



BINGHAM TOWN COUNCIL

*The Old Court House
Church Street
Bingham
Nottingham
NG13 8AL*
Telephone: 01949 831445
Email: info@bingham-tc.gov.uk
www.bingham-tc.gov.uk

To: Councillor - G. Davidson - Chairman
" J. Eagles
" A. Harvey
" Mrs. S. Hull
" Mrs. T. Kerry
" J. Stockwood

and all other Councillors for information only.

9th April, 2014.

Dear Councillor,

You are hereby summoned to attend a meeting of the **Policy & Resources Committee** of the Bingham Town Council to be held in the **Council Chamber** at **The Old Court House, Church Street, Bingham**, on **Tuesday, 15th April, 2014**, at **7.00 p.m.**

Yours sincerely,

LHolland

Mrs. L. Holland,
Clerk to the Council.



BINGHAM TOWN COUNCIL

Meeting of the **Policy & Resources Committee** of the Bingham Town Council to be held in the **Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday, 15th April, 2014, at 7.00 p.m.**

A G E N D A

1. Apologies for Absence and Acceptance.
2. Declarations of Interest.
3. To approve and sign the Minutes of the meeting held on the 18th February, 2014, (previously circulated), including:-
 - 01 Matters Arising (including action points).
4. Budget Report 'A' up to 31.03.14. (Attached).
5. Accounts for Payment - Report 'B'. (To be tabled).
6. Accounts Paid - Report 'C'. (Attached).
7. Bankline payments. (Attached).
8. Grant Aid, including:-
 - 01 Bingham Neighbourhood Watch – Room hire for four meetings during 2014 at a cost of £100.00.
9. The Old Court House:-
 - (a) To consider quotation of £274.00 for remedial work in relation to fire alarm following testing of emergency lighting system along with new regulations for outside lighting.
 - (b) To consider quotation of £415.00 for replacement lights in reception area and fitting of a pir detector to front outside light.
 - (c) To consider quotation (yet to be received) for re-pointing necessary at rear of The Old Court House and roof repairs to Cemetery Lodge.
 - (d) To note comments in relation to existing heating boilers.
10. To note request from Positive Futures for a local base.
11. Community Led Planning - Update on public meeting.
12. To consider any correspondence received, including:-
 - 01 To note further increase in Employer's Contributions due to change in Superannuation Rules & Regulations concerning contributions to be paid by employers stemming from actuarial review.
 - 02 To note repeal of s.150 (5) of LGA 1972 (two signature rule).
 - 03 Letter from N.C.C. re. Same Sex Marriages & Other Civil Ceremonies.
13. Confidential Business if any.



BINGHAM TOWN COUNCIL

Meeting of the Policy & Resources Committee of the Bingham Town Council to be held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday, 15th April, 2014, at 7.00 p.m.

ACTION POINTS

AGENDA ITEM	DETAILS	ACTION TO BE TAKEN
Folio 6578 9.03	Review of Booking Policy	Agenda item for future meeting.
	Annual Inspection of sports facilities.	2013 Butt Field and Town Pavilion inspections completed.
	Tenants' rent review	Agenda item for future meeting.
	Town Pavilion	Review of lease and rent review.
6774	Risk Management Review	On-going.
	Membership of C.B.W.G.	Outstanding.

BINGHAM TOWN COUNCIL SUMMARY MARCH 2014

REPORT A cont.

	BAL B.FWD		Receipts			Payments			Net Variance	
	Budget	Actual	Variance to budget	Budget	Actual	Budget	Actual	Variance to budget		
Community	15	1950	1935	1265	2310	-1045	890			
Promotion	5,000.00	7,927.87	2,927.87	23,000.00	22,815.58	184.42	3,112.29			
Recreation	4,187.00	5,299.60	1,112.60	25,175.00	15,381.55	9,793.45	10,906.05			
Allotment	1,000.00	1,141.00	141.00	1,375.00	772.24	602.76	743.76			
Cemetery	5000	7,766.00	2,766.00	4,280.00	3,295.13	984.87	3,750.87			
Environment	0.00	0.00	0.00	7,090.00	4,853.14	2,236.86	2,236.86			
Depot	1350	1,247.10	-102.90	70,500.00	51,368.72	19,131.28	19,028.38			
Finance	23,068.00	24,768.41	1,700.41	122,100.00	90,411.13	31,688.87	33,389.28			
OCH	10,400.00	14,587.11	4,187.11	25,850.00	24,825.69	1,024.31	5,211.42			
TOTALS	50,020.00	64,687.09	14,667.09	280,635.00	216,033.18	64,601.82	79,268.91			

Precept 230,615.00 230,615.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Mayors Charity 0 1,741.07 0 0 583.00 -583.00 1,158.07

	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
Risk Management	3,500.00	0.00	0.00	0	3,500.00
OCH Capital	3,300.00	0.00	0.00	1880	1,420.00
Depot	16,892.82	0.00	0.00	0	16,892.82
Allotment	0.00	0.00	0.00	0	0.00
Environment	500.00	0.00	0.00	0.00	500.00
General Reserve	114718.99	0.00	0.00	7607.00	107,111.99
Promotion	0.00	0.00	0.00	0	0.00
Recreation	11,288.48	0.00	0.00	-645.00	11,933.48
Cemetery	0.00	0.00	0.00	0.00	0.00
Community Capital	1,500.00	0.00	0.00	0	1,500.00
Property Land	36,333.71	0.00	0.00	-2,085.00	38,418.71
Capital Total	188,034.00	0.00	0.00	6,757.00	181,277.00

GRAND TOTAL 188,034.00 90,520.00 66,428.16 -25,832.91 280,635.00 223,373.18 57,261.82 261,703.98

summary

REPORT A

INCLUDES ACCRUALS FROM 2012/2013

Mar-14

Net Variance column

Positive figs. = underspends
Negative figs. = overspends

Community	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
CCTV Maintenance	0.00	1,950.00	1,950.00	700.00	2,310.00	-1610.00	340.00
Notice Boards	0.00	0.00	0.00	50.00	50.00	50.00	50.00
Town Map	15.00	-15.00	-15.00	15.00	15.00	15.00	0.00
Trs. To Com. Reserve	0.00	0.00	0.00	500.00	500.00	500.00	500.00
Community	15.00	1,950.00	1,935.00	1,265.00	2,310.00	-1045.00	890.00

Promotions	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Town Fair	4,000.00	3,983.85	-16.15	7,000.00	5,926.52	1073.48	1,057.33
Christmas Fair	1,000.00	2,063.00	1063	2,500.00	3434.86	-934.86	128.14
Christmas Lights	0.00	240.00	240	6,500.00	6,575.97	-75.97	164.03
Other Promotions	0.00	1,641.02	1641.02	2,000.00	401.55	1598.45	3,239.47
Web Site	0.00	0.00	0	1,500.00	2035	-535.00	-535.00
Town News/leaflets	0.00	0.00	0	2,000.00	2454	-454.00	-454.00
Town Guide/Promotions	0.00	0.00	0.00	1,500.00	1,987.68	-487.68	-487.68
Promotions	5,000.00	7,927.87	2,927.87	23,000.00	22,815.58	184.42	3,112.29

Recreation	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Play Area/Open Spaces	0.00	0.00	0	4,500.00	3660.39	839.61	839.61
Tree/Shrubbery Maint.	0.00	0.00	0	2,500.00	570	1930.00	1,930.00
Rent	1,000.00	500.00	-500	175.00	6.16	168.84	-331.16
Sports Pitch Maintenance	3,067.00	4,600.50	1533.5	12,000.00	11145	855.00	2,388.50
Wayleaves	120.00	199.10	79.1	0.00	0.00	0.00	79.10
P3	0.00	0.00	0	0.00	0.00	0.00	0.00
Trs. To Recreation Reserve	0.00	0.00	0	6,000.00	6000.00	6000.00	6,000.00
Recreation	4,187.00	5,299.60	1,112.60	25,175.00	15,381.55	9793.45	10,906.05

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 31st MARCH 2014

Allotments	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
17 Allotment Rents	1,000.00	1,141.00	141	380.00	-5.00
18 Water Charges	0.00		0	307.81	192.19
19 Maintenance	0.00		0	84.43	415.57
Allotments	1,000.00	1,141.00	141.00	772.24	602.76

Cemetery	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
20 Rates	0.00		0	565.95	-35.95
21 Water/drainage	0.00		0	211.37	38.63
22 Grave Digging	0.00	0.00	0	910.00	590.00
23 Electricity	0.00		0	364.52	135.48
24 Maintenance	0.00	0.00	0	819.69	-319.69
25 Memorials & Fees	5,000.00	7,766.00	2766	423.6	576.40
Cemetery	5000.00	7766.00	2766.00	3295.13	984.87

Environment	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
26 General Maintenance	0.00		0	163.94	476.06
27 Town Floral Displays	0.00		0	4299.2	1,200.80
28 Litter & Dog Bins	0.00		0	390.00	60.00
Trans to Environ. Reserve	0.00		0	500.00	500.00
Environment	0.00	0.00	0.00	4,853.14	2,236.86

BINGHAM TOWN COUNCIL
BUDGET MONITORING
31st MARCH 2014

Depot	Receipts			Payments			Net Variance	
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
29 Equipment service etc	0.00	0.00	0	4,000.00	3,284.82	715.18	715.18	715.18
30 Depot Maintenance	0.00		0	250.00	553.77	-303.77	-303.77	-303.77
31 Mobile phones	0.00		0	200.00	170.00	30.00	30.00	30.00
32 Alarm	0.00		0	300.00	161.00	139.00	139.00	139.00
33 Hand tools & equipment	0.00		0	100.00	254.89	-154.89	-154.89	-154.89
34 Clothing	0.00		0	400.00	286.27	113.73	113.73	113.73
35 Wages	0.00		0	54,450.00	42,437.82	12,012.18	12,012.18	12,012.18
36 Vehicle Tax/Insurance	0.00		0	1,500.00	1,141.38	358.62	358.62	358.62
37 Fuel	0.00		0	3,300.00	3,078.77	221.23	221.23	221.23
38 Trans to Depot Res.	0.00		0	6,000.00	0	6,000.00	6,000.00	6,000.00
39 Grass Cutting	1,350.00	1,247.10	-102.9	0.00	0.00	0.00	0.00	-102.90
Depot	1,350.00	1,247.10	-102.90	70,500.00	51,368.72	19,131.28	19,131.28	19,028.38

Finance	Receipts			Payments			Net Variance	
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
40 Salaries inc Ers cost	0.00		0	73,000.00	71,301.52	1,698.48	1,698.48	1,698.48
41 Audit	0.00		0	2,000.00	1,157.72	842.28	842.28	842.28
42 Office Expenses	0.00	41.25	41.25	5,500.00	5,522.46	-22.46	-22.46	18.79
43 Subscriptions/training	0.00		0	5,000.00	3,370.57	1,629.43	1,629.43	1,629.43
44 Travel/mileage	0.00		0	400.00	7.00	393.00	393.00	393.00
45 Civic Expenses	0.00		0	2,500.00	2,437.51	62.49	62.49	62.49
46 Insurance	0.00		0	3,500.00	1,908.39	1,591.61	1,591.61	1,591.61
47 Advertising	0.00		0	700.00	0.00	700.00	700.00	700.00
48 Grant Aid	0.00		0	4,000.00	4,705.96	-705.96	-705.96	-705.96
49 Trans to Prop & Land Re:	0.00		0	23,000.00	0.00	23,000.00	23,000.00	23,000.00
50 Trans to Risk Mgmt Res	0.00		0	2,500.00	0.00	2,500.00	2,500.00	2,500.00
51 Elections	0.00		0	0.00	0.00	0.00	0.00	0.00
85 RBC Transitional Relief	22,568.00	22,568.00	0	0.00	0.00	0.00	0.00	0.00
Investment Inc	500.00	2,159.16	1,659.16	0.00	0.00	0.00	0.00	1,659.16
Finance	23,068.00	24,768.41	1,700.41	122,100.00	90,411.13	31,688.87	31,688.87	33,389.28

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 31st MARCH 2014

	76	230,615.00	230,615.00	0	0.00	0.00	0.00	0.00	0.00	0.00
Precept			230,615.00							
			253,183.00							
Old Court House		Receipts	Actual	Payments	Budget	Actual	Net Variance			
		Budget		Budget						
53	Caretakers wages	0.00		0	5,600.00	5,616.34	-16.34			-16.34
54	Insurance	0.00		0	1,600.00	954.19	645.81			645.81
55	Water rates	0.00		0	750.00	800.55	-50.55			-50.55
56	Non domestic rates	0.00		0	5,500.00	5,544.00	-44.00			-44.00
57	Gas/Elec	0.00		0	5,000.00	5,996.95	-996.95			-996.95
58	Repairs & Maint	0.00	0.00	0	5,000.00	5,837.16	-837.16			-837.16
59	Equipment	0.00		0	400.00	76.50	323.50			323.50
60	Trans to OCH Res	0.00		0	2,000.00	0.00	2,000.00			2,000.00
61	Civil ceremony	150.00	735.00	585	0.00	0.00	0.00			585.00
62	Tenants rents	8,500.00	11,125.61	2625.61	0.00	0.00	0.00			2,625.61
63	Room hire	1,750.00	2,726.50	976.5	0.00	0.00	0.00			976.50
	Old Court House	10,400.00	14,587.11	4,187.11	25,850.00	24,825.69	1,024.31			5,211.42

Check to Precept submitted 50,020.00 64,687.09 14,667.09 280,635.00 216,033.18 64,601.82 79,268.91

Miscell Mayors Charity 81 1,741.07 0.00 0.00 583.00 -583.00 1,158.07

**Accounts Paid 15
April 2014**

Bankline	WAGES W47/M11	WAGES W47/M11	3,818.29
Bankline	WAGES W47/M11	WAGES W47/M11	356.76
Bankline	WAGES W47/M11	WAGES W47/M11	1,500.60
Bankline	Superann M11	NCC Pension Fund	1,087.24
Bankline	Superann M11	NCC Pension Fund	90.90
Bankline	LH AVC's	Prudential	100.00
Bankline	PAYE M11	HMRC	775.08
Bankline	PAYE M11	HMRC	701.59
9705	Civic Reception	Limehaus	324.00
DD	Trade Waste collection	Wastecycle Ltd	196.73
DD	Bank charges	Nat West	17.76
DD	Cem Elec bill	Utility Warehouse	22.71
DD	OCH Gas/Elec Bill	Utility Warehouse	766.18
	Doormat	Petty Cash	13.00
	Poppies	Petty Cash	20.00
	Printing	Petty Cash	16.00
	Cleaning materials	Petty Cash	4.87
	WAGES W48	WAGES W48	288.35
Bankline	Stationery	Viking Payments	33.40
Bankline	Fuel Account	Allstar Business Solutions	216.82
Bankline	Copier charge	Reprotec Connect For	43.94
Bankline	Shrubs	Frosts Plant Centre	12.00
Bankline	WAGES W49	WAGES W49	288.35
Bankline	Keyholding	Gener8 Finance Ltd	42.00
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	8.07
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	164.05
9707	Santa's gifts	The Book People	98.00
9708	Christmas lights unmetered	Eon	198.46
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	29.35
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	23.87
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	13.75
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	5.70
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	4.49
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	10.92
Bankline	WAGES W50	WAGES W50	339.65
Bankline	Keyholding	Gener8 Finance Ltd	67.20
Bankline	Allotment fencing	B S City Fencing	54.00
Bankline	Tractor & Mower servicing	J R Mowers	624.00
9710	Buttercross inserts	Bingham Parish Church	750.00
Bankline	WAGES W51	WAGES w51	3,510.32
Bankline	WAGES W51	WAGES w51	396.76
Bankline	WAGES W51	WAGES w51	1,500.80
DD	Dog bin emptying	RBC	195.00
DD	Monthly broadband charge	Talk Talk	15.31
DD	BANKLINE CHARGES	Nat West	25.54
DD	Telephone charges	BT	64.80
DD	Telephone charges	BT	207.81
DD	Telephone charges	BT	64.80
Bankline	Memorial tree	Frosts Plant Centre	27.97
Bankline	PAYE M12	HMRC	818.61
Bankline	PAYE M12	HMRC	936.57
Bankline	Stationery	Viking Payments	50.36
Bankline	LH AVC's	Prudential	100.00

Bankline	Superann M12	NCC Pension Fund	1,087.24
Bankline	Superann M12	NCC Pension Fund	90.90
Bankline	Clothing	MG Safety Ltd	19.20
Bankline	Swing seats	Wicksteed Leisure Ltd	204.42
DD	Cem Elec bill	Utility Warehouse	143.64
DD	OCH Gas/Elec Bill	Utility Warehouse	878.95
DD	Trade Waste collection	Wastecycle Ltd	54.10
DD	Bank charges	Nat West	14.43
	Window cleaning	Petty Cash	20.00
	CLP Flyer printing	Petty Cash	3.10
	CLP Flyer printing	Petty Cash	26.45
	Mobile phone top up	Petty Cash	20.00
9714	OCH fire alarm works	Bingham Electrical Services	257.00
Bankline	Wynhill Pitch Maint	Prograss	430.00
Bankline	Cogley Lane rent	Jas Martin Southwell	700.00
Bankline	Vehicle insurance	WPS Ltd	940.81
Bankline	Hill Drive allot rent	RBC	375.00
Bankline	Copier charge	Reprotec Connect For	36.42
Bankline	Consumables	NCC County Supplies	30.62
Bankline	Stationery	Viking Payments	166.21
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	152.07
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	13.08
			<u>£ 26,706.37</u>

**BANK LINE TRANSACTIONS
SUMMARY OF ALL BANK LINE PAYMENTS**

SUPPLIER'S NAME	£ p	DATE OF PYMT	NATWEST PYMT. REF.	
GAP GROUP	36.72	12.02.14	194305389	LH
MG SAFETY LTD	13.80	12.02.14	194305668	LH
ALEXANDRA	59.98	12.02.14	194306008	LH
ALEXANDRA	75.23	12.02.14	194306008	LH
RES TRACTORS	10.16	12.02.14	194306220	LH
OLIVERS	108.00	12.02.14	194306673	LH
LES LTD	154.91	12.02.14	194307935	LH
WAGES WK 46	339.65	17.02.14	194897545	LH
WAGES WK 47	5,675.65	20.02.14	VARIOUS	LH
HANDICENTRE	70.45	20.02.14	195413924	LH
HANDICENTRE	17.88	20.02.14	195413924	LH
VIKING PAYMENTS	131.26	20.02.14	195414205	LH
NCC PENSION FUND	1178.14	27.02.14	196427233	LH
PRUDENTIAL	100.00	27.02.14	196427616	LH
HMRC	1476.67	27.02.14	196427796	LH
WAGES WK 48	288.35	03.03.14	197160695	LH
VIKING PAYMENTS	33.40	05.03.14	197502940	LH
ALLSTAR BUS SOL	216.82	05.03.14	197503691	LH
REPROTEC	43.94	05.03.14	197503964	LH
FROSTS	12.00	05.03.14	197505512	LH
WAGS WK 49	288.35	11.03.14	198242313	LH
GENER8 FINANCE	42.00	13.03.14	198632321	LH
HANDICENTRE	80.74	13.03.14	198632451	LH
HANDICENTRE	179.46	13.03.14	198632451	LH
WAGES WK 50	339.65	17.03.14	199121088	LH
WAGES WK 51	5,407.88	19.03.14	VARIOUS	LH
GENER8 FINANCE	67.20	19.03.14	199457877	LH
JR MOWERS	624.00	19.03.14	199459133	LH
BS CITY FENCING	54.00	19.03.14	199461724	LH
WAGES WK 52	339.65	19.03.14	199469729	LH
NCC PENSION FUND	1178.14	25.03.14	200407057	CP
PRUDENTIAL	100.00	25.03.14	200407036	CP
HMRC	1755.18	25.03.14	200407063	CP
VIKING PAYMENTS	50.36	25.03.14	200407092	CP
FROSTS PLANT CENTRE	27.97	25.03.14	200406280	CP
MG SAFETY LTD	19.20	25.03.14	200407048	CP
WICKSTEED	204.42	25.03.14	200407078	CP
NCC	50.00	03.04.14	202093410	LH
WAGES	300.00	10.04.14	202091835	LH
WAGES	300.00	17.10.14	202092232	LH

21,451.21

Report to the Policy & Resources Committee – 15th April 2014

Matter for Decision – Agenda Item Grant Aid

1. Purpose of Report

To enable the Council to determine applications for grant aid.

2. Budget Provision

The Committee has allocated £4,000 for grant aid in 2014/15.

Balance available	£4,000.00
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3. Information

3.1 Bingham Neighbourhood Watch – Room hire to cover 4 meetings in 2014 at The Old Court House £100.

Please refer to attached information.

LYNN HOLLAND

TOWN CLERK

P & R



RECEIVED
19 FEB 2014
14/01/17

BINGHAM TOWN COUNCIL

APPLICATION FOR CAPITAL GRANT AID

Name of Association, Club, etc: Bingham Neighbourhood Watch

Is the Association, Club, etc. affiliated to a National Organisation? Yes/~~No~~

Name and office of person making application: Kay Howells
Address: 25 N. L. St. Rd. Bingham, Notts, NG13 8PH

Number of Members: Under 18 years 70+ co-ord. mts
Over 18 years covering 80+
From Bingham streets
Outside Bingham
(National average opp 20% coverage)

Main Objects of Association, Club, etc: Promote NW - Reduce fear of crime - help build better community spirit - work in partnership with other agencies - help make Bingham a safer place to live and work.

State purpose for which finance is sought, together with details of costs, etc: Room hire charge for Council chamber for 4 meetings during 2014
4 x £25 = £100
NW is a voluntary organisation.

List any donations or grants that the Association, Club, etc. has applied for, or received, in the last twelve months, and to what purpose they will be used:

Please give any further details or information which you consider relevant to your application (Continue on a separate sheet if necessary)

Signed: K Howells Position: Secretary
Date: 19/2/14

Note:- A copy of the last audited Accounts for the previous financial year, together with a financial statement of the current year, should accompany this Application.

BINGHAM NEIGHBOURHOOD WATCH TREASURERS REPORT 2013

INCOME

<u>Raffle</u>	<u>Fairs</u>	<u>Donations</u>	<u>Grants</u>	<u>Smartwater</u>	<u>Security items</u>	<u>Security Fair</u>	<u>Total Income</u>
£21.00	£122.00	£20.00	£160.00	£20.00	£20.00	£600.00	
£27.00	£134.00	£75.00		£70.00	£39.00	£465.00	
	£32.94				£21.00	£913.95	
						£154.00	
						£15.00	
						£5.00	
						£17.00	
<u>£48.00</u>	<u>£288.94</u>	<u>£95.00</u>	<u>£160.00</u>	<u>£90.00</u>	<u>£80.00</u>	<u>£2,169.95</u>	<u>£2,931.89</u>

EXPENDITURE

<u>Expenses</u>	<u>Fairs</u>	<u>Printing</u>	<u>Room Hire</u>	<u>Website</u>	<u>Smartwater</u>	<u>Security items</u>	<u>Security Fair</u>	<u>Total Expenditure</u>
£10.80	£30.00	£47.00	£21.25	£47.92	£180.00	£28.20	£300.00	
£10.00	£25.00	£41.60		£35.93	£90.00		£55.00	
£18.00							£331.00	
							£38.00	
							£114.00	
<u>£38.80</u>	<u>£55.00</u>	<u>£88.60</u>	<u>£21.25</u>	<u>£83.85</u>	<u>£270.00</u>	<u>£23.20</u>	<u>£838.00</u>	<u>£1,423.70</u>

- New security launchers.

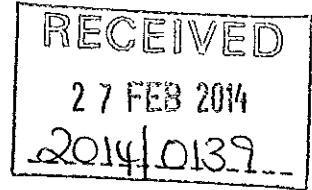
Balance from October 2012	1806.93
Total Income	£2,931.89
Total Expenses	£1,423.70
<u>Total balance</u>	<u>£3,315.12</u>

This matter is being dealt with by:
Robert Fisher
Reference: Letter to Approved Premises
T 0115 977 3681
E robert.fisher@nottsc.gov.uk
W nottinghamshire.gov.uk



Cyfra / Zoa / Cyn FYI
**Nottinghamshire
County Council**

PaR



To the licence holders of premises approved for civil ceremonies

24th February 2014

Dear Licence Holder,

SAME SEX MARRIAGES AND OTHER CIVIL CEREMONIES

I write to update you on current developments in the County Council's Registration Service, most particularly regarding preparations for a busy spring and summer of ceremonies this year, including the forthcoming introduction of same-sex marriage ceremonies.

As you will no doubt be aware, the government's 'Marriage (Same Sex Couples) Act 2013' received Royal Assent last year. This has paved the way for same sex couples to marry in a civil ceremony, and for civil partners to convert their partnership into a marriage, should they wish to do so. The legislation means we will see the first same sex marriage ceremonies taking place from **Saturday 29th March 2014**, with couples able to complete the legal preliminaries and give notice of marriage from Thursday 13th March 2014.

In view of this, same sex couples can now make a booking for a ceremony, and I expect you may well have received enquiries already.

It is important for me to emphasise that the above timetable is for couples who are not already in a legal relationship. Central government have yet to announce details for couples to convert their existing civil partnerships into marriages. It is anticipated this will be before the end of 2014. At that time, you may well be approached by couples wishing to book for a ceremony to accompany their conversion to marriage.

You may occasionally receive enquires about ceremonies being held outdoors, and I would like to advise you about the options available for couples in this situation. Legislation requires that the legal aspects of a marriage ceremony and the signing of the register need to be carried out inside the approved venue. However, it is possible for just the couple and their two witnesses to complete the legal requirements inside, and then join their guests for the conclusion of the ceremony to be conducted outside. You may also wish to consider the option of constructing a small, open walled, permanent feature in your grounds that can be licensed for civil ceremonies, so that guests can witness the entire ceremony. If you wish to explore this avenue, please contact us to discuss the criteria required for approval before you start making firm plans. Also, please ask couples to talk to our team about indoor / outdoor ceremonies before they make firm arrangements.

It is also possible for you to offer 'Twilight Ceremonies', during summer evenings, if you find there is a demand for these. In these circumstances it is imperative that this is discussed with us well in advance, so we can ensure that registrars will be available.

Finally, I should like to take this opportunity to remind you that our registrars can also officiate at a variety of other ceremonies that your customers may be interested in holding at your venue. These include 'Celebration of Vows', often a popular choice for couples celebrating significant milestones and anniversaries, and 'Naming' ceremonies which are a fantastic opportunity to celebrate the birth of a child, to welcome adopted children into a family or to cement the relationship with children from previous marriage. All of our ceremonies can be personalised to make a fitting and unique celebration.

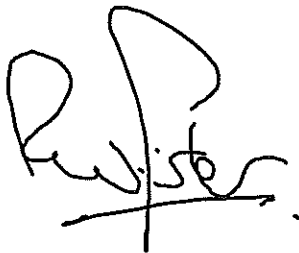
Full details of all these ceremonies are available on our new 'Celebrate in Nottinghamshire' website which can be found at the following address:

www.celebrateinnottinghamshire.co.uk

I hope you will agree this is a much improved website with more photographs, an interactive map and search facilities, for example. Over the year as website development progresses we will contact you again about opportunities to purchase advertising space too.

I hope the above information will be of assistance to you. Please do not hesitate to contact us if you feel there is any other way we can support your ceremonies business.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Rob Fisher'. The signature is stylized with a large, looped 'R' and 'F'.

Rob Fisher
Group Manager, Emergency Management and Registration
Nottinghamshire County Council