purpose of the charity and the role of the Trustees. It was also noted that existing Trustees could attend if they wished.

24 DATE OF NEXT MEETING

AGREED (unanimously) that the date of the next meeting be held on:

Tuesday, 11 January 2022 @ 18:00 hours

Meeting closed at 6.20 pm.

Chairman

## TRUSTEE BOARD OF THE GILSTRAP AND WILLIAM EDWARD KNIGHT CHARITIES

11 JANUARY 2022

### APPLICATION FOR GRANT FUNDING

#### **1.0 Purpose of Report**

- 1.1 To consider an application made to the Gilstrap Charity for grant funding to support the Newark Castle Comes to Life Events in 2022.

#### **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 Application Received**

- 3.1 An application has been received for funding to support the Newark Castle Comes to Life.

- 3.2 There are 3 free public events planned in 2022 to interpret and enhance the stories of Newark Castle. These events will include live performances of drama and music, demonstrations such as sword-fighting and falconry, castle tours, outdoor crafts such as willow weaving and woodturning and fun activities for people of all ages.

- 3.3 The overarching objectives of the festival are:
- To promote enjoyment of Newark Castle and Victorian Gardens as a free, safe, outdoor venue in the wake of the pandemic
  - To educate local residents and tourists about 900 years of history at Newark Castle

3.4 The application form is attached as **Appendix B** to the report. As detailed in the application form, the organiser is looking to secure funding in the sum of £5,930.00

#### **4.0 Financial Comments**

4.1 Gilstrap receives annual lease income of £43,000 from Nottinghamshire County Council and has annual fixed expenditure charges of £4,400 to Newark & Sherwood District Council for support services. Therefore the funding application value of £5,930 can be funded from in year revenue.

#### **5.0 RECOMMENDATIONS**

**That the Board consider and determine the application received from the Heritage & Culture Business Unit of Newark & Sherwood District Council.**

#### Background Papers

None

For further information please contact Sue Bearman on extension 5240.

Sue Bearman

Clerk to the Trustee Board of the Gilstrap and W.E. Knight Charities

**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**

<b>1. About Your Organisation</b>			
<b>Organisation Name:</b>	NSDC Heritage & Culture		
<b>Contact Name:</b>	Sarah Clarke		
<b>Address:</b>	National Civil War Centre, 14 Appletongate, Newark		
<b>Postcode:</b>	NG24 1BY	<b>Telephone No.</b>	01636 655949
<b>Email Address:</b>	<a href="mailto:sarah.clarke@newark-sherwooddc.gov.uk">sarah.clarke@newark-sherwooddc.gov.uk</a>		
<b>2. Project Description</b>			
<b>Please describe the nature of your project and its objectives:</b>			
<b>Working title:</b> Newark Castle Comes to Life!			
<b>Nature of Project:</b> 3 free public events in 2022 to interpret and enhance the stories of Newark Castle. These events will include live performances of drama and music, demonstrations such as sword-fighting and falconry, castle tours, outdoor crafts such as willow weaving and woodturning and fun activities for people of all ages.			
<b>Objectives:</b>			
<ul style="list-style-type: none"> <li>- To promote enjoyment of Newark Castle and Victorian Gardens as a free, safe, outdoor venue in the wake of the pandemic</li> <li>- To educate local residents and tourists about 900 years of history at Newark Castle</li> </ul>			
<b>Expected Event dates</b>	9 April (Medieval Theme) 19 & 20 August (Civil War Theme) 17 September (Heritage Open Day Theme – Astounding Inventions)		
<b>Where will your project/event take place?</b>			
Newark Castle and Victorian Gardens			
<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>			
The events will be held within the grounds of Newark Castle with free public access. Families with younger children: free play activities and fun things to make and do Families with older children: demonstrations, trails, art activities, 'have-a-go' activities History enthusiasts: castle tours, talks and experts on hand People enjoying a day out: demonstrations, performances, meeting artists and makers			
<b>How many people will participate in the project?</b>			
We anticipate 1000 visitors per event A total of 3000 participants			
<b>What links does the project have to existing arts or cultural related events and programmes both locally and nationally?</b>			
The first event will be held during the Easter holidays and will explore medieval Easter traditions such as egg hunting and egg rolling, as well as other medieval activities.  The second event is during the summer holidays, capitalising on families looking for fun, free activities to do on a UK holiday.			

The third event is held during the Heritage Open Day festival. The HOD theme for 2022 is Astounding Inventions, so the event will focus on historical inventions relevant to the castle (e.g. trebuchet, building arches) or to the local area (e.g. invention of the power loom in Marnham, MRI scanner invented by a former Magnus pupil).

**Why is the project needed?**

After two years of social distancing and other restrictions, people are looking for opportunities to come together with friends and family and make happy memories. We found in 2020/2021 that people enjoyed taking their daily walks in the Victorian Gardens. Furthermore, recent survey data shows that local residents feel a strong sense of belonging at the Castle and Gardens, but that they would like more information about the Castle's history and want to see more events offered.

**How will you promote and publicise your project?**

Events will be promoted through Newark and Sherwood District Council's marketing and communications channels: websites, social media accounts, tourism outlets. We will work with community partners such as Newark Book Festival, St Mary Magdalene Church, Inspire, Newark Civic Trust and Newark Heritage Forum to share publicity about the events.

**What longer term benefits will be derived from the project?**

Newark Castle is often seen by local residents as an attractive backdrop to photos or a place to walk the dog or eat a picnic. These events will enable a wide audience to learn more about the Castle's history and its place in the town, whilst enjoying a fun, active day out. Longer-term benefits include increased historical knowledge, an increased sense of pride in one's local environment, and a greater number of local residents and tourists visiting the town centre. We hope to engage with these visitors to encourage them to get involved with further events and activities at the Castle in the coming years.

**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?**

*Event 1 (medieval):*

2x 30 minute falconry flying display and static display all day £450

Gladiator joust inflatable for age 12+ £150

Medieval reenactors x 3 £800

Musicians: wandering medieval minstrels £400

Storyteller – Heritage & Culture staff £0

Art/craft activities – Heritage & Culture staff £0

Hobbyhorse jousting for young children – Heritage & Culture staff £0

Castle tours – Heritage & Culture volunteers £0

Easter egg hunt prizes £80

**Total for Event 1: £1880**

*Event 2 (British Civil Wars re-enactment):*

English Civil War Society fee: £800

'Have a go' crafts for adults: leather working, spoon carving £600

Musicians: 17<sup>th</sup> century group £600

Performance in the Undercroft: £250

Art/craft activities – Heritage & Culture staff £0

Castle tours – Heritage & Culture volunteers £0

**Total for Event 2: £2250**

<p><i>Event 3 (Heritage Open Day, Astounding Inventions):</i>  Science &amp; Innovation Show (e.g. Gizmoslab): £1200  ‘Have a go’ crafts for adults: e.g. make a trebuchet £600  Demonstrators from STEM businesses and educational groups £0  Storyteller – Heritage &amp; Culture staff £0  Art/craft activities – Heritage &amp; Culture staff £0  Castle tours – Heritage &amp; Culture volunteers £0  <b>Total for Event 3: £1800</b></p>
<p><b>TOTAL: £5930</b></p>
<p><b>Is your organisation VAT registered?</b> Yes</p> <p><b>If yes, please provide your VAT Registration Number:</b> 118115695</p>
<p><b>Will there be any income generated from the project/event? If yes, please provide estimates.</b>  No</p>
<p><b>5. Have applications been made for other sources of third party funding?</b></p>
<p>No. Match funding and in-kind support will be supplied by Newark &amp; Sherwood District Council through the Heritage &amp; Culture Business Unit.</p>
<p><b>6. Other Supporting Comments and Information</b></p>
<p><b>BANK ACCOUNT DETAILS</b> (If your application is successful, we will pay the award through a BACS transfer).</p> <p>Lloyds Bank:</p> <p>Newark &amp; Sherwood DC General A/C  30 96 18  60641068</p>
<p><b>DECLARATION</b></p> <p>I confirm that I am authorised to sign this application on behalf of Newark and Sherwood District Council</p> <p>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.</p> <p>Signed: </p> <p>Print Name: Carys Coulton-Jones</p> <p>Date: 23/12/2021</p>

## **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.

Please return this form to:

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