



*Castle House
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27 February 2026

Members of the Committee:

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

Substitute Members:

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

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

DATE: Monday, 9 March 2026 at 6.00 pm

VENUE: Civic Suite Castle House

**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 Catharine Saxton
email: catharine.saxton@newark-sherwood.gov.uk

AGENDA

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Trustee Board of the Gilstrap and William Edward Knight Charities** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Tuesday, 24 June 2025 at 6.00 pm.

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

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

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

1 ELECTION OF CHAIR FOR THE MEETING

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

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

2 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

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

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

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

NOTED: that:

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

Councillor I Brown
Councillor P Taylor

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

Councillor S Crosby
Councillor D Moore
Councillor N Ross

3 DECLARATION OF INTENTION TO RECORD THE MEETING

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

4 MINUTES OF THE MEETING HELD ON 27 FEBRUARY 2024

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

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

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

5 TRUST ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2024

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

The financial performance figures for W.E. Knight were provided in the report. As per previous reports W.E. Knight had allocated the majority of its fund to the Newark R&M Cricket Club in respect of their Ground Development Project. Therefore, the charity currently only had a minimum balance remaining.

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

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

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

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

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

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

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

AGREED (unanimously) that:

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

7 APPLICATION FOR GRANT FUNDING - NEWARK CULTURAL CONSORTIUM

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

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

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

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

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

8 LAND OFF CEDAR AVENUE LINCOLN ROAD - VERBAL REPORT

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

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

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

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

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

9 DATE OF NEXT MEETING

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

Meeting closed at 6.50 pm.

Chairman



Report to: Meeting of the Trustees of the Gilstrap and WE Knight Charities:
9 March 2026

Clerk to the Trustees: To be confirmed

Lead Officer: Francesca Whyley – Monitoring officer

Report Summary	
Report Title	Appointment of Clerk and Deputy
Purpose of Report	To seek approval of the appointment of the Clerk and Deputy Clerk to the Board of Trustees of the Gilstrap Charity and WE Knight Trust
Recommendations	That the Trust approve: <ul style="list-style-type: none"> a) The appointment of the Monitoring Officer as Clerk to the Board of Trustees to the Gilstrap Charity and WE Knight Trust b) The appointment of the Deputy Monitoring Officer as Deputy Clerk to the Board of Trustees to the Gilstrap Charity and WE Knight Trust
Reason for Recommendations	To ensure effective administration of the Gilstrap Charity and WE Knight Trust (the Trust) Board meetings and to ensure good governance.

1.0 Background

- 1.1 The Board of Trustees of the Trust have authority to make operational and strategic decisions relating to the Gilstrap and WE Knight Charities. As part of this decision making, and in order to support administration and good governance at meetings of the Board a clerk has historically been appointed. The clerk has administered meetings as well as filtering grant funding applications and requesting more information to ensure applications align with the aims of the Chariry.
- 1.2 Until October 2025, the clerk role was filled by the Monitoring Officer of Newark and Sherwood District Council. The postholder left the organisation in October 2025 and since then there has been no formally appointed clerk and the position remained vacant. The previously planned meeting of the Trust in October was postponed.
- 1.3 Newark and Sherwood District Council appointed a new Monitoring officer from 21st October 2025. This resource is a shared resource with Gedling Borough Council and the Monitoring Officer allocates two days a week to Newark and Sherwood

District Council. In order to ensure the Trust are not impacted by this change in arrangements, adequate cover for the clerk role is required.

2.0 Proposal /Options Considered

2.1 It is proposed that the vacant clerk role is filled by the Monitoring Officer who will retain oversight of the role but that a Deputy Clerk is also appointed to ensure adequate cover for meetings. The Deputy role would be filled by one of the Deputy Monitoring Officers Bryony Norman. This will ensure all meetings are administrated effectively going forward.

3.0 Implications

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

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

Financial implications

3.1 There are no direct implications arising from this report. The Clerk duties would form part of the Monitoring officer and Deputy roles and do not result in additional budgetary requirements.

Legal Implications

3.2 Newark and Sherwood District Council is the Trustee of the Gilstrap and W. E Knight Charities and the Council, in its constitution has determined that its role as Trustee should be discharged by the Trustee Board. It is appropriate, in order to support the governance of the Charities and meetings of the Trust that appropriate governance support is put in place through the appointment of the Clerk.

Background Papers and Published Documents

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

None



Report to: Meeting of the Trustees of the Gilstrap and WE Knight Charities,
9 March 2026

Clerk to the Trustees: To be confirmed

Lead Officer: Helen Brandham, Democratic Services Officer

Report Summary	
Report Title	Application for Grant Funding – Friends of Newark Castle & Victorian Gardens
Purpose of Report	For the Trustees to consider the application made to the Gilstrap Charity for grant funding to support the promotion of education and understanding of one of Newark’s most significant historic buildings and to tie together the historic landscape of the town.
Recommendations	That the Board of Trustees consider and determine the application received from the Friends of Newark Castle & Victorian Gardens.

1.0 Background

- 1.1 Members will recall that at the previous meeting of the Trustees of the Gilstrap Charity held on 24 June 2025, this application was presented for consideration. The previous report and supporting appendices are attached as **Appendix One**.
- 1.2 At that time, Members felt that there was insufficient detailed information to satisfy them that the funding was good value for money and therefore deferred the application in order for additional information on how the funding would be spent to be submitted to a future Board meeting.
- 1.3 Members also requested that an invitation be extended to the applicant to attend the meeting to present their application.

2.0 Proposal/Options Considered

- 2.1 The applicant was requested to provide the required additional information, and this is attached as **Appendix Two** to this report.

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding &

Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

3.1 Financial Implications

Currently, £475,808 is available to support future projects or grant applications. If the above application for £50,000 is approved, the remaining balance will be reduced to £425,808.

3.2 Legal Implications

The Board is the appropriate body to consider the content of this report; it acts as Trustee to the Charity on behalf of the Council and its remit includes making operational decisions. It is for the Board to be satisfied that the application meets the criteria for award of funding and whether awarding the grant is in the best interests of the Charity considering its objectives ('The object of the charity is the general benefit of the inhabitants of [Newark] in such charitable ways for the public benefit as the Trustee thinks fit').

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

Background Papers and Published Documents

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

None

Report to: Meeting of the Trustees of the Gilstrap & WE Knight Charities – 24 June 2025

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

Lead Officer: Helen Brandham, Democratic Services Officer

Report Summary	
Report Title	Application for Grant Funding – Friends of Newark Castle & Victorian Gardens
Purpose of Report	For the Trustees to consider the application made to the Gilstrap Charity for grant funding to support the promotion of education and understanding of one of Newark’s most significant historic buildings and to tie together the historic landscape of the town.
Recommendations	That the Board of Trustees consider and determine the application received from the Friends of Newark Castle & Victorian Gardens.

1.0 Background

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

1.2 The current approved criteria is as follows:

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

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

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

2.0 Application Received

2.1 An application has been received from Sharon Morley on behalf of the Friends of Newark Castle & Victorian Gardens. The project is to support the promotion of education and understanding of one of Newark's most significant historic buildings and to tie together the historic landscape of the town. Further details of the project are detailed in the written application which is attached as **Appendix B** to the report.

2.2 The application notes that a grant in the region of £50,000.00 is being sought to provide a significant contribution to the interpretation in the ground floor room of the Northwest Tower. Information of funding applications to other third-parties are detailed within the application.

3.0 Implications

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

3.1 Financial Implications

Currently, £456,584 is available to support future projects or grant applications. If the above application for £50,000 is approved, the remaining balance will be reduced to £406,584.

Additionally, there is another grant application on the agenda requesting £10,000. Should both applications be approved, the total available funding will decrease to £396,584.

3.2 Legal Implications (LEG2526/1718)

The Board is the appropriate body to consider the content of this report; it acts as Trustee to the Charity on behalf of the Council and its remit includes making operational decisions. It is for the Board to be satisfied that the application meets the criteria for award of funding and whether awarding the grant is in the best interests of the Charity considering its objectives ('The object of the charity is the general benefit of the inhabitants of [Newark] in such charitable ways for the public benefit as the Trustee thinks fit').

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

Friends of Newark Castle and Victorian Gardens is a charity registered with the Charity Commission (Charity Number 1198387). If approved, the grant monies will be paid to the charity, which is a separate legal entity to the Council. The Board should be mindful however of the close working partnership between the charity and Newark & Sherwood District Council, which manages Newark Castle and must be satisfied that any perceived conflict of interest is properly managed. This might be achieved by transparent recording of the position in the meeting minutes, including whether there are any personal interests that require declaration (and consideration of whether to leave the room during this item of business).

It would not be appropriate to refuse the application due to risk of conflict; rather the matter would need to be deferred to consider further options for management of any potential conflict.

Background Papers and Published Documents

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

None

APPLICATION FOR GRANT AID SUPPORT - GILSTRAP CHARITY

Background Information

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

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

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

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

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

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

Application Process

Completed application forms should be returned to:

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

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

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

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

Grants will not be awarded retrospectively.

Conditions of Grant

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

APPLICATION FOR GRANT AID SUPPORT
GILSTRAP CHARITY

1. About Your Organisation			
Organisation Name:	Friends of Newark Castle and Victorian Gardens Charity Number: 1198387		
Contact Name:	[REDACTED]		
Address:	[REDACTED]		
Postcode:	[REDACTED]	Telephone No.	[REDACTED]
Email Address:	[REDACTED]		
2. Project Description			
Please describe the nature of your project and its objectives:			
Nature of Project:			
<p>Newark Castle and Victorian Gardens are a well-loved and significant historic site as well as a much needed and well-used green space. Its Romanesque gatehouse is considered by Historic England to be one of the finest examples in the country, and, for over 900 years, the Castle has stood as a key part of our local history.</p> <p>The Gilstrap Centre shares its location, and The Gilstrap Charity has previously supported the Castle in developing education and learning opportunities through a King John exhibition and family participation through Medieval Fun Days.</p> <p>The Newark Castle Gatehouse Project is an exciting and unique opportunity to bring the history of the site to life for local communities and tourists alike. The project will re-establish the Castle at the heart of the town, reinstating the Romanesque gatehouse as the entrance and creating five new gallery spaces to tell the stories from within its walls. Improved accessibility is a key objective, and the project will install a lift to take people up to the first-floor level. A new learning space under the entrance bridge will enable a transformational approach to school visits and community events, and activity and will bring more people into contact with this important Newark site, increasing their curiosity about features of historical interest.</p> <p>The interpretation in the galleries will focus on the Castle's Medieval heyday, exploring how local people would have been involved with the Castle. It will also explore the stories of Bishop Alexander and King John. The interpretation will use an accessible and family-friendly mix of written panels, embroideries and illustration, audio-visual techniques, models, artefacts and tactile replicas. Groups and communities are also involved, for example, St Mary's Church Choir are workshopping and recording some medieval choral music which will form part of the castle soundscapes, and students from the School of Musical Instrument Crafts are making a vielle – a medieval stringed instrument.</p> <p>The gardens, which will remain free to access and will benefit from a new landscaping scheme that prioritises accessibility, biodiversity and sustainability. Paths will be made more suitable for people with physical access needs, and the planting will be native species and wildlife friendly. The project team has worked closely with an ecologist to ensure that biodiversity is improved, and 16 trees have been planted on the Riverside Park to complement this project.</p>			

The gardens will benefit from a new lighting scheme that both improves the evening offer and provides feature lighting for the building itself, and has been designed sympathetically to include a bat corridor. There will also be new interpretation and wayfinding within the grounds, including information panels, a model, QR codes to access audio content, and a playful, multi-layered trail.

There will also be a free-to-access ground floor exhibition in the Northwest Tower that will be wheelchair accessible, dog-friendly, and will identify and explain the castle’s timeline and community relevance from Anglo-Saxon burgh to Victorian pleasure ground.

The Friends of Newark Castle are working closely with the Newark and Sherwood District Council Culture Team and are applying to The Gilstrap Charity for match funding towards the interpretation in the Castle and Gardens, which will enable us to promote education and understanding of one of Newark’s most significant historic buildings and to tie together the historic landscape of the town.

Objectives:

- To enhance and better reveal the significance of Newark Castle, for the general benefit of the inhabitants of the area
- To engage more people with Newark Castle’s rich history and the importance of Newark in the medieval world
- To conserve and maintain the remains of Newark Castle for future generations
- To ensure the sustainability of the castle through the implementation of a viable business that is appropriate to the heritage context of the building, and which generates income for the conservation and repair of the structure

Expected Start Date:	Spring 2025	Expected Finish Date:	Summer 2026
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Where will your project/event take place?
Newark Castle and Victorian Gardens

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.

In line with The Gilstrap Charity’s governing document, inhabitants across the area of benefit would benefit both directly, through use of the site, and indirectly through an improved environment and an increase in tourism, having a positive impact on the local economy.

The Friends of Newark Castle aim to support stakeholders to deepen engagement and increase the volume of visits from existing audiences whilst welcoming new audiences and creating new engagement opportunities. People who will benefit include:

- Local families with children, including those from lower socio-economic areas who may not ordinarily feel they can easily engage with features of historical interest
- Local older adults and couples
- Tourists and day trippers, also providing a broader positive impact on local businesses
- Primary and secondary school students, and students from Newark College
- People with disabilities and well-being needs
- Local community groups and adult learner groups (including hard-to-reach groups)

- Young people (aged 11-25)
- Speakers of other languages

The Newark Castle and Victorian Gardens interpretation will be based entirely on-site at the castle, although the National Lottery Heritage Fund-supported activity plan will have a wider reach.

How many people will participate in the project?

All visitors to Newark Castle and Gardens will benefit from the new interpretation, regardless of their age, interest, language or disability. Anticipated visit numbers to the ticketed experience are expected to level out at 25,500 in the first stable year after a peak in the initial period after opening. This amounts to an average of around 50 visitors a day at off-peak, 110 visitors a day during peak season, and 150 visitors a day during the ultra-peak summer months (June-August).

	Annual visits
Tourists and non-residents	16,900
Newark and Sherwood residents (initial visit)	4,300
Free return visit within 12 months*	4,300
Total annual visitors	25,500

** Assumes each initial visit generates an additional 1.0 repeat visits within the following 12 months.*

Anticipated visitor numbers, given in the project business plan, are based on penetration rates into the local area population and tourist visits, comparison to other castles and local sites, and assumptions around repeat visiting.

Visitor numbers to the gardens are expected to increase to 135,000 per annum, including some crossover with castle visitors.

Given the interpretation will have a positive impact on visitors for many years to come, the grant will potentially benefit hundreds of thousands of people in total, from all walks of life.

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

Newark Castle is managed by NSDC as part of a cultural portfolio with the Palace Theatre Newark, the National Civil War Centre, Newark Museum, and the Arts Council England-funded Open Doors programme. The Heritage and Culture team at Newark and Sherwood District Council work closely with other partners in Newark and Sherwood such as Inspire, Newark Town Council, St Mary Magdalene Church, Newark Book Festival and Newark College as part of the Cultural Consortium who produce the Newark Creates programme which offers high-quality, fun, free creative events throughout the town. The Friends of Newark Castle and Victorian Gardens is a Charity Incorporated Organisation whose volunteers work closely with the NSDC culture team, supporting public appreciation of the history of Newark Castle and gardens and encouraging further study or enquiry into its buildings.

The Learning and Participation Team holds a Sandford Award for excellence in heritage education and was the 2024 recipient of the Kids in Museums Best Small Museum Award at the National Civil War Centre. As such, staff are involved in delivering sessions at conferences and training programmes for museum and heritage learning and engagement teams in other museums across the UK.

Why is the project needed?

The project is a unique opportunity to invest in Newark Castle's future, preserving the historic fabric of the building for future generations and improving the gardens.

Many local people are not aware of the importance of Newark Castle: it was built by one of the most famous bishops of the 12th century, King John died there of dysentery in 1216, King James I and Charles I often visited, and the castle was the first monument ever to be restored at public expense. The gardens were landscaped in celebration of Queen Victoria's golden jubilee and donated to the town in perpetuity. The new interpretation scheme for Newark Castle and Gardens will make a huge difference to both local people and visitors to the local economy, highlighting the rich history of the site and its communities and enabling a new sense of pride in the town.

How will you promote and publicise your project?

The marketing and communications plan is formulated by Newark and Sherwood District Council and includes many different methods for promotion. Discussion is in the early stages about how the Friends of Newark Castle can potentially support this further.

NSDC will:

- Keep local people informed of progress through mailshots and newsletters
- Develop a new website that will include project blogs and a gallery of Newark Castle paintings and photographs
- Produce marketing releases at key points in the programme, to encourage engagement from the print and digital media sector
- Develop cross-promotion opportunities with partners including rail and bus providers, other heritage sites and experiences in the local area
- Through historical talks, activities and events
- Discussion is taking place with the Friends of Newark Castle to put in a joint bid to see if it is possible to secure a Royal visit for an official opening of the castle

What longer term benefits will be derived from the project?

Improving the interpretation in Newark Castle and Gardens will bring sustainable benefits to the site and the town, such as:

- A better understanding of the historical significance of Newark Castle, both locally and further afield
- Increase in visitor numbers, which will provide economic sustainability for local shops, restaurants and businesses
- More attractive and wildlife-friendly green space, for longer-term wellbeing and environmental benefits
- Improved event space to draw more visitors into the town

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 total cost of the interpretation scheme is £571,000. A grant in the region of £50,000 from the Gilstrap Charity would provide a significant contribution to the interpretation in the ground floor room of the Northwest Tower. This room is not behind the pay barrier and will therefore be free for everyone, wheelchair accessible and family friendly, with a window seat overlooking the lovely view of the River Trent. It gives an overview of the castle's history, showing the development of the site from Anglo-Saxon times to the present day and encouraging visitors to learn more about Newark's fascinating story. The room will be open in line with the opening hours of the new paid offer.

- There will be some 10th century, 13th century and 17th century artefacts on display, taken from the reserve collection at the National Civil War Centre, Newark Museum. A cannonball, found at the castle, will be on open display so that visitors can touch it, enabling a younger audience to engage in a tactile way.
- An audio point enables visitors to listen to oral history recordings of archaeologists involved in the excavations at Newark Castle and find out more about the exciting discovery of an Anglo-Saxon burial ground.
- A playful model asks children to be like a 12th century mason and build their own castle.
- An interactive screen will show clips of Newark people sharing their memories of the castle, and craftspeople involved in the Gatehouse Project, such as the carpenter who is making a new throne for Bishop Alexander and the embroiderers working on bespoke hangings.

The remainder of the interpretation funding has been secured from The National Lottery Heritage Fund thanks to National Lottery players, and the capital build elements of the project are funded by The Towns Fund.

Both NSDC and The Friends of Newark Castle and Victorian Gardens will be acknowledging all funders appropriately within the design of the interpretation and would work directly with The Gilstrap Charity to agree that acknowledgement.

Is your organisation VAT registered?

If yes, please provide your VAT Registration Number: Not currently

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

Ticket income is anticipated to be around £98,000 per annum.

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

The capital project is funded by the Towns Fund (£3.3 million) and Newark and Sherwood District Council (£2 million). The National Lottery Heritage Fund has provided a grant of £1.4x million to fund interpretation, landscape, lighting and a 5-year activity plan

6. Other Supporting Comments and Information

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 ~~CASTLE VICTORIAN GARDENS~~ FRIENDS OF NEWARK

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 18/5/25

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



Who are we?

The Friends of Newark Castle and Victorian Gardens are a group of volunteers who work to promote and raise money for the 12th Century castle for future generations. We have been established for more than 20 years and meet regularly. We are a registered charity (charity number 1198387).

In the past, we have helped at events, organised fundraising, created exhibitions (John Mountney, Knights Templar, and Lady Manners displays) and bought educational tools for castle tours. Our latest project is to support Newark and Sherwood District Council with its exciting and ambitious Castle Gatehouse Project. We have already held castle open days and a talk to raise money for the project and other events are in the pipeline.

Castle Gatehouse Project

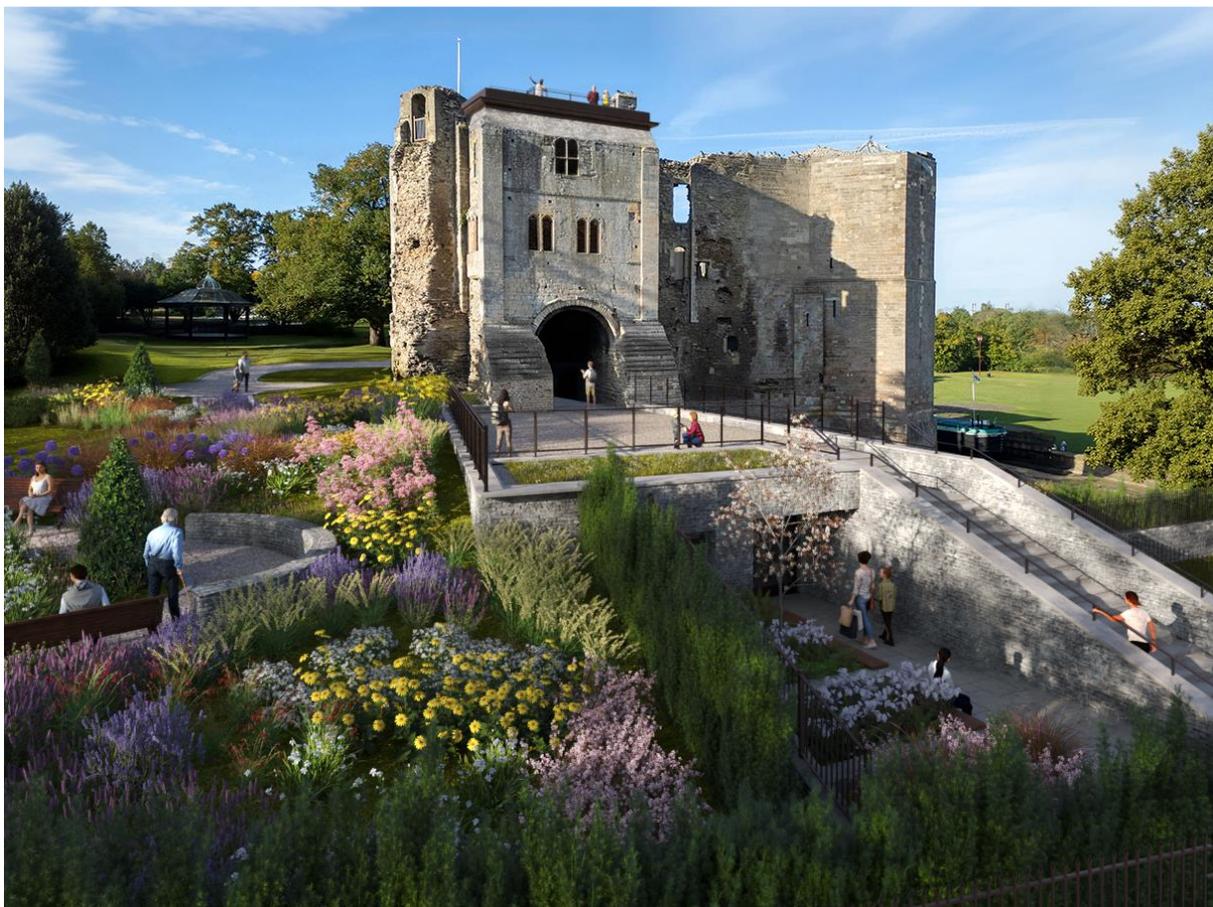


Newark Castle and Gardens are a well-loved and much-used significant historic site. Its Romanesque gatehouse is considered one of the finest examples in the country. Indeed, it was one of the first entries to be added to the national Schedule of Ancient Monuments when it was established.

The project establishes Newark Castle and Gardens at the heart of the town, creating an important new heritage venue which makes Newark a better place to live, work and visit.

The project centres around capital works to reinstate the Romanesque gatehouse, which will be joined by a bridge from the new entrance at street level. The project will:

- Continue conservation on the fabric of the building, create unique access to currently inaccessible parts of the castle interior, and provide sustainable visitor facilities for the Castle, along with improvements to the external environment. Five new gallery spaces will be developed.
- Create and deliver interpretation for the Castle and Castle Gardens that is meaningful to local people and makes accessible the local and national heritage story.
- Develop the gardens as an inclusive, vibrant community space through sustainable interpretation, lighting and landscaping, creating a daytime and night-time economic and cultural offer.
- Build partnerships with local communities and education establishments.
- Work with local communities to deliver an extensive activity and outreach programme that will diversify audiences, placing diversity of participation, inspiration, enjoyment, wellbeing, and inclusivity central to its ethos.
- Provide an engaging and playful resource for local families where children can learn about their local history whilst enjoying one of Newark's most central and attractive green spaces.



Why we need extra funding?

The majority of the money for this project has been provided by the National Lottery Heritage Fund, Newark Towns Fund and Newark and Sherwood District Council, with a recent grant from the Doris Bainbridge Bequest courtesy of Newark Town Council, towards the restoration of the bandstand.

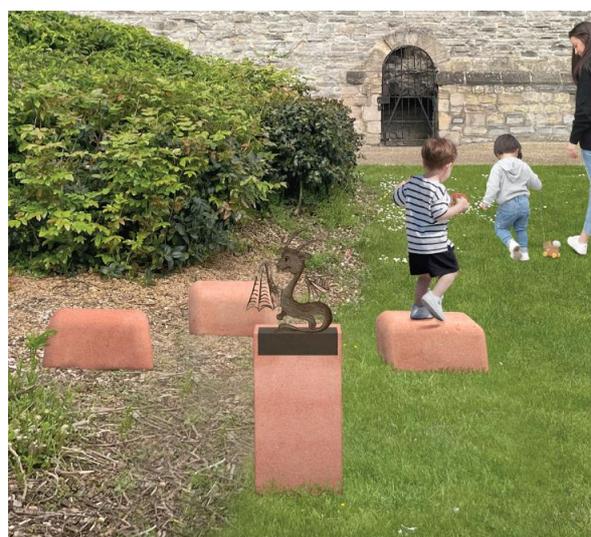
Newark Castle will be elevated beyond the typical castle offer, with the highest quality tourism and educational experience. We want to deliver a scheme that local people can be proud of, and which helps our communities to understand the special place that Newark holds in England's history. To achieve that, we are looking for additional funding to support the plans.

The Castle Friends feel strongly that Newark's families need free places to spend time outdoors, and Newark Castle is a great place to enjoy the green space whilst learning about our local history.

What we would use the money for

We are asking for £50,000. This will enable the Friends of Newark Castle and Gardens to purchase a playful and educational trail. Quotes have been received ranging from £48,000 to £60,000. The trail highlights key architectural features of Newark Castle in a fun and accessible way, helping people of all ages to imagine what the castle looked like 900 years ago. This includes:

- An accurate replica of the 12th century chapel arch, which is in the Gilstrap and not easily accessed by the public
- A replica of one of the gothic windows
- A play feature inspired by the Debtors Dungeon, incorporating Templar graffiti
- Stepping stones made from the reclaimed riverside pathway steps
- Horse steps, to tell the story of knights and other people who lived in medieval Newark





This playful approach to historical storytelling is informed by a lengthy consultation process carried out between 2018 and 2023 by Newark and Sherwood District Council. They spoke with visitors, non-visitors and local groups, and observed how children play at Newark Castle. Families want play opportunities but not play equipment. We think this scheme provides those opportunities, whilst also educating and inspiring them to learn more.

The business plan produced by NSDC states that around 29,000 visitors are expected to visit the exhibition called 'The Castle Story' in its first year. The gardens, which will remain free to enter, will encourage far higher numbers of visitors both from the local area and further afield. The gardens will be more colourful and attractive than previously, with more benches and places to relax and enjoy the surroundings. Visitor numbers are expected to reach around 135,000 per annum.

How does our request satisfy the aims of The Gilstrap Charity?

You are considering this application as trustees of The Gilstrap Charity. According to the Charity Commission, the main aim of this charity is 'the advancement of public knowledge and understanding of features of historical interest in the area of benefit' (which is Newark)

- a) This is a request for funding by a Newark group that will benefit Newark Castle so certainly covers the area of benefit.
- b) Newark Castle is also, without doubt, a feature of historical interest in the area of benefit.
- c) The money that we are requesting will be used to enhance the interpretation of Newark Castle's history and help bring it to life for thousands of visitors. We believe this definitely satisfies the aim of advancing public knowledge and understanding of features of historical interest.

This huge and ambitious project is a once-in-a-generation opportunity to put Newark on the map. Friends of Newark Castle and Victorian Gardens are excited to be involved and want to make sure, as guardians of the castle for the future, that this project is the very best it can be. We are asking for £50,000 from The Gilstrap Charity, which we know is a lot of money, but it will provide long-term educational value to the site and benefit thousands of visitors to the castle in the coming years.

We believe our application meets all the criteria for The Gilstrap Charity and your grant would make a significant investment in the educational offering at Newark Castle.

Sharon Morley
Chairman, Friends of Newark Castle and Victorian Gardens



Report to: Meeting of the Trustees of the Gilstrap & WE Knight Charities,
9 March 2026

Clerk to the Trustees: To be confirmed

Lead Officer: Helen Brandham, Democratic Services Officer

Report Summary	
Report Title	Application for Grant Funding
Purpose of Report	For the Trustees to consider the following application made to the Gilstrap Charity for grant funding to support Maternal Minds CIC to deliver sessions to support mothers experiencing mild to moderate Perinatal challenges
Recommendations	That the Board of Trustees consider and determine the application received from Maternal Minds CIC.

1.0 **Background**

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

1.2 The current approved criteria is as follows:

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

- 1.3 It should be noted that the area of benefit for the Charity, whilst previously defined as the area of the former borough of Newark, was amended when the Scheme was last reviewed in 2013 to cover the parish of Newark.
- 1.4 A copy of the background information that is included on the Charity's website concerning how potential grant applications will be considered is attached to this report as **Appendix A**. Applicants are requested to complete a pro-forma application form that gives full details of their project, its objectives, budget and other funding secured.

2.0 Application Received

- 2.1 An application has been received from Maternal Minds CIC. Further information is detailed in the written application which is attached as **Appendix B** to this report.
- 2.2 The application seeks a total of £4000 in grant funding to support the delivery of a six week Art Psychotherapy Community Group for up to eight participants offering a therapeutic, creative space for mothers to explore and process challenges such as anxiety, depression, bonding difficulties and birth trauma. It is proposed that the sessions will be held within Newark with venues to be confirmed.

3.0 Implications

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

Financial Implications

Currently, £475,808 is available to support future projects or grant applications subject to any other funding decisions made during the meeting.

Legal Implications

The Board is the appropriate body to consider the content of this report; it acts as Trustee to the Charity on behalf of the Council and its remit includes making operational decisions. It is for the Board to be satisfied that the application meets the criteria for award of funding and whether awarding the grant is in the best interests of the Charity considering its objectives ('The object of the charity is the general benefit of the inhabitants of [Newark] in such charitable ways for the public benefit as the Trustee thinks fit').

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

Background Papers and Published Documents

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

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:	[REDACTED]		
Contact Name:	[REDACTED]		
Address:	[REDACTED]		
Postcode:	[REDACTED]	Telephone No.	[REDACTED]
Email Address:	[REDACTED]		
2. Project Description			
Please describe the nature of your project and its objectives:			
Maternal Minds CIC works with mothers experiencing mild to moderate Perinatal Mental Health challenges.			
Nature of Project:			
"Transition to motherhood", a proposed 6 week Art Psychotherapy Community group for up to 8 participants, offering a therapeutic, creative space in which to explore and process challenges such as anxiety, depression, bonding difficulties and birth trauma.			
Objectives:			
Development of creative skills and emotional literacy, improved mental health and wellbeing, sense of community via group experience, autonomy over care, wider benefits to child(ren) of participant.			
Expected Start Date:	ASAP	Expected Finish Date:	6 weeks later
Where will your project/event take place?			
Group sessions to be held within Newark, groups can be adapted for use in any confidential meeting space with a table and chairs. Access to a sink would be a bonus. Spaces used previously have been community rooms in fire stations or libraries.			
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.			
Up to 8 participants, I am open to running the group within any area of Newark dependant upon need and venue.			
How many people will participate in the project?			
Up to 8 people who will be eligible to engage for the 6 week duration of the group. Wider beneficiaries are the children and families of the group participants who will indirectly benefit from improvements in bonding and wellbeing.			
What links does the project have to existing arts or cultural related events and programmes both locally and nationally?			
Encouraging creative expression via Art Psychotherapy often increases desire to engage in local arts events.			
Why is the project needed?			
Individuals with mild to moderate perinatal mental health difficulties often face NHS waiting times of up to 18 months. The CIC provides funded community therapy groups, allowing self-referral from pregnancy up to two years postpartum.			
How will you promote and publicise your project?			
Details shared to local NHS community teams such as mental health nurses and midwife teams. Social media will allow the group be shared to local noticeboard pages. Local newspapers will be approached with a suggested article.			
What longer term benefits will be derived from the project?			
One of the greatest financial costs of Perinatal Mental Health is the impact not only on the mother, but on the child(ren) impacted by mother's mental health challenges. The group will indirectly reduce the burden in this regard.			

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? Total grant requested: £4000. Itemised as follows: Room hire £300, marketing £500, Art Psychotherapist salary £2100, Clinical Supervision £200, data recording and dissemination £350, art materials £240, sundries £200.
Is your organisation VAT registered? Yes/No If yes, please provide your VAT Registration Number: <u>N/A</u>
Will there be any income generated from the project/event? If yes, please provide estimates. Maternal Minds CIC is a not for profit, community interest company. The project would not generate income.
5. Have applications been made for other sources of third party funding?
Other grant applications have been submitted to support further phases of the 6 week groups. No funding has been secured at this point.
6. Other Supporting Comments and Information
Dr Amy Stanhope has worked with Perinatal Mental Health patients in the NHS since 2020, facilitating a series of community groups for perinatal loss and birth trauma. Amy's research experience will allow her to gather data from the group and disseminate findings and outcomes to local networks, advocating for further funding and ensuring that the voices of this sector of the community is heard by commissioners.
BANK ACCOUNT DETAILS (If your application is successful, we will pay the award through a BACS transfer). Account [REDACTED]
DECLARATION I confirm that I am authorised to sign this application on behalf of [REDACTED] 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. [REDACTED] _____ Print Name [REDACTED] _____ Date 20th January 2026

CONDITIONS OF GRANT FUNDING

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

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

Please return this form to:

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



Report to: Meeting of the Trustees of the Gilstrap & WE Knight Charities –
9 March 2026

Clerk to the Trustees: To be confirmed

Lead Officer: Helen Brandham, Democratic Services Officer

Report Summary	
Report Title	Application for Grant Funding
Purpose of Report	For the Trustees to consider the following application made to the Gilstrap Charity for grant funding to support the Gathering of the North Ltd event in Sherwood Forest
Recommendations	That the Board of Trustees consider and determine the application received from Gathering of the North Limited.

1.0 Background

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

1.2 The current approved criteria is as follows:

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

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

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

2.1.4 Applications should, where possible, demonstrate sustainable benefits.

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

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

2.0 Application Received

2.1 An application has been received from Gathering of the North Ltd. Further information is detailed in the written application which is attached as **Appendix B** to this report.

2.2 The application seeks a total of £9000 in grant funding to support a three day jousting event as part of a wider event to be held between the 23rd and 25th May 2026 at Sherwood Forest in Edwinstowe. The event is a heritage event showcasing medieval history through authentic re-enactments and immersive experiences. The event is also funded through sponsorship and pitch fees, contribution from the RSPB and from the events team.

3.0 Implications

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

Financial Implications

Currently, £475,808 is available to support future projects or grant applications subject to any other funding decisions made during the meeting.

Legal Implications

The Board is the appropriate body to consider the content of this report; it acts as Trustee to the Charity on behalf of the Council and its remit includes making operational decisions. It is for the Board to be satisfied that the application meets the criteria for award of funding and whether awarding the grant is in the best interests of the Charity considering its objectives ('The object of the charity is the general benefit of the inhabitants of [Newark] in such charitable ways for the public benefit as the Trustee thinks fit').

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

Background Papers and Published Documents

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

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:	[REDACTED]		
Contact Name:	[REDACTED]		
Address:	[REDACTED]		
Postcode:	[REDACTED]	Telephone No.	[REDACTED]
Email Address:	[REDACTED]		
2. Project Description			
Please describe the nature of your project and its objectives:			
Nature of Project:	Gathering of the North is a vibrant historical re-enactment event set in the iconic Sherwood Forest, celebrating the heritage of medieval England. The programme features jousting tournaments, a buhurt combat arena, traditional games, archery, and immersive experiences for all ages. Launched in 2025 to great acclaim, the event is free to attend, ensuring accessibility while promoting the Newark and Sherwood district as the heart of historic England. Our goal is to preserve and share this rich cultural tradition with the community and visitors alike.		
Objectives:	Celebrate Heritage: Showcase medieval history through authentic re-enactments and immersive experiences. Strengthen Community: Provide a free, inclusive event that fosters local pride and engagement. Promote Partnerships: Work with the RSPB and local organisations to combine cultural and environmental stewardship. Support Local Craft: Highlight traditional skills and crafts to sustain heritage trades.		
Expected Start Date:	23/05/2025	Expected Finish Date:	25/05/2025
Where will your project/event take place?			
Sherwood Forest, Edwinstowe			
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.			
Last year we had over 9000 attendee's over the three days and we intend to double this number in 2026. It comprised of locals and travelling tourists alike. Its navigatable via bus, car and foot opening it to the whole district to enjoy. It does not exclude nor ticket access.			
How many people will participate in the project?			
9000+			
What links does the project have to existing arts or cultural related events and programmes both locally and nationally?			
Our project is deeply connected to existing arts and cultural programmes both locally and nationally. We work with traditional craftspeople from across the UK, many of whom regularly feature at major heritage events such as Lincoln Christmas Market, Tewkesbury Medieval Festival, and The Battle of Bosworth, among others. Our performers and traders also engage with UK film and media, having appeared on programmes like Time Team and supplied authentic, locally crafted goods for popular productions including Poldark and Game of Thrones. In 2025, one of our local traders was even commissioned to create bespoke woodwork for the Newark Gateway Castle Project, demonstrating the strong link between our event and wider cultural initiatives.			
Why is the project needed?			
The project is needed to preserve and celebrate our shared heritage while enriching the local community. Sherwood Forest is an iconic cultural landmark, yet opportunities for immersive historical experiences in this region are limited. Gathering of the North provides a free, accessible event that brings history to life through authentic re-enactments, traditional crafts, and educational activities. By keeping the event ticket-free, we ensure inclusivity for all, but this model requires external support to sustain high-quality programming. The project also strengthens local identity, supports artisans and performers, and attracts visitors, boosting cultural tourism and economic activity. Without funding, this unique celebration risks being lost, along with the benefits it brings to heritage, education, and community engagement.			
How will you promote and publicise your project?			
We will promote and publicise the event through a comprehensive marketing strategy. A managed Facebook account will share regular updates and engage with local community groups to maximise reach. The event will also benefit from partner promotion via the Visit Sherwood page managed by the RSPB. In addition, we will advertise in key local publications, including the Newark Advertiser, The Chad, The Bramley Apple, and Sherwood Life. To attract heritage enthusiasts and families, we will incorporate historical themes and imagery across all channels. We will also collaborate with local and regional tourism influencers to extend our reach and generate authentic engagement. A dedicated budget of £1,000 has been allocated to ensure effective marketing and visibility though we would like to grow this to ensure we can gain paid placements in local papers.			
What longer term benefits will be derived from the project?			
The project will create lasting impact by raising the profile of traditional craft traders and positioning Newark and Sherwood as a leading destination for heritage events. It will strengthen local identity, boost cultural tourism, and support the preservation of arts and crafts. Long term, we aim to build on this success by bidding to host events at Newark Castle after its relaunch, ensuring continued growth for immersive history experiences.			

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 total estimated cost of the event is £24,420 (excluding VAT). We are requesting £9,000 from the Gilstrap Charity, which will specifically cover the cost of the joust for three days – a central feature of the event that draws visitors and creates an authentic medieval experience. Additional expenses include marketing, site coordination, safety provisions, facilities, signage, insurance, and entertainment to ensure a high-quality, immersive event. Projected income includes £3,500 from the RSPB, £1,500 in sponsorship, and £4,000 from pitch fees, bringing confirmed and expected income to £18,000. This leaves a funding gap of £6,420, which will be met through personal contributions from the event team and in-kind support. This funding structure ensures the event remains free and accessible to the public while maintaining the high standards that make it a flagship heritage celebration.

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

Will there be any income generated from the project/event? If yes, please provide estimates.
The RSPB will obtain revenue from the carpark of which they will be providing £2 per parking space back to the event team to cover costs incurred from the event. This funding will be put back into the event team to allow for more future events.

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

The RSPB will be a partner contributor and a mead company will sponsor the sword fighting arena.

6. Other Supporting Comments and Information

We are dedicated to curating historically inspired events celebrating local crafts people and keeping NSDC on the map as a tourism location. We work closely with key partners like the RSPB and are dedicated to safe events. Please call if you would like to discuss further in any detail.

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

DECLARATION

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

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

Signed  _____ Print Name  _____

Date 31/12/2025

CONDITIONS OF GRANT FUNDING

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

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

Please return this form to:

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