

Minutes of Statutory Annual Meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017**, at **7.00 p.m.**

PRESENT:

Councillor R. Bird
 “ Mrs. J. Costello
 “ A. R. Harvey
 “ K. Hayes-Heath
 “ Mrs. S. Hull
 “ Mrs. E. Hutchison
 “ Mrs. T. Kerry
 “ Mrs. A. Langford
 “ F. Purdue-Horan
 " A. Shelton
 “ J. Stockwood
 " Mrs. K. Vallance

IN ATTENDANCE:

County Councillor N. Clarke
 2 Members of the public
 Office Manager – Mrs. J. Riddle
 Locum Clerk – Mrs. L. Ogilvie

1.00 ELECTION OF TOWN MAYOR FOR THE YEAR 2017/18 AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Harvey was **PROPOSED** as Mayor by Councillor Mrs Kerry and **SECONDED** by Councillor Mrs. Langford. Councillor Harvey was, therefore, duly elected and signed the Declaration of Acceptance of Office and took the Chair.

2.00 ELECTION OF DEPUTY TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Mrs. Kerry was **PROPOSED** as Deputy Town Mayor by Councillor Mrs. Hutchison, and **SECONDED** by Councillor Bird. Councillor Mrs. Kerry was, therefore, duly elected and signed the Declaration of Acceptance of Office.

Councillor Purdue-Horan gave a vote of thanks to the outgoing Mayor, Councillor Stockwood, for his service to the community over the past year.

It was noted that monies raised for the Mayor's Charity during the year were £360.22.

Continued...../

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017, at 7.00 p.m.** continued.....

3.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE

Apologies for absence were received and accepted from Councillors Davidson and Mrs Orr.

4.00 DECLARATIONS OF INTEREST

Councillor Mrs. Costello declared an interest relating to any item concerning Toothill School.

Councillor Mrs. Hutchison declared an interest relating to any item concerning Butt Field.

Standing orders suspended at 7.10 p.m.

5.00 OBSERVATIONS FROM MEMBERS OF THE PUBLIC:

Queries were raised in relation to:

- (a) Parking - A suggestion was made that there should be areas where no parking is allowed. There are frequent problems near the school, with the school bus in particular blocking traffic flow. It was noted that a refuse lorry had been stuck for more than an hour due to parked vehicles. When can change be expected?

Councillor Mrs. Hutchison said that Nottinghamshire County Council has undertaken some work to improve parking issues, but the problem is now in the hands of Rushcliffe Borough Council (R.B.C).

Councillor Hayes-Heath said that he has emailed R.B.C. but has yet to receive a meaningful response, and R.B.C. does not seem to be taking any action at present.

Members also confirmed that a letter regarding the school buses had been sent to Toothill but a response had yet to be received.

- (b) Potholes - Potholes in the road are not being filled in, and it seems that the yellow markings are no longer being painted round the deep ones.

Councillor Mrs. Langford said that she had recently seen some potholes being circled in yellow paint so this may indicate that action is due to be taken.

- (c) Market stalls are reducing. Is there anything the Council can do to encourage new stalls, and to stimulate enthusiasm for the market?

Continued.....

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017**, at **7.00 p.m.**

5.00 OBSERVATIONS FROM MEMBERS OF THE PUBLIC continued.....

Councillor Harvey said that this is a national issue, however, the usage of the Market Place is being looked at by both the Economic Growth Board and the Events Working Group.

Standing orders re-instated at 7.20 pm

6.00 APPOINTMENTS TO COMMITTEES OF THE TOWN COUNCIL (Appendix A Folio 8638):

It was

UNANIMOUSLY RESOLVED to approve the following appointments to the Town Council Committees

Resources (7 members)

Mayor and Deputy Mayor (ex officio), Councillors Mrs. Hull, Mrs. Hutchison, Mrs. Langford, Shelton and Stockwood

Personnel (7 members)

Mayor and Deputy Mayor (ex officio), Councillors Bird, Davidson, Hayes-Heath, Mrs. Costello and Purdue-Horan.

Planning (8 members)

Mayor and Deputy Mayor (ex officio), Councillors Bird, Hayes-Heath, Mrs. Orr, Mrs. Vallance, Mrs. Costello and Shelton.

7.00 APPOINTMENT TO WORKING GROUPS OF THE TOWN COUNCIL (Appendix B Folio 8639):

The Mayor presented a report on the working groups of the Town Council.

It was

RESOLVED that the report and its recommendations be approved with four abstentions.

Continued...../

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017**, at **7.00 p.m.** continued.....

7.00 APPOINTMENT TO WORKING GROUPS OF THE TOWN COUNCIL (Appendix B, Folio 8639): continued.....

In respect of appointments to working groups, it was:-

UNANIMOUSLY RESOLVED to approve the following appointments to the Council's Working Groups:

Constitution – Mayor and Deputy Mayor, the Chairmen from individual Committees, Councillors Bird and Shelton.

Neighbourhood Plan – Mayor and Deputy Mayor, Chair or representative of Resources, Chair or representative of Planning, Councillors Davidson and Mrs. Costello.

Events – Mayor and Deputy Mayor, Chairman or representative of Resources. Councillors Hayes-Heath, Mrs. Hutchison, Mrs. Langford, Mrs. Orr, Mrs. Vallance, Purdue-Horan and Shelton.

Community Facilities – Mayor and Deputy Mayor, Chairman or representative of Resources, Chairman or representative of Planning, Councillors Davidson and Stockwood.

Communications – Mayor and Deputy Mayor, Chairman or representative of Resources, Councillors Bird, Mrs. Orr, Stockwood and Mrs. Costello.

Lead Members were appointed as follows:-

Car Parking – Councillor Mrs. Vallance

Cycling – Councillor Bird

Leisure – Councillor Mrs. Kerry

8.00 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES (Appendix C Folio 8640):

Councillor Bird asked if Growth Board meetings are open to the public. It was confirmed by County Councillor Clarke that the meetings were development meetings and, therefore, were not open to the public.

Continued...../

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017**, at **7.00 p.m.** continued.....

8.00 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES (Appendix C Folio 8640): continued.....

It was

UNANIMOUSLY RESOLVED that the following appointments be made to outside bodies:-

- Bingham and Radcliffe Economic Growth Board - Councillor Harvey (substitute Councillor Mrs. Hutchison).
- Police Priority Setting Group - Councillor Hayes-Heath (Councillor Bird has been selected by the Group as an Independent Chair).
- Positive Futures – Councillor Bird (Substitute Councillor Mrs. Hull)
- Butt Field Sports Club Management Committee – Councillor Mrs. Kerry (as Lead Member for Leisure Strategy) and the Chair of the Events Working Group (to be appointed).
- Friends of Linear Park – Councillor Shelton.
- Bingham Town Twinning Association – (The Mayor)

9.00 MINUTES:

The Minutes of the of the Full Council meeting held on 11th April, 2017, (Folios 8612 - 8617), having been circulated prior to the meeting, were taken as read, approved and signed by the Mayor, subject to the following amendments:

- include correspondence from Plantscape under Item 15 and the agreement to the new quote of £3269.60, and
- correct the word '*disappointment*' to '*disappointed*' 15(b)

10.00 MATTERS ARISING:

Folio 8613, 5(b)

It was noted that the level crossing barriers closed more than previously. This is because of the change in the length of time the barriers are down for each train, and also because there are more trains. Councillor Bird pointed out that this has caused delays in first aiders getting to a patient.

Standing Orders were suspended at 7.50 p.m.

Mr. Fox commented that there were also significant traffic consequences on Chapel Lane and the traffic lights on Nottingham Road.

Standing Orders were re-instated at 7.52 p.m.

Continued...../

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017, at 7.00 p.m.** continued.....

10.00 MATTERS ARISING continued.....

Folio 8614, 7.02

The Mayor reported that he has had a meeting regarding the verge in Chapel Lane. The Highways Agency will cut back foliage which is their responsibility, but the industrial estate owners will need to be requested to cut back foliage in the areas which are their responsibility.

Folio 8616, 12.00

The proposed contractor cannot now undertake the work. The matter was on the agenda for discussion.

Folio 8616, 15(b)

There has been no response from NatWest Bank regarding the proposed closure of the branch.

11.00 COMMITTEE REPORTS

All Committee Minutes were presented and it was

RESOLVED to approve the following the following recommendations:-

- (a) Planning Committees -11th April, 2017, Folio 8609/8611 and 2nd May, 2017, Folio 8621/8624

RESOLVED that the Minutes of the meetings of the Planning Committee held on 11th April and 2nd May, 2017, be accepted.

- (b) Personnel Committee – 18th April, 2017, Folio 8618/8620

RESOLVED that the Minutes of the meeting of the Personnel Committee held on 18th April 2017,

Councillor Mrs. Hull commented on the speed of the Planning meetings held. It was confirmed that the times given in the minutes were correct.

Continued...../

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017**, at **7.00 p.m.**

12.00 REPORTS AND RECOMMENDATIONS OF WORKING GROUPS:

- (a) Fairs Working Group – Councillor Mrs. Langford reported that the Working Group was talking to entertainers who might be available for the Summer Fair.
- (b) Constitution Working Group - Notes of the Constitution Working Group, previously circulated, were approved and the suggested amendments to the proposed new standing orders discussed and agreed as at Appendix 'B'.

13.00 STANDING ORDERS:

The Town Council gave consideration to new Standing Orders, as recommended by N.A.L.C. The Standing Orders were considered alongside the Notes of the Constitution Working Group who had considered any necessary variations. It was noted that Sections 20 (a), (b) and (c) would be subject to work on the Grievance and Complaint Procedures to be carried out by the Personnel Committee.

It was

RESOLVED by 9 votes in favour with 4 abstentions:-

1. That the new Standing Orders be approved, subject to the following agreed variations:-

Page	Section	Amendment
7	3w	Option of comfort break after 2 hours to be given to members
8	4v	The Council agree to the use of a list of substitutes for committees
8	4vi	Chairs of Committees and Working Groups continue to be appointed at the first meeting of the Committee/Working Group
10	6b	Keep with existing provision of requiring 5 members to call an Extra-ordinary Council meeting
14	13e	In first instance application for dispensations to be made to Town Clerk/Proper Officer
16	16a	Role of R.F.O. – reference to be made to appropriate section of Financial Regs

2. That all other amendments, as stated in the tracked copy of the Standing Orders, be approved.

Continued...../

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017**, at **7.00 p.m.** continued.....

13.00 STANDING ORDERS:

3. Substitutes for each Committee being agreed as follows:

Resources Committee	Personnel Committee	Planning Committee
Councillor Bird	Councillor Mrs Hutchison	Councillor Davidson
Councillor Davidson	Councillor Mrs Hull	Councillor Mrs Hull
Councillor Hayes Heath	Councillor Mrs Langford	Councillor Mrs Hutchison
Councillor Mrs Costello	Councillor Mrs Orr	Councillor Mrs Langford
Councillor Purdue-Horan	Councillor Mrs Vallance	Councillor Purdue Horan
Councillor Mrs Orr	Councillor Sheldon	Councillor Stockwood
Councillor Mrs Vallance	Councillor Stockwood	

4. Substitutes only to be used on prior notification to the Town Clerk (details of any protocols in respect of this matter will be dealt with at the next Constitution Working Group).
5. The revised Standing Orders, as amended, be adopted as at 9th May, 2017, and be amended and circulated to all Councillors and placed on the Councils website.

14.00 APPROVAL OF ACCOUNTS FOR THE YEAR 2016/17 AND INTERNAL AUDITOR'S RECOMMENDATIONS (Appendix D Folios 8641/8648):

Two questions regarding variances in the accounts were explained to members.

Section 1 of the Annual Return was read through to members and a 'yes' response was given to each section.

- (a) The Annual Governance Statement was approved.
- (b) The submission of the Annual Return with supporting statements to the External Auditor was approved.
- (c) The Mayor and Acting Town Clerk were authorised to sign the Annual Return.
- (d) Review of Internal Controls - These were considered appropriate.

The Internal Auditor had made four recommendations (as detailed at Appendix C) and, upon consideration the Town Council, concurred with recommendations relating to the audit sample of payments, payment lists and increasing fidelity insurance, but considered that the recommendation to increase the financial limit of spend to £5k was not agreed as members and officers considered that the current limit in the Financial Regulations was appropriate.

Continued...../

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017, at 7.00 p.m.** continued.....

14.00 APPROVAL OF ACCOUNTS FOR THE YEAR 2016/17 AND INTERNAL AUDITOR'S RECOMMENDATIONS (Appendix D Folios 8641/8648):
continued.....

It was noted by Councillor Hayes-Heath that funds raised for the Mayor's charity during the year were considerably lower than the previous year.

It was

RESOLVED

1. that approval be given to the items at (a), (b), (c) and (d) above.
2. that recommendations 3, 4 and 5 from the Internal Auditor's recommendations be implemented, but that the recommendation to increase the financial limit be not approved.

15.00 REPORTS FROM COUNTY AND BOROUGH COUNCILLORS:

01 Nottinghamshire County Councillor Neil Clarke

County Councillor Clarke said that the first meeting of the County Council will be on 25th May, 2017, when Councillors' roles will be decided. He said that the Growth Board meetings were not held in public as it is a development group, but recommendations from residents are welcomed; and can be made through any board member. N.C.C. will collaborate with the Town Council with regard to parking matters. Councillor Mrs. Hutchison pointed out that the Town Council had received full co-operation in respect of parking issues from the County Council, but none from the Borough Council.

02 Rushcliffe Borough Councillor Purdue-Horan

Councillor Purdue-Horan said that he felt that, with the change of administration at the County Council, there would be a more positive approach to solving the car parking problem in the town. He recently attended a meeting at the Police H.Q. at Sherwood Lodge and was surprised to learn that only seventeen per cent of 999 calls relate to actual crime. He had spoken to the Chief Constable and was assured that achieving an appropriate police presence in Bingham was on his radar.

Continued...../

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017**, at **7.00 p.m.** continued.....

15.00 REPORTS FROM COUNTY AND BOROUGH COUNCILLORS continued.....

Comments and Questions from Councillors

Councillor Mrs. Langford remarked that two years ago the town did not want parking charges, but now things were different and it is felt that the changes proposed by the Town Council, and agreed with the County Council, would be in the best interests of the community.

Councillor Hayes-Heath said that he had emailed the Borough Chief Executive on the parking issue but had not received a reply. County Councillor Clarke responded that the Chief Executive had been very tied up with the recent election.

Councillor Bird said that the parking problems of the town were not being addressed by the Borough Council and that there had not been any progress after two years.

Councillor Mrs. Hutchison asked that both Borough and County Councillors ensure that the Town Council is kept up to date with information about what is happening so that this can be passed on to residents.

There were no reports from Borough Councillors

16.00 TOWN COUNCILLOR'S REPORTS:

Councillor R. Bird - Police Priority Settings Group

The last meeting of the Police Priority Settings Group had been useful and well attended. Priorities for the last three months had been speeding, anti-social behaviour and the use of 999. Speed checks were carried out. There had been some thefts from vehicles, and outhouses. The priorities for the next three months would be thefts from vehicles, anti-social behaviour and speeding.

Councillor R. Bird – Positive Futures Group

The group's aims were to identify children who were in need of support to increase their personal well-being and confidence. The Group was looking for new ideas for activities for the coming year for the youngsters and asked that any ideas be passed on to him.

In response to a question, Councillor Bird said that some money was available for the work of the Group and confirmed that anger management support was also offered to those who might benefit from it.

Continued...../

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017**, at **7.00 p.m.** continued.....

16.00 TOWN COUNCILLOR'S REPORTS continued.....

Councillor R. Bird – Cycling

Councillor Bird invited anyone interested in cycling to get to let him know as he was looking to form a group for ideas to tackle cycling issues in Bingham

Councillor Mrs. T. Kerry – Play Parks Community Group

Councillor Mrs. Kerry said that the playpark group had received a good response from the school, but needed as much input as possible.

Councillor A. Harvey – Growth Board

Councillor Harvey gave updates from the last meeting of the Growth Board, in particular on land at Moorbridge Road now purchased by Rushcliffe Borough Council, potential proposals and plans in respect of the Bingham Market Place, shop window grants in Bingham, the business case being prepared by the E.M.T. Franchising Group which it was hoped business benefits across the Poacher Line and car parking in Bingham where it was reported that even Radcliffe colleagues were supporting a trial for short term parking in Bingham, but Rushcliffe Borough Council had made no progress on the issue.

In respect of the car parking issue, other Councillors expressed high level concerns that the Borough Council had not taken appropriate action, despite the support of the County Council.

17.00 APPROVAL OF PAYMENTS TO BE MADE:

It was

RESOLVED that the following payments be approved:-

Arcsus	New IT systems	£5,632.57
Streetwise	Butt Field Ground Maintenance	£9,640.00

Continued...../

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017**, at **7.00 p.m.** continued.....

18.00 GRASS-CUTTING CONTRACT AND GROUND STAFF:

Mrs. Riddle (Office Manager) reported that a trial cut had been arranged with the company who was awarded the contract for grass cutting, but that the company had subsequently decided not to accept the contract. Additionally, the Town Council's mower had broken and the repairs were estimated to be between £800.00 - £1,000.00.

It was **PROPOSED** by the Mayor, **SECONDED** by Councillor Mrs. Hull and

RESOLVED:

1. That the mower be repaired on the basis of the repair estimates provided.
2. That Firm A be appointed to undertake the grass cutting for N.C.C. areas only on the quotations provided.
3. The Office Manager obtain an update on the state of all Council equipment from ground staff and submit a report to the Resources Committee.

(9 votes in favour, 4 abstentions.)

19.00 SALE OF ROLLER/PURCHASE OF CHAIN HARROW:

Members discussed the sale of the roller which is no longer required. Further information to be provided to the Resources Committee on what use the chain harrow would be put to before making a decision on purchase.

RESOLVED to advertise and sell the roller.

20.00 TO CONSIDER ANY CORRESPONDENCE RECEIVED:

(a) Italian Market.

The Italian market had been reasonably well-received, but the organisers felt that there should have been more publicity. It was noted that publicity was the responsibility of the organisers and they would be made aware of this for any future events.

(b) Best Kept Village Competition

The Town Council was asked whether it wished to enter the competition in the coming year. Upon being put to the vote, five members were against entering the competition this year, one in favour and four members abstained.

Accordingly, it was agreed that the Town Council would not enter the competition this year.

Continued...../

Minutes of a meeting of **Bingham Town Council** held in the Council Chamber at The Old Court House, Church Street, Bingham, on **Tuesday, 9th May, 2017**, at **7.00 p.m.** continued.....

20.00 TO CONSIDER ANY CORRESPONDENCE RECEIVED continued.....

(c) Exhumation

Mrs Riddle reported that a request has been made for the exhumation of two bodies from the cemetery, one adult and one infant, both in the same grave. She requested confirmation of the charges which should apply to this. The gravedigger said it would be two days' work, with the first body being exhumed on the first day and the second the next day. The cemetery would be closed during the exhumation periods. Councillor Bird proposed that the funeral directors be informed that the costs would be up to £2,120, but a lower charge would be made if appropriate.

Members agreed to this proposal.

21.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw."

The following matters were discussed:-

- 01 PRIVATE AND CONFIDENTIAL MINUTES 113 and 114**
- 02 UPDATES ON GRIEVANCE MATTERS**
- 03 STAFFING ISSUES**

As there was no further business to discuss, the meeting closed at 10.21 p.m.

.....
CHAIRMAN.
Date:

BINGHAM TOWN COUNCIL
COMMITTEE MEMBERS 2017 - 2018

TOWN MAYOR	DEPUTY TOWN MAYOR
Alan R Harvey	Tracey Kerry

The Mayor and Deputy Mayor are members of all Committees and Working Groups

RESOURCES	PERSONNEL	PLANNING
<i>5 Members + Town Mayor and Deputy Town Mayor</i>	<i>5 Members + Town Mayor and Deputy Town Mayor</i>	<i>6 Members + Town Mayor and Deputy Town Mayor</i>
Elizabeth Hutchison	Rowan Bird	Kevin Hayes-Heath
Sue Hull	George Davidson	Andrew Shelton
John Stockwood	Kevin Hayes Heath	Rowan Bird
Alison Langford	Francis Purdue-Horan	Jane Costello
Andrew Shelton	Jane Costello	Stephanie Orr
-----	-----	Kath Vallance

Continued...../

WORKING GROUP MEMBERSHIP 2017/2018

CONSTITUTION WG (7)	NEIGH'D PLAN WG (6)	COMMUNITY FACILITIES WG (6)
Mayor	Mayor	Mayor
Deputy Mayor	Deputy Mayor	Deputy Mayor
Chair (or Rep) of Resources	Chair (or Rep) of Resources	Chair (or Rep) of Resources
Chair (or Rep) of Personnel	Chair (or Rep) of Planning	Chair (or Rep) of Planning
Chair (or Rep) of Planning	Councillor G Davidson	Councillor G Davidson
Councillor R Bird	Councillor J Costello	Councillor J Stockwood
Councillor A Shelton		
EVENTS WG (10)		COMMS WG (7)
Mayor		Mayor
Deputy Mayor		Deputy Mayor
Chair (or Rep) of Resources		Chair (or Rep) of Resources
Councillors Hayes-Heath, Hutchison, Langford, Orr and Vallance		Councillors Bird and Orr
Councillors Shelton and Purdue-Horan		Councillors Stockwood and Costello
LEAD MEMBERS		
Car Parking:		Councillor Vallance
Cycling:		Councillor Bird
Leisure Strategy:		Councillor Kerry

Continued...../

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

ORGANISATION	REPRESENTATIVE
Bingham and Radcliffe Economic Growth Board (One member and one Substitute)	Councillor A R Harvey Sub: Councillor Mrs E Hutchison
Police Priority Setting Group (One member)	Councillor K Hayes-Heath
Positive Futures (One member and one substitute)	Councillor R Bird Sub: Councillor S Hull
Butt Field Sports Club Management Committee (Two members)	Councillor T Kerry Chair of Events
Friends of Linear Park (One member)	Councillor Shelton
Bingham Town Twinning Association (Traditionally The Mayor)	Councillor A R Harvey

Continued...../

Bingham Town Council
BALANCE SHEET
31/03/2017

(Last) Year Ended
31 Mar 2016

(Current) Year Ended
31 Mar 2017

£		£
	CURRENT ASSETS	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
1,277.10	Debtors (Net of provision for doubtful debts)	6,004.30
0.00	Payments in advance	0.00
2,266.63	VAT Recoverable	3,026.59
0.00	Temporary lendings (investments)	0.00
388,046.62	Cash in hand	439,168.91
391,590.35	TOTAL ASSETS	448,199.80
	CURRENT LIABILITIES	
10,539.76	Creditors	18,512.91
<u>381,050.59</u>	NET ASSETS	<u>429,686.89</u>
	Represented by:	
184,997.91	General fund Balance	184,997.91
	Reserves:	
0.00	Capital	0.00
196,052.68	Earmarked	244,688.98
0.00	Adjustments	0.00
<u>381,050.59</u>		<u>429,686.89</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2017

Signed
Responsible Financial Officer

Date

Continued...../

Bingham Town Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2017

<u>Outstanding bills received but NOT paid. (Creditors) -</u>		<u>Code</u>	
<u>Increase Expenditure</u>			
HR/Legal Advice	Castle Associates	Salaries inc. 'Employers costs	333.33
Keyholding Services	Gener8 Finance	Repairs/Maintenance	35.00
Equipment Servicing	J R Mowers	Equipment service & maintenance	696.89
Equipment Servicing	J R Mowers	Equipment service & maintenance	50.50
Office Superann M12	NCC Pensions	Salaries inc. 'Employers costs	1,707.82
Caretak Superann M12	NCC Pensions	Caretakers wages	86.01
Bin emptying March 2017	Streetwise Env Ltd	Litter & dog bins	20.00
Playground Repairs	Wicksteed Leisure	Play Area/Open Space Maintenance	1,058.96
Replacement Parts	J R Mowers	Equipment service & maintenance	27.34
Cemetery Cut	Streetwise Env Ltd	Grass Cutting	1,200.00
AVC Contr March 2017	Prudential	Salaries inc. 'Employers costs	100.00
Depot PAYE M12	HMRC	Wages	507.63
Office PAYE M12	HMRC	Salaries inc. 'Employers costs	1,966.37
HR/Legal Advice	West HR	Salaries inc. 'Employers costs	1,020.09
Equipment	Handicentre	Equipment service & maintenance	92.78
Equipment	Handicentre	Equipment service & maintenance	49.79
Locum Fees	J Cartmell	Salaries inc. 'Employers costs	750.75
Server Manag Fees	Arcsus	Office Expenses	75.00
Back Up - IT	Arcsus	Office Expenses	10.55
HR/Legal Advice	Castle Associates	Salaries inc. 'Employers costs	497.27
IT Equipment	Arcsus	GENERAL RESERVE	4,633.88
Application of Herbicide	Streetwise Env Ltd	Sports Pitch Maintenance	1,155.00
Appl of Fert/Grass Seed	Streetwise Env Ltd	Sports Pitch Maintenance	1,347.45
Catering Costs - Civic	Tea at Marias	Civic Expenses	227.50
Catering Costs - Civic	Tea at Marias	Civic Expenses	227.50
Harpist - Civic Awards	Christine Palethorpe	Civic Expenses	230.00
2016 Civic Awards Cert	Bart Luckhurst	Civic Expenses	308.00
2016 Civic Evt Rm Hire	Methodist Centre	Civic Expenses	97.50
			£18,512.91
<u>Outstanding payments DUE TO the Council. (Debtors) -</u>		<u>Code</u>	
<u>Increase Income</u>			
VAT for 4th Quarter	HMRC	VAT	3,026.57
Cemetery Fees	Sophie Maloney	Memorials & Fees	60.00
Memorial Fees	Cherished Memorials	Memorials & Fees	80.00
Room Hire Fees	U3A	Room hire	28.13
Sports Pitch Rental Fees	BRUFC	Rent	500.00
NCC Grass Cutting Fees	Via East Midlands	Grass Cutting	2,281.67
Allotment Rental Fees	Mr E Pilartys	Allot rents	27.93
			£6,004.30

Continued...../

Bingham Town Council
Income & Expenditure Account
01/04/2016 to 31/03/2017

(Last) Year Ended

31 Mar 2016

*(Current) Year**Ended*

31 Mar 2017

Income

4,014.00	PROMOTIONS	5,263.00
4,366.20	RECREATION	4,723.20
1,045.40	ALLOTMENTS	1,167.92
9,892.50	CEMETERY	9,473.00
16,686.82	FINANCE	444.71
17,251.45	OLD COURT HOUSE	11,197.52
241,475.00	PRECEPT	246,268.00
10,012.18	MAYOR'S CHARITY	360.22
2,979.10	DEPOT	3,114.56
9.98	ENVIRONMENT	0.00
	VAT	3,026.57

£307,732.63**£285,038.70****Expense**

10,012.18	MAYOR'S CHARITY	17.00
410.00	COMMUNITY	792.46
21,922.91	PROMOTIONS	18,466.19
16,518.38	RECREATION	16,482.55
1,218.99	ALLOTMENTS	531.97
7,848.33	CEMETERY	8,965.44
5,436.18	ENVIRONMENT	2,838.83
59,009.90	DEPOT	44,684.52
93,459.00	FINANCE	106,301.81
23,553.96	OLD COURT HOUSE	23,718.88
487.00	RESERVES	13,602.75

£239,876.83**£236,402.40****General Fund**

162,482.11	Balance at 01 Apr 2016	184,997.91
307,732.63	ADD Total Income	285,038.70
470,214.74		470,036.61
239,876.83	DEDUCT Total Expenditure	236,402.40
230,337.91		233,634.21
45,340.00	Transfer to/from Reserves	48,636.30
£184,997.91	Balance at 31 Mar 2017	£184,997.91

Transfers:

General Fund to Earmarked Reserve £48,636.30

Continued...../

(Appendix D Cont.....)

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

BINGHAM TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	<i>W</i>		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<i>W</i>		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		<i>N</i>	<i>(1)</i>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<i>W</i>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<i>W</i>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<i>W</i>		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	<i>W</i>		
H. Asset and investments registers were complete and accurate and properly maintained.	<i>W</i>		
I. Periodic and year-end bank account reconciliations were properly carried out.	<i>W</i>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<i>W</i>		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			<i>W</i>

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

(1) Area. Fin Risk Assessment not carried out in year - planned for May 2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Continued...../

Internal Audit Service

Bingham Town Council

Statement of Matters Arising and Recommendations – 2016/17

During the internal audit carried out for the above Council, the following matters arose. These matters arising should be reported to Council. It is recommended that the action noted against each item be taken by the Council/Clerk.

	Matters Arising	Recommended Action
1	The Internal Audit Report for 2015/16 was presented to and accepted by Council on 12 April 2016.	N/A
2	The Council's Financial Regulations currently include for all payments over £2000 to be authorised by Council before payment is made. This is considered to be low for the size of Bingham Town Council, especially when considering that most payments are made by BACS and that two Councillors are required to sign as authorised.	It is suggested that this limit is increased to £5000.
3	During the audit sample of payments made it was noticed that the Insurance Premium Tax of £283.21 charged on the annual premium has been entered into the accounts as VAT and claimed against the net refund on the VAT Return.	IPT cannot be reclaimed as VAT and the Clerk has promised to adjust the next claim.
4	Payments Lists are reported to the Resources Committee as an addendum report for approval but the amounts are not included in the approval minute.	The approval minute should always include the total amount of payment made or to be made.
5	The Fidelity Guarantee insurance cover currently stands at £250K which is not considered to be sufficient.	Council should consider whether to increase the FG cover on the basis of Total Reserves at the end of the previous year plus 50% of the Precept and Grants received from the District Council.

These matters arising should be reported to the next available meeting of the Council and any decision taken should be fully minuted.



Date.....27 April 2017.....

Continued...../

Bingham Town Council
ANNUAL RETURN - Section 1 : Statement of Accounts
Accounts for Year from 01/04/2016 to 31/03/2017

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	313,194.79	381,050.59
2	Annual precept	241,475.00	246,268.00
3	Total other receipts	66,257.63	38,770.70
4	Staff Costs	124,169.26	120,987.53
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	115,707.57	115,414.87
7	Balances carried forward	381,050.59	429,686.89
8	Total Cash and Short Term Investments	388,046.62	439,168.91
9	Total Fixed Assets and Long Term Investments	1,741,560.00	1,746,375.00
10	Total Borrowings	0.00	0.00

Continued...../

Bingham Town Council**Review of Internal Controls and Effectiveness of Internal Audit 2017/2018****(Statement of Assurance)**

1 Under the Accounts and Audit Regulations the Council is obliged to carry out a review of the effectiveness of its internal controls and to report on the review to the Council.

2 A further requirement is to conduct a review of the effectiveness of the Council's system of internal audit and report also on that review.

1 Review of Internal Controls

The financial affairs of the Council are governed by its Financial Regulations. These regulations set out the financial controls operated by the Council and were reviewed in full, modified and adopted at a meeting of the Full Council on 14th March 2107.

2 Review of Effectiveness of Internal Audit

The Council has been through a challenging time with the previous Clerk being absent on long term sick since November 2016. Steps were taken to ensure the smooth running of the Council's obligations continued, and a Locum Clerk was employed in February and will remain at the Town Council until the end of July 2017.

The Locum Clerk asked for an immediate Review of the Financial Regulations as although these were recorded as being reviewed annually, a more detailed, up to date model template was available from the Council's Advisory Body. The Financial Orders were adopted by the Council at a meeting of Full Council on 14th March 2017. The Standing Orders are also under review; the new version is being composed by the Constitution Working Group and will go to Full Council for approval at the May meeting.

The bankline is currently restricted to one authorised administrator, once the new Town Clerk commences employment, a review of the authorised administrators on the bank accounts should take place to prevent a repeat of the Town Council being left without an authorised administrator.

The Council also agreed to the appointment a new independent internal auditor this year with local government experience. The role of the internal auditor is to assist the Council in fulfilling its responsibility for the prevention and detection of frauds and corruption, errors and mistakes. It is the Council's responsibility to determine the level of internal audit required, based on the internal controls in place. Currently the internal auditor makes one visit towards the end of the financial year to review internal controls and to carry out testing on the transactions undertaken and to ensure compliance with the financial regulations. A further review, particularly regarding the year-end accounts, is carried out when the annual accounts have been prepared and before submission to the external auditor. At this time the internal auditor seeks to ensure that the documents to be sent to the external auditor are in order. Going forward, the Council may wish to consider using an auditor with Professional Indemnity Insurance to protect against any errors made during the audit process.

Continued...../

The internal auditor produces a written report to the Council after completion of the audit, highlighting any deficiencies in the internal controls and making appropriate recommendations, or providing a clean bill of health. The recommendations must be implemented at the earliest opportunity.

I confirm these arrangements fulfil the requirements of the Audit Regulations, and am satisfied with the effectiveness of the Council's system of internal audit and having thoroughly reviewed and updated the Financial Regulations, and taking into account that the Constitution Working Group are updating the Standing Orders, I do not propose any changes at this time.

Management of risk of fraud and corruption

The following steps are in place to assist with the management of risk of fraud and corruption:

1. Segregation of duties – prior to cheques being written or electronic payments made the invoices are stamped referencing invoices to Official Orders/ Delivery notes etc. which then go to the Clerk for authorisation.
2. Once authorised by Clerk/Office Manager, a cheque is written and the cheque number and date entered on to the said invoice or a bank payment authorisation form completed.
3. The summary sheet on an excel document "Official Orders" is completed with date & cheque number or bankline reference.
4. 2 Councillors are requested to sign the cheques and bank payment authorisation form & they check & initial each individual invoice and cheque stub prior to signing cheque.
5. Only The Clerk/Office Manager enters electronic payments on Bankline.
6. All payments are presented to Resources Committee.
7. The Chairman of Resources Committee undertakes a random check of the bankline payments made and presented to the committee with the bank statements.

Jo Cartmell

Locum Clerk and Responsible Financial Officer

April 2017