



BINGHAM TOWN COUNCIL

*The Old Court House
Church Street
Bingham
Nottingham
NG13 8AL*

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To: Councillor - A. Harvey - Chairman
" R. Bird
" G. Davidson
" K. Hayes-Heath
" Mrs. T. Kerry
" J. Stockwood

and ALL other Councillors due to presentation by Chairman of Growth Board.

14th October, 2015.

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, 20th October, 2015, at 7.00 p.m.**

Yours sincerely,

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, 20th October, 2015**, 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 August, 2015, (previously circulated), including:-**
 - 01 **Matters Arising (including Clerk's Updates).**
4. **01 Presentation from Chairman of Growth Board, Councillor S. Robinson**
 - 02 **Update from Mayor, Councillor Mrs. T. Kerry on Growth Board meeting held on 1st October, 2015.**
5. **Budget Report 'A' up to 30.09.15. (Attached).**
6. **Accounts for Payment - Report 'B'. (To be tabled).**
7. **Accounts Paid - Report 'C'. (Attached).**
8. **Bankline payments 'D'. (Attached).**
9. **Grant Aid – To consider requests for donations as per attached report.**
10. **To Note Receipt of Externally Audited Annual Return and Comments.**
11. **New Local Council Award Scheme - To consider details of scheme, registration and requirements.**
12. **Annual Review of Risk Register.**
13. **Update on Community Led Plan.**
14. **Review of bookings policy. (Refer to attached).**
15. **Update on meetings programme.**
16. **Update from Rushcliffe Borough Council on procedures re. Community Chest, i.e. commitments, drawdowns, etc.**
17. **To confirm dates of Christmas office closure.**
18. **Appointment of Internal Auditor.**
19. **To confirm next year's calendar.**
20. **To consider any correspondence received, if any.**

Continued...../



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, 20th October, 2015, at 7.00 p.m.** continued.....

21. Confidential Business:-

Public Bodies (Admission to Meetings) Act 1960:-

To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."

The following matters will be discussed:-

- 01 TO CONSIDER TERMS OF REFERENCE RE. WARNER'S PADDOCK**
- 02 TO CONSIDER TERMS OF REFERENCE RE. PARKING ON POLICE STATION SITE**
- 03 STAFFING MATTERS**
- 04 CIVIC AWARD NOMINATIONS**



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, 20th October, 2015**, at **7.00 p.m.**

CLERK'S UPDATES

DETAILS	ACTION TO BE TAKEN
Review of Booking Policy	Agenda item for future meeting.
Tenants' Rent Review	Agenda item for future meeting.
Town Pavilion / Butt Field Sports Pavilion	Annual Review of lease and rent reviews covered by leases.
Risk Management Review	On-going.
Membership of C.B.W.G.	Chair and Vice-Chair of Community Committee; Mayor and Deputy Mayor, plus Chairman of Policy & Resources Committee.

BINGHAM TOWN COUNCIL SUMMARY SEPTEMBER 2015

REPORT A cont.

BAL B.FWD		Receipts			Payments			Net Variance
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Community		0	0	0	1250	0	1250	1250
Promotion		5,200.00	3,095.00	-2,105.00	23,350.00	7,163.08	16,186.92	14,081.92
Recreation		4,287.00	1,712.06	-2,574.94	31,052.00	11,393.35	19,658.65	17,083.71
Allotment		1,000.00	32.70	-967.30	1,360.00	664.15	695.85	-271.45
Cemetery		5000	4,992.50	-7.50	4,350.00	4,652.68	-302.68	-310.18
Environment		0.00	9.98	9.98	7,090.00	4,539.14	2,550.86	2,560.84
Depot		1350	-502.32	-1,852.32	70,500.00	29,128.66	41,371.34	39,519.02
Finance		16,590.00	16,393.52	65.04	120,100.00	45,269.37	74,830.63	74,895.67
OCH		10,400.00	10,726.70	326.70	26,250.00	15,851.40	10,398.60	10,725.30
TOTALS		43,827.00	36,460.14	-7,105.34	285,302.00	118,661.83	166,640.17	159,534.83

Precept	241,475.00	241,475.00	0.00	0.00	0.00	0.00	0.00	0.00
Mayors Charity	0	4,219.70	0	0	1,537.00	-1,537.00	2,682.70	

Reserves	bal. b/fwd	Receipts			Payments			
		Budget	Actual		Budget	Actual		
Risk Management	8,500.00	2,500.00	0.00	-2500	0.00	0	0	8,500.00
OCH Capital	3,480.00	1,000.00	0.00	-1000	0.00	215	-215	3,265.00
Depot	23,794.49	5,600.00	0.00	-5600	0.00	272	-272	23,522.49
Allotment	0.00	0.00	0.00	0	0.00	0	0	0.00
Environment	1,500.00	500.00	0.00	-500	0.00	0.00	0	1,500.00
General Reserve	162482.1	0.00	0.00	0	0.00	0.00	0	162,482.10
Promotion	0.00	0.00	0.00	0	0.00	0	0	0.00
Recreation	29,669.48	15,877.00	0.00	-15877	0.00	-645.00	645	30,314.48
Cemetery	0.00	0.00	0.00	0	0.00	0.00	0	0.00
Community Capital	2,350.00	350.00	0.00	-350	0.00	0	0	2,350.00
Property Land	81,418.71	20,000.00	0.00	-20000	0.00	0.00	0	81,418.71
Capital Total	313,194.78	45,827.00	0.00	-45,827.00	0.00	-158.00	158.00	313,352.78

GRAND TOTAL	313,194.78	89,654.00	40,679.84	-52,932.34	285,302.00	120,040.83	165,261.17	475,570.31
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summary

BINGHAM TOWN COUNCIL
BUDGET MONITORING
30TH SEPTEMBER 2015

INCLUDES ACCRUALS FROM 2014/2015

REPORT A

Sep-15

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	1	0.00	0.00	700.00	0.00	700.00	700.00
Notice Boards	2	0.00	0.00	200.00	0	200.00	200.00
Town Map	3	0.00	0.00	0.00		0.00	0.00
Trs. To Com. Reserve	4	0.00	0.00	350.00		350.00	350.00
Community		0.00	0.00	1,250.00	0.00	1250.00	1,250.00

Promotions	Receipts			Payments			Net Variance	
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
Town Fair	5	4,000.00	2,155.00	-1845	7,000.00	5,359.08	1640.92	-204.08
Christmas Fair	6	1,200.00	940.00	-260	2,750.00	51	2699.00	2,439.00
Christmas Lights	7	0.00		0	6,500.00		6500.00	6,500.00
Other Promotions	8	0.00		0	1,000.00	8	992.00	992.00
Web Site	9	0.00		0	1,500.00	1256	244.00	244.00
Town News/leaflets	10	0.00		0	2,500.00	444	2056.00	2,056.00
Market Celebrations	86			0	0.00		0.00	0.00
WW1 Commerations	87			0	0.00		0.00	0.00
Town Guide/Promotiona	11	0.00	0.00	2,100.00	45.00	2055.00	2,055.00	2,055.00
Promotions		5,200.00	3,095.00	-2,105.00	23,350.00	7,163.08	16186.92	14,081.92

Recreation	Receipts			Payments			Net Variance	
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
Play Area/Open Spaces	12	0.00		0	4,500.00	3533.35	966.65	966.65
Tree/Shrubbery Maint.	84	0.00			2,500.00	150	2350.00	2,350.00
Rent	14	1,100.00		-1100	175.00	175	0.00	-1,100.00
Sports Pitch Maintenanc	15	3,067.00	1,537.00	-1530	8,000.00	7535	465.00	-1,065.00
Wayleaves	16	120.00	175.06	55.06	0.00		0.00	55.06
P3	77	0.00		0	0.00		0.00	0.00
Trs. To Recreation Reserve		0.00		0	15,877.00		15877.00	15,877.00
Recreation		4,287.00	1,712.06	-2,574.94	31,052.00	11,393.35	19658.65	17,083.71

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 30TH SEPTEMBER 2015

Allotments

	Receipts		Payments		Net Variance			
	Budget	Actual	Budget	Actual				
Allotment Rents	17	1,000.00	32.70	-967.3	360.00	329.00	31.00	-936.30
Water Charges	18	0.00		0	500.00	335.15	164.85	164.85
Maintenance	19	0.00		0	500.00		500.00	500.00
Allotments		1,000.00	32.70	-967.30	1,360.00	664.15	695.85	-271.45

Cemetery

	Receipts		Payments		Net Variance			
	Budget	Actual	Budget	Actual				
Rates	20	0.00		0	600.00	352.00	248.00	248.00
Water/drainage	21	0.00		0	250.00	110.80	139.20	139.20
Grave Digging	22	0.00		0	1,500.00	760.00	740.00	740.00
Electricity	23	0.00		0	500.00	39.14	460.86	460.86
Maintenance	24	0.00		0	500.00	3,339.74	-2839.74	-2,839.74
Memorials & Fees	25	5,000.00	4,992.50	-7.5	1,000.00	51	949.00	941.50
Cemetery		5000.00	4992.50	-7.50	4350.00	4652.68	-302.68	-310.18

Environment

	Receipts		Payments		Net Variance			
	Budget	Actual	Budget	Actual				
General Maintenance	26	0.00	9.98	9.98	640.00	14.97	625.03	635.01
Town Floral Displays	27	0.00		0	5,500.00	4329.17	1170.83	1,170.83
Litter & Dog Bins	28	0.00		0	450.00	195.00	255.00	255.00
Trans to Environ. Reserve		0.00		0	500.00		500.00	500.00
Environment		0.00	9.98	9.98	7,090.00	4,539.14	2550.86	2,560.84

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 30TH SEPTEMBER 2015

Depot	Receipts			Payments		Net Variance	
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Equipment service etc	29	0.00		0	4,000.00	2,013.50	1,986.50
Depot Maintenance	30	0.00		0	400.00	250.28	149.72
Mobile phones	31	0.00		0	250.00	127.98	122.02
Alarm	32	0.00		0	300.00	88.20	211.80
Hand tools & equipment	33	0.00		0	100.00		100.00
Clothing	34	0.00		0	400.00	117.78	282.22
Wages	35	0.00		0	54,450.00	22552.52	31897.48
Vehicle Tax/Insurance	36	0.00		0	1,500.00	1168.31	331.69
Fuel	37	0.00		0	3,500.00	1177.33	2,322.67
Trans to Depot Res.	38	0.00		0	5,600.00		5,600.00
Grass Cutting	39	1,350.00	-502.32	-1852.32	0.00	1,632.76	-1632.76
Depot		1,350.00	-502.32	-1,852.32	70,500.00	29,128.66	41,371.34
							39,519.02

Finance	Receipts			Payments		Net Variance	
	Budget	Actual		Budget	Actual		
Salaries inc Ers cost	40	0.00		0	72,000.00	36,103.64	35,896.36
Audit	41	0.00		0	1,000.00	100	900.00
Office Expenses	42	0.00		0	5,000.00	2,235.01	2,764.99
Subscriptions/training	43	0.00	42.00	42	5,000.00	1,890.00	3,110.00
Travel/mileage	44	0.00		0	400.00		400.00
Civic Expenses	45	0.00		0	2,500.00	294.65	2,205.35
Insurance	46	0.00		0	2,000.00	1,982.51	17.49
Advertising	47	0.00		0	700.00	769.16	-69.16
Grant Aid	48	0.00		0	5,000.00	1,894.40	3,105.60
Trans to Prop & Land Res	49	0.00		0	20,000.00		20,000.00
Trans to Risk Mgmt Res	50	0.00		0	2,500.00		2,500.00
Elections	51	0.00		261.52	4,000.00		4,000.00
RBC Transitional Relief	85	16,090.00	16,090.00	0	0.00		0.00
Investment Inc	52	500.00	261.52	-238.48	0.00		0.00
Finance		16,590.00	16,393.52	65.04	120,100.00	45,269.37	74,830.63
							74,895.67

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 30TH SEPTEMBER 2015

Precept		76	241,475.00	241,475.00	0	0.00	0.00	0.00	0.00
Old Court House		Receipts			Payments			Net Variance	
		Budget	Actual		Budget	Actual			
Caretakers wages	53	0.00		0	5,600.00	5,689.28	-89.28		-89.28
Insurance	54	0.00		0	1,000.00	991.25	8.75		8.75
Water rates	55	0.00		0	750.00	452.98	297.02		297.02
Non domestic rates	56	0.00		0	6,000.00	3,456.00	2544.00		2,544.00
Gas/Elec	57	0.00		0	6,000.00	1,809.94	4190.06		4,190.06
Repairs & Maint	58	0.00	77.47	77.47	5,500.00	3,451.95	2048.05		2,125.52
Equipment	59	0.00		0	400.00		400.00		400.00
Trans to OCH Res	60	0.00		0	1,000.00		1000.00		1,000.00
Civil ceremony	61	150.00		-150	0.00		0.00		-150.00
Tenants rents	62	8,500.00	8,395.73	-104.27	0.00		0.00		-104.27
Room hire	63	1,750.00	2,253.50	503.5	0.00		0.00		503.50
Old Court House		10,400.00	10,726.70	326.70	26,250.00	15,851.40	10,398.60		10,725.30
Check to Precept submitted		43,827.00	36,460.14	-7,105.34	285,302.00	118,661.83	166640.17		159,534.83
					241,475.00				
					120737.5				
					8,045.00				
Miscell Mayors Charity	81		4,219.70	0.00	0.00	1,537.00	-1537.00		2,682.70

M5 -
 miscado btwn OCH/
 Depot

Accounts paid 20 October 2015

9795	Town Majors Board	Bart Luckhurst	87.00
Bankline	Workwear	Alexandra	57.36
Bankline	Local Council Insurance	Zurich Municipal	991.25
Bankline	Local Council Insurance	Zurich Municipal	1,982.51
Bankline	LH AVC's	Prudential	100.00
Bankline	Superann M5	NCC Pension Fund	1,181.02
Bankline	Superann M5	NCC Pension Fund	82.31
Bankline	PAYE M5	HMRC	866.73
Bankline	PAYE M5	HMRC	951.30
Bankline	WAGES m5	WAGES m5	3,496.73
Bankline	WAGES m5	WAGES m5	3,279.96
Bankline	WAGES m5	WAGES m5	385.10
DD	Bank charges	Nat West	13.32
DD	OCH Gas/Elec Bill	Utility Warehouse	25.43
DD	Depot Alarm bill	Utility Warehouse	17.64
DD	Office Tel bill	Utility Warehouse	73.88
DD	Mobile telephones	Utility Warehouse	23.00
DD	Cem Elec bill	Utility Warehouse	4.50
Bankline	Christmas Fair TEN licence	RBC	21.00
	Santa's gifts	The Book People	30.00
	Postage	Petty Cash	1.26
9796	Grant aid	Royal British Legion	444.40
9797	Play area repairs	P Selby	590.00
Bankline	Lace Bobbin Twinning Gift	J Retter	21.45
Bankline	Grave digging fees	A Buckingham	380.00
Bankline	Hedge trimmer maintenance	J R Mowers	24.00
Bankline	Fuel Account	Allstar Business Solutions	149.40
Bankline	Butt Field maintenance	Streetwise Environmental Ltd	3,014.02
Bankline	Stationery	Viking Direct	14.24
Bankline	Stationery	Viking Payments	83.95
Bankline	Stationery	Viking Direct	7.16
Bankline	Conference Fee	SICC	474.00
Bankline	New Battery	Saxondale Garage	128.00
Bankline	Copier charge	Reprotec Connect For	40.75
Bankline	Paxton Fobs	AST Systems	144.00
Bankline	Grass Cutting Contract	A Buckingham	2,100.00
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	59.68
Bankline	Window cleaning	DHazzle	25.00
Bankline	Play area repairs	Wicksteed Leisure Ltd	554.88
Bankline	Play area works	Wicksteed Leisure Ltd	885.72
Bankline	Keyholding	Gener8 Finance Ltd	42.00
Bankline	Keyholding	Gener8 Finance Ltd	67.20
Bankline	Bin emptying May	Streetwise Environmental Ltd	234.00
Bankline	Prudential AVC	Prudential	100.00
Bankline	PAYE M 6	HMRC	892.42
Bankline	PAYE M 6	HMRC	784.97
Bankline	Superann M 6	NCC Pension Fund	1,192.70
DD	Trade Waste collection	Wastecycle Ltd	70.63
DD	Non domestic rates	RBC	576.00
DD	Natwest Statement Fee	Nat West	5.00
DD	Non domestic rates	RBC	59.00
DD	BANKLINE CHARGES	Nat West	23.82
Bankline	WAGES M6	WAGES m6	4,121.87
Bankline	WAGES M6	WAGES m6	3,010.39
Bankline	WAGES M6	WAGES m6	385.10

DD	Tractor Lease TAX INVOICE	BNP Paribas	278.40
DD	Bank charges	Nat West	9.70
DD	OCH Gas/Elec Bill	Utility Warehouse	152.30
DD	Mobile	Utility Warehouse	23.00
DD	Cem Elec bill	Utility Warehouse	6.04
DD	Depot Alarm bill	Utility Warehouse	17.64
DD	Office Tel bill	Utility Warehouse	56.78
Bankline	Superann M 6	NCC Pension Fund	82.31
	Stationery	Boyes petty cash	4.09
	Stamps	Petty Cash	3.78
	Stationery	Petty Cash	1.00
	Milk/biscuits	Petty Cash	2.79
Bankline	Bingham Town News	The Print Quarter	148.00
Bankline	Fuel Account	Allstar Business Solutions	171.51
Bankline	Copier charge	Reprotec Connect For	21.58
Bankline	Annual return 2015	Grant Thornton UK	720.00
Bankline	Stationery	Viking Direct	131.17
Bankline	Grass Cutting Contract	Streetwise Environmental Ltd	3,138.00
Bankline	Play area repairs	Jon Walker Timber Ltd	810.00
Bankline	Grave digging fees	A Buckingham	190.00
Bankline	Keyholding	Gener8 Finance Ltd	42.00
Bankline	Copier charge	Reprotec Connect For	12.38
Bankline	Window cleaning	DHazzle	25.00
Bankline	Grounds Maintenance equipment	Handicentre (Bingham) Ltd	143.80
Bankline	Sanitary/Hygiene Unit	OCS Group Ltd	801.22
Bankline	Duplicated payment re Mayor's	T Kerry	250.00

£ 41,619.54

BANKLINE REPORT

(D)

P & R	SUPPLIER'S NAME	£ p	DATE OF PYMT	NATWEST PYMT. REF.
20.10.15	D Hazzle	25.00	14.08.15	279982437
20.10.15	The Print Quarter	296.00	14.08.15	279982870
20.10.15	Viking	152.40	14.08.15	279983195
20.10.15	Viking	34.01	14.08.15	279983195
20.10.15	Medigold	403.20	14.08.15	279983798
20.10.15	All Star Business	128.19	14.08.15	279984052
20.10.15	Streetwise	3013.99	14.08.15	279984598
20.10.15	Handicentre	5.69	14.08.15	279985060
20.10.15	Handicentre	90.31	14.08.15	279885060
20.10.15	L Holland	255.50	14.08.15	279985561
20.10.15	AUGUST SALARIES	7161.79	27.08.15	Various
20.10.15	GENER8 FINANCE	42.00	24.08.15	281267232
20.10.15	STREETWISE	936.00	24.08.15	281267652
20.10.15	VIKING PAYMENTS	24.44	24.08.15	281267877
20.10.15	ALEXANDRA	57.36	27.08.15	282070404
20.10.15	ZURICH	2973.76	27.08.15	282070829
20.10.15	PRUDENTIAL	100.00	27.08.15	282071087
20.10.15	NCC PENSION FUND	1263.33	27.08.15	282071949
20.10.15	HMRC	1818.03	27.08.15	282072484
20.10.15	RBC	21.00	27.08.15	282071443
20.10.15	JANET RETTER	21.45	17.09.15	285186583
20.10.15	A BUCKINGHAM	380.00	17.09.15	285188091
20.10.15	JR MOWERS	24.00	17.09.15	285188479
20.10.15	ALLSTAR BUSINESS	149.40	17.09.15	285189409
20.10.15	SEPT SALARIES	7517.36	24.09.15	VARIOUS
20.10.15	STREETWISE	3014.02	25.09.15	286316380
20.10.15	VIKING DIRECT	14.24	25.09.15	286317722
20.10.15	VIKING DIRECT	83.95	25.09.15	286317722
20.10.15	VIKING DIRECT	7.16	25.09.15	286317722
20.10.15	SLCC ENTP LTD	474.00	25.09.15	286318581
20.10.15	SAXONDALE GARAGE	128.00	25.09.15	286320315
20.10.15	REPROTEC	40.75	25.09.15	286321860
20.10.15	AST SYSTEMS	144.00	25.09.15	286322398
20.10.15	T BUCKINGHAM	2100.00	25.09.15	286323414
20.10.15	HANDICENTRE	59.68	25.09.15	286324364
20.10.15	D HAZZLE	25.00	25.09.15	286324738
20.10.15	WICKSTEED	554.88	25.09.15	286325426
20.10.15	WICKSTEED	885.72	25.09.15	286325426
20.10.15	GENER8 FINANCE	42.00	25.09.15	286326751
20.10.15	GENER8 FINANCE	67.20	25.09.15	286326751
20.10.15	STREETWISE	234.00	25.09.15	286316380
20.10.15	PRUDENTIAL	100.00	25.09.15	286327209
20.10.15	HMRC	1677.39	25.09.15	286327630
20.10.15	NCC PENSION FUND	1275.01	25.09.15	286328190
20.10.15	PRINT QUARTER	148.00	08.10.15	288993784

20.10.15	ALLSTAR BUSINESS	171.51	08.10.15	288994251
20.10.15	REPROTEC	21.58	08.10.15	288995411
20.10.15	GRANT THORNTON	720.00	08.10.15	288995098
20.10.15	VIKING DIRECT	131.17	08.10.15	288995808
20.10.15	STREETWISE	3,138.00	08.10.15	288996282
20.10.15	JON WALKER TIMBER PRODUCTS	810.00	08.10.15	288996549
		42961.47		

Report to the Policy & Resources Committee – 20th October 2015

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 £5,000 for grant aid in 2015/16.

2015/2016

Budget available	£5,000.00
Less committed	<u>2,794.40</u>
Amount available	<u>£2,205.60</u>

3. Information

3.1 Friends of Linear Park – Match Funding of a Rushcliffe Biodiversity Grant to clear small trees encroaching on grassland in the cutting - £150 (refer to attached)

3.2 To support recommendation from Recreation Committee to allow Allotments Association a reduced grant of £450 towards the purchase of a wooden shed as opposed to a metal storage container. Note original figure requested (£900) has already been taken into account as an accrual at the year end. ie. £450 will not have to be taken out of this years budget.

Please refer to attached information.

LYNN HOLLAND
TOWN CLERK



BINGHAM TOWN COUNCIL

APPLICATION FOR CAPITAL GRANT AID

Name of Association, Club, etc: Friends of Bingham Linear Park

Is the Association, Club, etc. affiliated to a National Organisation? Yes/No
We have links to Notts Wildlife Trust.

Name and office of person making application: Jenny Craig
Address: 38 The Banks, Bingham, NG13 8BT

Number of Members:	Under 18 years	4.....
	Over 18 years	10.....
	From Bingham	14.....
	Outside Bingham

Main Objects of Association, Club, etc: To manage the Linear Park local nature reserve according to the management plan, the main objectives of which are to maintain and increase biodiversity and maintain the park for the enjoyment of all users.

State purpose for which finance is sought, together with details of costs, etc:
£150 is required to match £150 granted by Rushcliffe Borough Council to employ a contractor for 2 man days to remove scrub and small trees that have invaded grassland in the cutting in area between Tithby Road bridge and the first bridge beyond that. The contractor will use a machine that will be much more effective than what is possible with manual tools used by the Friends.

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: applied for Rushcliffe Biodiversity Grant which will fund 50% of the task described above.....

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

Signed.....
Date.....

Position.....

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.

Ricky and Manda's Gardening Care

12 School Lane

Wilsford

NG32 3pd

01400 230393 /07956001489

Bill Bacon

Butterfly Conservation

Quote for work to be carried out at LINEAR Park Bingham.

To clear said area from the bridge off Tithby Road down to the tunnel. To remove Ash, Sycamore and other trees and seedlings as mentioned on visit, various over grown bushes and weeds to create clear areas for butterflies.

Once cleared in order for it to return to appropriate habitat area for the butterflies the waste will be burnt on site and glyphosate will be applied to needed areas.

There are known Badger setts in the area, where care will be given as to not disturb them or their vegetation.

In order to keep your costs to a minimum we can offer, the spraying of the said area in exchange for the permission to remove any felled trees. Which will also cut down on burning time.

With two people working within the Health and safety regulations of this work it would be

£150.00 per person, per day.

Thanks Ricky and Manda Ellis

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **BINGHAM TOWN**

Council/Meeting.

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ended		Notes and guidance
	31 March 2015	31 March 2016	
			Please round all figures to nearest £5. Do not leave any boxes blank and report all nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	189,034	254,785	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	230,615	234,859	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	62,468	63,468	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	119,356	124,205	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	108,976	115,712	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	254,785	313,195	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	243,826	318,746	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	1,869,822	1,904,669	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)			The council acts as sole trustee for and is responsible for managing trust funds or assets. <small>All the figures in the accounting statements should not include any trust transactions</small>

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Holland

Date 19/5/15

I confirm that these accounting statements were approved by the council on this date:

19/05/2015

and recorded as minute reference:

7851

Signed by Chair of the meeting approving these accounting statements

[Signature]

Date 20/05/2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

BINGHAM TOWN

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	YES	NO	YES
	YES	NO	means that the council
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.		N/A	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

7851

dated 19/05/2015

Signed by:

Chair

dated

[Signature]

20/05/2015

Signed by:

Clerk

dated

W Holland

20/05/2015

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor certificate and report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

BINGHAM TOWN

Council/Meeting

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

~~(Except for the matters reported below)*~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

SEE ATTACHED

(continue on a separate sheet if required)

External auditor signature

Michael Thomas

External auditor name

Michael Thomas for Grant Thornton UK LLP

Date

23/9/15

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.



This page is part of Section 3 - External auditor certificate and opinion 2014/15

Bingham Town Council
Audit Report for the year ended 31 March 2015

Matters reported

None

Other matters not affecting our opinion which we wish to draw to the attention of Bingham Town Council for the year ended 31 March 2015

Accounting for Fixed Assets

It has come to our attention that Box 9 of Section 1 of the Annual Return – the Accounting Statements includes fixed assets valued at an insurance value that has been subject to an inflationary uplift.

Local Councils are required to account for fixed assets at purchase cost. If this is not known a proxy cost should be substituted (e.g. insurance value). Commercial concepts of depreciation or impairment adjustments, etc are not appropriate for local Councils. For reporting purposes therefore, the 'book' value of fixed assets will usually therefore stay constant until disposal. Where insurance value has been used as a proxy, it should not be adjusted for annual changes.

Guidance on accounting for fixed assets is available in the NALC / SLCC publication "Governance and Accountability for Local Councils – A Practitioners Guide (England)" paragraphs 3.66 to 3.77.

The Council should restate the 2015 figures on next year's Annual Return and write "restated" beneath the £ sign on the 2015 column.

Box 11

Box 11 on Section 1, the trust funds disclosure note, was left unanswered for 2012/13 on the Annual Return. The Council has confirmed that this box should read 'No'.

A handwritten signature in black ink, appearing to read "Michael Frank".

for Grant Thornton UK LLP

Date 23/9/15

Our ref NOT017

LOCAL COUNCIL AWARD SCHEME – GOLD STANDARD

ACTION PLAN

Requirement	Actions	By Whom	Date
Governance			
Register of Assets			
Business Plan with Financial Forecast			
Capital Plan			
VFM Delivery Plan			
Bio-Diversity Plan			
Crime and Disorder Plan			
Development			
Policy for Training New staff and councillors			
Record of all training for staff and Councillors			
Training Policy for all staff and councillors			
Performance Plan (corporate)			
Performance Plan (staff)			
Clerk to have achieved 12 CDP points in last year			
Community			
Community Annual Action Plan			
Community Engagement Policy			
Councillor Profiles			
Grant Awarding Policy			
Evidence of how electors contribute to APM			
Action Plan and related budget responding to Community Engagement with Timetable for Action and Review			
Printed Annual Report			
Evidence of engaging with diverse groups in the			

Requirement	Actions	By Whom	Date
community using a variety of methods			
Community Outcomes leading to positive outcomes for the community			
Broad range of Council activities including innovating projects			
Co-operating constructively with other organisations			
Provides leadership in Planning for the future of the Community			

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
Financial / Resource Risks									
F1	Major fraud or corruption	3	4	12	TC/ P&R Cttee	P&R Cttee monitoring Individual member checks	Financial standing orders Internal/External audit controls	8 (2x4)	Financial errors identified Police/legal action implemented
F2	Financial errors leading to unexpected losses or inability to achieve planned schemes / improvements	3	5	15	TC/ P&R Cttee	P&R Cttee monitoring Individual member checks	Financial standing orders Member checks P&R Cttee Analysis Internal/External audit controls	8 (2x4)	Financial errors identified Unable to meet bills presented
F3	Inadequate cash resources	3	4	12	TC	Standing float maintained by TC to meet known eventualities	Financial standing orders Internal/External audit controls Security controls	6 (2x3)	Unable to meet cash demands
F4	Lack of clarity of financial information to members / auditors leading to spending / assumption errors	4	4	16	TC	Open questioning of data supplied on regular basis Reputable software package	P&R Cttee analysis	9 (3x3)	Queries from cllrs, auditors
F5	Fuel shortages	2	3	6	TC	Fuel use monitored Oil and diesel fuel stored in advance of need (subject to safety regulations).	Verification of spend process in place	4 (2x2)	Restricted availability Media
F6	Replacement/Repair/Obsolesence of capital/fixed assets (OCH, Cemetery Bldgs,	5	4	20	TC/ P&R Cttee	Regular monitoring of buildings by use of surveys etc Health and Safety Checks on	Regular monitoring of assets by P&R Cttee Monitoring of equipment and	15 (5x3)	Noticeable decay in building fabric Health and

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	Play Equip etc)					play and other equipment Survey on use of play equipment agreed at P&R July 2014 Various maintenance works undertaken to OCH over past 18 months	cemeteries by Rec and Cem Cttee Health and Safety checks due to legal and other requirements		safety reports Lack of public use of buildings and play equipment
F7	Insurance Claims	3	4	12		Full Insurance plan implemented Aware of where possible claims may arise and works being undertaken	Insurance Policies Health and Safety Policies Audit processes	9 (3x3)	Claims arising
Staffing Risks									
S1	Staff holidays / illness	4	4	16	TC	Agreed holiday rota system in place TC can call in agency staff with agreement of Mayor	Agreed Management processes in place	6 (2x3)	Office closures
S2	Strike or other actions by council staff	2	2	4	TC	No union membership at present Mayoral intervention to resolve crisis	None necessary at present	2 (1x2)	National or local notifications
S3	Failure to retain / recruit key staff	3	5	15	TC/ P&R Cttee	Appropriate notice periods in place for key staff Some members experienced in professional recruitment	PDP Process Mayoral guidance	8 (2x4)	Staffing issues Capacity issues
S4	Failure to communicate effectively with staff	3	4	12	Mayor	Regular consultation with Mayor	PDP Process Mayoral guidance	6 (2x3)	PDP Process TC Feedback
S5	Failure to provide training / career development (Staff &	2	4	8	TC	BTC subscribes to several bodies who supply training Initial training in place for	PDP Process Training and Development plans	6 (2x3)	PDP Process TC Feedback

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	Cllrs)					councillors	Constitution Code of Conduct		
S6	Excessive levels of stress or other work related illnesses	4	5	20	TC/ Mayor	Regular consultation with Mayor Full use of leave allocation Flexibility in working practices as far as practicable	PDP Process	12 (3x4)	Staff absence Staff capacity
S7	Staffing Capacity	4	5	20	TC/ P&R Cttee	P&R Cttee reviews capacity issues Decisions consider capacity aspects Extra staff taken on for special projects Regular events have defined planning processes	Projects/additional work considered on its merits Event planning	12 (3x4)	Stress levels Staffing absence Incomplete or time delayed work
IT Risks									
I1	Failure of back-up systems	3	4	12	TC	Currently considering additional cloud back up	Back up model	8 (2x4)	No back up data
I2	Server failure	3	4	12	TC	Back ups in place	Back up model	8 (2x4)	System failure
I3	Data corruption	3	4	12	TC	Virus controls in place Back up in place	Back up model IT Policy	8 (2x4)	System failure or corrupted material
I4	Virus or other corruptive elements	3	4	12	TC	Virus controls in force	Back up model IT Policy	8 (2x4)	System failure or corrupted material
I5	Infiltration	3	5	15	TC	Virus controls in place	Security coded server	8 (2x4)	System failure or corrupted material
I6	Failure to comply with Data Protection Act	3	5	15	TC	Staff awareness training and advice	NALC guidance	8 (2x4)	Failure notifications

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
									received or third party makes council aware of issue
I7	Failure of IT systems, networks or suppliers	3	5	15	TC	Equipment agreements in place Technical assistance readily available	Financial Standing Orders	8 (2x4)	System errors or failure
I8	Failure to comply with software licence agreements	3	4	12	TC	Key consideration in any discussions on IT matters	Compliance with agreements controlled by TC	8 (2x4)	Failure notifications received or third party makes council aware of issue
Partnership Risks									
P1	Delay by local authority or other statutory body in carrying out work pursuant to its legal obligations	3	5	15	TC/ Cttee Chairs	Full consultation with all agencies Partnership approach taken by BTC	Regular Cttee reporting Agency consultation processes	8 (2x4)	Complaints from Stakeholders Consultation with partners
P2	Strike or other actions by partnership bodies staff	2	4	8	TC	Regular consultation by BTC ensures awareness	Agency consultation processes	6 (2x3)	As above
P3	Police Liaison - Priorities	3	4	12	Comm Cttee	Priorities regularly reviewed at Priority setting meetings with local police Police report (irregularly) to Cttee Currently additional liaison with Positive Futures Bingham	Regular Cttee reporting	9 (3x3)	Increase in criminal activity Increase in complaints
P4	Risk of financial	3	4	12	TC/	BTC Representatives on	Copies of minutes etc	6	

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	pressures on BTC from failure of partner organisations				P/R Chairs	outside body committee	provided to BTC Structured formal reports back by Council members		
Reputational Risk									
R1	Failure to identify specialist communication	3	5	15	TC	Advice of other agencies sought where required Nature and means of communication is regularly undertaken in respect of various minor projects Major projects would be subject to separate communication strategy dependent upon need	Community Led Plan Communication Strategy	12 (3x4)	Comms gaps Feedback from stakeholders complaints
R2	Problems caused by lack of a clear communications structure or protocol, resulting in mixed messages and lack of comprehension of Town Council role	3	5	15	TC	Regular communication Fora: Town Guide Website Social Media Newsletter Councillor contact Open Council meetings Town Meeting	Community Led Plan Communication Strategy Communication networks Constitution	8 (2x4)	Complaints Negative feedback Negative media
R3	Failure to effectively manage media relations	3	5	15	TC	Social Media and website sites only accessible by Town Clerk. Website messaging agreed with Mayor Social Media messaging used for events or by request of Cttee for marketing	Communication Strategy IT Policy Constitution SLCC Guidance	8 (2x4)	Negative media Negative feedback
Legal Risks									

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
L1	Failure to comply with key legislative requirements	2	5	10	TC/ Cllrs	Access to advice area such as NALC and professional advice from NCC and RBC	Constitution Standing Orders Financial Standing Orders	8 (2x4)	Notification of failure
L2	Legal costs attributed to removal of trespassers from BTC Land	3	4	12	TC/ Cllrs/ 3 rd party organisations	Security high priority in both managed and leased land Good Communications Key financial risk passed on by Insurance	Security highlighted during management meetings with third parties and with grounds staff		
Corporate Risks									
C1	Disaster management – loss of building, facility or infrastructure	3	5	15	TC	See Key Controls	NCC Disaster Plan BTC Business Continuity Plan Alarm Systems Health and Safety Compliance Fire Controls	8 (2x4)	Fire. Flood or other natural disaster Notification of entry failure
C2	Failure to meet changing stakeholder requirements	4	5	20	P&R	Regular feedback forums within comms media Councillor engagement Business connections	Comms Strategy	12 (3x4)	Feedback Failure to follow constitutional requirements Issues with governance and negative feedback
C3	Changes in political organisation lead to uncertainty of direction	3	3	9	TC/ Mayor	Members work in partnership to seek consensus (or majority view) on direction	Constitution	6 (2x3)	Conflict in council meetings

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
C4	Raising expectations and then not delivering	3	4	12	TC/ Council	Regular feedback forums within comms media Councillor engagement Business connections Regular policy reviews	Feedback from Community Led Plan Initiative Comms Strategy	9 (3x3)	Negative media Negative stakeholder feedback
C5	Elected member / staffing relationships deteriorate	3	4	12	TC/ Mayor	Supportive structure Remedial action in place	Constitution Code of Conduct PDP Grievance Policy Appeals Policy	9 (3x3)	Conflicts of interest Staffing or member criticism
C6	Failure to effectively communicate with stakeholders	3	4	12	TC	Regular feedback forums within comms media Councillor engagement Business connections	Comms Strategy	9 (3x3)	Information gaps Outcome failure Negative feedback
C7	Failure to provide and consult upon inclusive Town plan	4	5	20	Council		Liaison and feedback with Community Led Plan Group Council publicity and awareness campaigns	12 (3x4)	Negative media Increasing complaints
C8	Failure to enable Community Centre provision	3	5	15		Grant approved for one scheme Regular updates on two schemes Possibility of BTC scheme still under consideration	Community Led Plan Initiative Council Policy	12 (3x4)	Negative media Increasing complaints
C9	Failure in social media messaging	3	5	15		Other sources of media/comms to rectify any issues Mayor agreement on key messages	Comms Strategy IT Policy		Negative media
Operational and Forward Planning									

**STRATEGIC RISK
REGISTER**

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
OP1	Allotments Management	3	3	9	TC/Rec & Cem Cttee	Association formed, but not holders are members	Allotments Management Processes Allotments Rules	4 (2x2)	Complaints from allotment holders Unkempt allotments
OP2	Cemetery – maintenance and public consultation issues	3	4	12	TC/Rec & Cem Cttee	Revised rules recently agreed Maintenance regularly reviewed	Cemetery Rules Cttee monitoring	9 (3x3)	Complaints Unkempt plots Health and Safety Issues
OP3	Forward Planning – Future Bingham	4	5	20	Full Council	Formed and input into Community Led Plan Initiative Partnership consultation	Constitution	12 (3x4)	Lack of interest in Council affairs Lack of strategic plan in place
OP4	Regular Event Management	4	4	16	TC/Comm Cttee	Health and Safety Policies Cttee consideration Member input Partnership approach with local schools, County Council, RBC and others	Legal orders Event plan (prepared by TC)	9 (3x3)	Health and Safety incidents Lack of attendance Complaints

Bingham Town Council



APPLICATION FOR USE OF FACILITIES AT THE OLD COURT HOUSE

The Old Court House
Church Street
Bingham
Nottinghamshire
NG13 8AL
Tel: 01949 831445
Fax: 01949 831446
email: info@bingham-tc.gov.uk

Part 1 For completion by Hirer

I hereby make application to use the facilities as shown below.

Day(s) and Date(s)

Time(s): Fromtoinclusive.

Purpose:.....

Public Admittance (Yes/No)

Proceeds in aid of(if applicable)

Approximate number attending:Please tick accommodation/facilities required:

Council Chamber	<input type="checkbox"/>	Please give details of room layout required
Meeting Room 1	<input type="checkbox"/>
Meeting Room 2	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>
Additional charge for booking outside office hours.	<input type="checkbox"/>	

Surname: Forenames: Tel. No:

Address:.....

On behalf of Emergency Tel no

I agree to observe the conditions of hiring and to pay the assessed charges.

Dated this day of 2015. Signed:

Part 2 For completion by the Council

Approval is given to the above application subject to the hiring conditions. The lettings charge will be assessed according to the number and type of room used and the duration of occupation. From the information given, this charge is provisionally assessed at £....., and may vary when a final calculation has been made and may be increased during the course of the hiring in accordance with Clause 1 (ii) of the Conditions of Hiring.

An account will be issued in due course. Cheques and remittances should be made payable to the Bingham Town Council.

.....Signed. Date

Invoice Issued:

Confirmation Issued:

Caretaker informed:

Grounds Staff informed:

Conditions of Hiring

1. The hirer shall pay the charge requested by the Council (which charge will be notified at the time of booking. The Council reserves the right to adjust the hiring charge:
 - (i) to cover any increases in hiring charges which may occur if an application covers a series of lettings over an extended period, and
 - (ii) to cover an increase in a hiring charge which may occur between the date of the approved applications and the date of the actual hiring.
2. The hirer shall ensure during the time these premises are so used that such activities are conducted in an orderly manner and under adult supervision, and that an adult is on duty at the entrances at all times in order to ensure security of the premises, and that no entry is permitted after 11.00 p.m. and that the right to use the premises is exercised quietly and in a manner unlikely to cause any annoyance or inconvenience or to become a nuisance to the owners or occupiers of any adjoining or neighbouring property or to the public.
3. In addition, for the purpose of a function to which the general public is admitted and at which there may be a large gathering, it is the responsibility of the organisers to ensure that the letting is properly controlled inside the premises by appointed stewards, or such other responsible persons, to maintain order throughout the whole period of the letting.
4. The hirer shall defray the cost of making good all damage caused to the premises, or other property of the Council, which is in any way attributable to the hiring.
5. The hirer shall indemnify the Council and keep it indemnified from, and against, all costs, charges, claims and demands for injury, loss or damage to persons or to property arising from the exercise of this right howsoever such injury, loss or damage may be caused, unless due to any negligence on the part of the council or their servants or agents.
6. The hirer shall obtain at his own expense all the necessary licences required in connection with the use of the premises for the purpose for which the same is let, and to observe and comply with all the conditions attaching thereto.
NOTE: Early enquiries should be made of the appropriate District Council in respect of application for music, singing and dancing licences, and licences for stage plays and cinematograph performances. Applicants for music, singing and dancing licences are required to give at least twenty-eight days' notice to the Licensing Authority.
7. The use of the premises is restricted to finish at 11.00 p.m. unless approval to an extension has been obtained prior to the letting.
8. Furniture and equipment must not be removed from the premises.
9. The users of the premises are forbidden to stand upon any furniture or fittings. No fixtures or decorations of any kind requiring nails or screws to be driven into the property are permitted, and the premises must be left at the end of the letting in a reasonably clean and orderly condition. Where Town Council crockery is used, this to be washed and put away.
10. No notice, either permanent or temporary, may be affixed or display on the premises without prior approval.
11. No food or drink may be brought in and consumed on the premises without prior approval.
12. In the event of the premises not being used after approval has been granted, the Applicant may be responsible for payment of the fee if written notification of cancellation is not received at least seven days before the approved time of letting.
13. The Council does not accept any liability in respect of the parking of any vehicle at the premises connected in any way with the Applicant or the letting of the premises during the letting period.
14. The Council accepts no liability for goods and personal effects left on its premises by the hirer, its servants or agents, or by any use of the premises.
15. The Applicant may not sublet or assign the benefit of any letting of the premises, and will be held by the Council personally responsible for the observance of these conditions.

Report to the Policy and Resources Committee 20th October 2015

Matter for Decision – Christmas Office Closures

To confirm Christmas Office Closure for December 2015

Suggested dates are office to be closed from Thursday 24th December and re-open Monday 4th January 2016.

Note any days over and above Bank Holidays to be taken from Annual Leave.

**Lynn Holland
Town Clerk**

14th October 2015

BINGHAM TOWN COUNCIL

2016-2017 CALENDAR

DRAFT

			Meeting starts 7.00 p.m.	7.15 p.m.
Tuesday	April	5th	Planning	Environment
Tuesday		12th	Policy & Resources	
Tuesday		19th		
Tuesday		26th	commences at 7.30pm Annual Town Meeting	
Monday	May	2nd	May Day Bank Holiday	
Thursday		3rd		
Tuesday		10th	Full Council – Statutory Annual Meeting	
Tuesday		17th	Planning	Community
Tuesday		24 th		
Monday		30th	Spring Bank Holiday	
Tuesday		31st		
Tuesday		7 th	Recreational & Cemetery	
Tuesday		14th	Planning	Environment
Tuesday		21st	Full Council Accounts only	Policy & Resources
Tuesday		28th		
Tuesday	July	5th	Full Council	
Tuesday		12 th	Planning	Community
Tuesday		19th		
Tuesday		26th		
Tuesday	August	2nd	Recreational & Cemetery	
Tuesday		9th		
Tuesday		16th	Planning	Environment
Tuesday		23rd	Policy & Resources	
Monday		29th	Summer Bank Holiday	
Tuesday		30th		
Tuesday	September	6th	Full Council	
Tuesday	September	13th	Planning	Community
Tuesday		20th		
Tuesday		27th	Recreational & Cemetery	
Tuesday	October	4th		
Tuesday		11th	Planning	Environment
Tuesday		18th	Policy & Resources	
Tuesday		25th		
Tuesday	November	1st	Full Council	

BINGHAM TOWN COUNCIL

2016-2017 CALENDAR

Tuesday	November	8th	Meeting start: 7.00 p.m. Planning	7.15 p.m. Community
Tuesday		15th		
Tuesday		22nd	Recreational & Cemetery	
Tuesday		29th	Planning	Environment
Tuesday	December	6th	Policy & Resources	
Tuesday		13th		
Tuesday		20th		
Sunday		25th	Christmas Day	
Monday		26th	Boxing Day	

2017

Sunday	January	1st	New Year's Day	
Tuesday		3rd		
Tuesday		10th	Full Council	
Tuesday		17th	Planning	Community
Tuesday		24th		
Tuesday		31st	Recreational & Cemetery	
Tuesday	February	7th		
Tuesday		14th	Planning	Environment
Tuesday		21st	Policy & Resources	
Tuesday		28th		
Tuesday	March	7th	Full Council	
Tuesday		14th	Planning	Community
Tuesday		21st		
Tuesday		28th	Recreational & Cemetery	
Tuesday	April	4th	Planning	Environment
Tuesday		11th	Policy & Resources	
Good Friday		14th		
Easter Monday		17th		
Tuesday		18th		
Tuesday		25th	commences at 7.30pm Annual Town Meeting	
Monday	May	1st	May Day Bank Holiday	
Tuesday		2nd		
Tuesday	May	9th	Full Council – Statutory Annual Meeting	