

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 17th April, 2012.** at **7.30 p.m.**

PRESENT:

Councillor F. Purdue-Horan - Chairman
 M. Barham
 “ A. Harvey
 “ F. Kerry
 “ J. Stockwood

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

Apologies for Absence were accepted and received from Councillor Mrs. M. Stockwood.

2.00 DECLARATIONS OF INTEREST:

There were no Declarations of Interest received.

3.00 MINUTES:

The Minutes of the meeting held on the 21st February, 2012, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record.

01 Matters Arising

There were no Matters Arising out of the Minutes of the meeting held on the 21st February, 2012

4.00 BUDGET REPORT 'A':

The Clerk answered any queries in relation to budget monitoring up to the 31st March, 2012, and it was

RECOMMENDED to approve budget monitoring up to the 31st March, 2012.

5.00 ACCOUNTS FOR PAYMENT - REPORT 'B':

Accounts were presented for payment and it was agreed to

RECOMMEND approval. (Attached).

6.00 ACCOUNTS PAID - REPORT 'C':

Accounts paid since the last meeting were presented and it was agreed to

RECOMMEND approval. (Attached).

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 17th April, 2012, at 7.30 p.m.**
continued.....

7.00 COMPUTER SYSTEMS - UPDATE:

It was agreed to

RECOMMEND approval of updating office computer systems (both hardware and software) up to a maximum of £2,500.00.

8.00 RISK MANAGEMENT POLICY - REVIEW:

Councillor Harvey offered to progress this and together with one other Councillor it was suggested that Cllr. Eagles be invited to assist.

9.00 CIVIL CEREMONY LICENCE:

In connection with the statement of income and licence fees from civil ceremonies since outset, the Clerk confirmed the following:-

	£
Income up to 31.3.12	1,340.00
Cost of first two Licences	2,150.00
Cost of licence from 1.5.12	1,350.00

It was

RECOMMENDED that the Community Committee investigates the advertising of the service with a view to reviewing the next renewal in eighteen months' time, i.e. in plenty of time to prevent bookings after the renewal date but before a formal resolution to renew.

10.00 WALLENFELS - REFERRAL FROM RECREATIONAL & CEMETERY COMMITTEE IN RELATION TO ADDITIONAL TREE-PLANTING:

Councillor J. Stockwood updated members on the situation following the recent Recreational & Cemetery Committee meeting (refer to R. & C. Minutes). No additional information had been received prior to the meeting. Therefore, defer item to a future meeting.

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 17th April, 2012, at 7.30 p.m.** continued.....

11.00 B.R.U.F.C. LEASE FOR TOWN PAVILION AND GROUNDS:

Councillor J. Stockwood updated members on the recent annual inspection and the fact that B.R.U.F.C. had requested a meeting to review the lease. It was agreed that the Clerk, Mayor and Chairmen of Recreational & Cemetery and Community Committees should review the lease, ensuring a rent review, along with a period of lease, was considered.

12.00 THE OLD COURT HOUSE:

01 Police Request to Locate to The Old Court House - Update

The Chairman confirmed that the Mayor had signed the Licence which was dated 30th April, 2012. The police would undertake their alterations after this date. The accommodation is also only to be used for administration purposes and is not a Police Contact Point.

02 Drains and Asbestos Surveys – Update

It was

RECOMMENDED to acceptance of quotations which were as a result of the recent drain survey.

It was agreed to

RECOMMEND obtaining quotations for work highlighted in the asbestos survey.

13.00 INTEREST RATES ON RESERVES - UPDATE:

It was agreed that approval be given to the Clerk to open new Fixed Term Accounts in order to benefit from higher interest rates.

14.00 BUSINESS CARDS FOR BINGHAM TOWN COUNCILLORS:

It was agreed that the Clerk should obtain a quotation for supplying business cards from the printing firm which supplies the Town News – the business cards to include the Town Council's logo and name, office telephone number, e-mail address and website, the Councillor's name and their telephone number.

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 17th April, 2012, at 7.30 p.m.** continued.....

15.00 TRIAL RE. E-MAILING OF AGENDAS, ETC. TO COUNCILLORS:

It was agreed to

RECOMMEND e-mailing of summonses and agendas to Councillors for a trial period. Every Councillor would receive all summonses and agendas, with actual Committee members receiving hard copies the week prior to the meeting in line with current arrangements. Hard copies of the Minutes would be sent out prior to Full Council in line with current practice. The Clerk to e-mail any other documents.

16.00 CONFIDENTIAL BUSINESS:-

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

"In view of the confidential nature of the business about to be transacted, the Press and public be excluded from the remainder of the meeting".

The following items were discussed:-

- 01 STAFFING MATTERS**
- 02 THE OLD COURT HOUSE**
- 03 BINGHAM TOWN COUNCIL LAND**
- 04 CORRESPONDENCE**

As there was no further business to transact, the meeting closed at 9.30 p.m.

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CHAIRMAN

Date:

BUDGET REPORT 'A'

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at **7.30 p.m.** continued.....

BINGHAM TOWN COUNCIL SUMMARY MARCH 2012								REPORT A cont.
BAL B.FWD		Receipts			Payments			Net Variance
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Community		15	20	5	1365	1063.5	301.5	306.5
Promotion		0.00	6,154.00	6,154.00	15,120.00	21,324.57	-6,204.57	-50.57
Recreation		4,187.00	3,272.93	-914.07	10,500.00	13,315.86	-2,815.86	-3,729.93
Allotment		600.00	775.00	175.00	2,450.00	769.43	1,680.57	1,855.57
Cemetery		5000	10,136.00	5,136.00	5,750.00	7,694.20	-1,944.20	3,191.80
Environment		0.00	50.00	50.00	5,354.00	4,909.88	444.12	494.12
Depot		1350	0.00	-1,350.00	77,048.00	53,418.92	23,629.08	22,279.08
Finance		100.00	276.49	176.49	125,700.00	107,023.97	18,676.03	18,852.52
OCH		8,750.00	12,255.95	3,505.95	27,450.00	24,310.37	3,139.63	6,645.58
TOTALS		20,002.00	32,940.37	12,938.37	270,737.00	233,830.70	36,906.30	49,844.67
Precept		250,735.00	250,735.00	0.00	0.00	0.00	0.00	0.00
Mayors Charity		0	1,144.06	0	0	0.00	0.00	1,144.06
Reserves		Receipts			Payments			
		Budget	Actual		Budget	Actual		
Risk Management	0.00	1,000.00	1,000.00	0	0.00	0	0	1,000.00
OCH Capital	0.00	1,300.00	1,300.00	0	0.00	0	0	1,300.00
Depot	8,032.82	2,410.00	2,860.00	450	0.00	0	0	10,892.82
Allotment	0.00	0.00	0.00	0	0.00	0	0	0.00
Environment	0.00	0.00	0.00	0	0.00	0.00	0	0.00
General Reserve	110,225.96	0.00	0.00	0	0.00	6122.63	-6122.63	104,103.33
Promotion	0.00	0.00	0.00	0	0.00	0	0	0.00
Recreation	0.00	0.00	0.00	0	0.00	-645.00	645	645.00
Cemetery	0.00	0.00	0.00	0	0.00	0.00	0	0.00
Community Capital	500.00	500.00	500.00	0	0.00	0	0	1,000.00
Property.Land	8,670.29	23,000.00	23,000.00	0	0.00	6,781.03	-6781.03	24,889.26
Capital Total	127,429.07	28,210.00	28,660.00	450.00	0.00	12,258.66	-12,258.66	143,830.41
Butt Field Project Fin. Statement		Receipts			Payments			Net Variance
	NO b/Fwd Figs.	Budget	Actual		Budget	Actual		
Pitch Works		0.00	0	0	0.00	0.00	0	0.00
Pavilion/Access		0.00	0	0	0.00	80.00	-80	-80.00
Fees		0.00	0	0	0.00	0.00	0	0.00
Land Purchase		0.00	0	0	0.00	0.00	0	0.00
Football Foundation		0.00	0	0	0.00	0.00	0	0.00
Contamination Work		0.00	0	0	0.00	0.00	0	0.00
BF Project Total	0.00	0.00	0.00	0.00	0.00	80.00	-80.00	-80.00

INCLUDES ACCRUALS FROM 2010/2011								REPORT A
Mar-12								Net Variance column
								Positive figs. = underspends
								Negative figs. = overspends
Community	BAL B.FWD	Receipts			Payments		Net Variance	
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
CCTV Maintenance	1	0.00		0.00	750.00	563.50	186.50	186.50
Notice Board	2	0.00		0.00	100.00	0	100.00	100.00
Town Map	3	15.00	20.00	5.00	15.00	0.00	15.00	20.00
Trs. To Com.	4	0.00		0.00	500.00	500.00	0.00	0.00
Community		15.00	20.00	5.00	1,365.00	1,063.50	301.50	306.50
Promotions		Receipts			Payments		Net Variance	
		Budget	Actual		Budget	Actual		
Town Fair	5	0.00	4,566.00	4566	3,300.00	7,122.32	-3822.32	743.68
Christmas Fa	6	0.00	1,588.00	1588	1,800.00	3658.77	-1858.77	-270.77
Christmas Lig	7	0.00		0	6,270.00	6,260.92	9.08	9.08
Other Promc	8	0.00		0	500.00	678	-178.00	-178.00
Web Site	9	0.00		0	250.00	0	250.00	250.00
Town News/	10	0.00		0	1,000.00	1688	-688.00	-688.00
Town Guide,	11	0.00		0.00	2,000.00	1,916.56	83.44	83.44
Promotions		0.00	6,154.00	6,154.00	15,120.00	21,324.57	-6204.57	-50.57
Recreation		Receipts			Payments		Net Variance	
		Budget	Actual		Budget	Actual		
Play Area/Op	12	0.00	200.00	200	5,000.00	5931.26	-931.26	-731.26
Fees	13	0.00	0.00	0	250.00	0.00	250.00	250.00
Rent	14	1,000.00	1,500.00	500	250.00	0	250.00	750.00
Sports Pitch	15	3,067.00	1,533.50	-1533.5	5,000.00	7384.6	-2384.60	-3,918.10
Wayleaves	16	120.00	39.43	-80.57	0.00	0	0.00	-80.57
P3	77	0.00	0.00	0	0.00	0	0.00	0.00
Recreation		4,187.00	3,272.93	-914.07	10,500.00	13,315.86	-2815.86	-3,729.93
Allotments		Receipts			Payments		Net Variance	
		Budget	Actual		Budget	Actual		
Allotment Re	17	600.00	775.00	175	400.00	375.00	25.00	200.00
Water Charg	18	0.00	0.00	0	550.00	347.21	202.79	202.79
Maintenanc	19	0.00	0.00	0	1,500.00	47.22	1452.78	1,452.78
Allotments		600.00	775.00	175.00	2,450.00	769.43	1680.57	1,855.57
Cemetery		Receipts			Payments		Net Variance	
		Budget	Actual		Budget	Actual		
Rates	20	0.00	0.00	0	500.00	530.42	-30.42	-30.42
Water/drain	21	0.00	0.00	0	350.00	278.31	71.69	71.69
Grave Diggin	22	0.00	0.00	0	2,000.00	2,170.00	-170.00	-170.00
Electricity	23	0.00	10.00	10	350.00	193.61	156.39	166.39
Maintenanc	24	0.00	36.00	36	2,000.00	3,001.26	-1001.26	-965.26
Memorials &	25	5,000.00	10,090.00	5090	550.00	1520.6	-970.60	4,119.40
Cemetery		5000.00	10136.00	5136.00	5750.00	7694.20	-1944.20	3191.80
Environment		Receipts			Payments		Net Variance	
		Budget	Actual		Budget	Actual		
General Mai	26	0.00	0.00	0	740.00	25.15	714.85	714.85
Town Floral	27	0.00	50.00	50	4,414.00	4884.73	-470.73	-420.73
Litter & Dog	28	0.00	0.00	0	200.00	0.00	200.00	200.00
Environment		0.00	50.00	50.00	5,354.00	4,909.88	444.12	494.12

Depot		Receipts			Payments			Net Variance	
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
Equipment serv	29	0.00	0.00	0	6,000.00	2,469.51	3530.49	3,530.49	
Depot Maintenan	30	0.00		0	250.00	164.7	85.30	85.30	
Mobile phones	31	0.00		0	300.00	90.00	210.00	210.00	
Alarm	32	0.00		0	300.00	144.36	155.64	155.64	
Hand tools & equ	33	0.00		0	88.00	65.92	22.08	22.08	
Clothing	34	0.00		0	400.00	526.35	-126.35	-126.35	
Wages	35	0.00		0	61,000.00	44315.15	16684.85	16,684.85	
Vehicle Tax/Insur	36	0.00		0	3,000.00	1181.41	1818.59	1,818.59	
Fuel	37	0.00		0	3,300.00	2051.52	1248.48	1,248.48	
Trans to Depot Re	38	0.00		0	2,410.00	2410	0.00	0.00	
Grass Cutting	39	1,350.00		-1350	0.00	0.00	0.00	-1,350.00	
Depot		1,350.00	0.00	-1,350.00	77,048.00	53,418.92	23629.08	22,279.08	
Finance		Receipts			Payments			Net Variance	
		Budget	Actual		Budget	Actual			
Salaries inc Ers co	40	0.00		0	76,000.00	65,500.28	10499.72	10,499.72	
Audit	41	0.00		0	3,000.00	1130	1870.00	1,870.00	
Office Expenses	42	0.00	191.21	191.21	5,000.00	5,154.87	-154.87	36.34	
Subscriptions/tra	43	0.00			2,500.00	917.00	1583.00	1,583.00	
Travel/mileage	44	0.00			400.00	4.00	396.00	396.00	
Civic Expenses	45	0.00			2,500.00	1,212.87	1287.13	1,287.13	
Insurance	46	0.00			3,000.00	3,153.36	-153.36	-153.36	
Advertising	47	0.00		0	300.00	687.50	-387.50	-387.50	
Grant Aid	48	0.00		0	4,000.00	1,402.39	2597.61	2,597.61	
Trans to Prop & Li	49	0.00		0	23,000.00	23,000.00	0.00	0.00	
Trans to Risk Mge	50	0.00			1,000.00	1,000.00	0.00	0.00	
Elections	51	0.00			5,000.00	3,861.70	1138.30	1,138.30	
Investment Inc	52	100.00	85.28	-14.72	0.00	0.00	0.00	-14.72	
Finance		100.00	276.49	176.49	125,700.00	107,023.97	18,676.03	18,852.52	
Precept	76	250,735.00	250,735.00	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	5,731.68	-131.68	-131.68	
Insurance	54	0.00		0	1,400.00	1554.7	-154.70	-154.70	
Water rates	55	0.00		0	750.00	617.79	132.21	132.21	
Non domestic rat	56	0.00		0	8,000.00	5,835.85	2164.15	2,164.15	
Gas/Elec	57	0.00		0	5,000.00	4,000.28	999.72	999.72	
Repairs & Maint	58	0.00		0	5,000.00	3,893.16	1106.84	1,106.84	
Equipment	59	0.00		0	400.00	7.91	392.09	392.09	
Trans to OCH Res	60	0.00		0	1,300.00	1,300.00	0.00	0.00	
Civil ceremony	61	0.00	295.00	295	0.00	1,350.00	-1350.00	-1,055.00	
Tenants rents	62	7,000.00	9,602.20	2602.2	0.00	0.00	0.00	2,602.20	
Room hire	63	1,750.00	2,358.75	608.75	0.00	19.00	-19.00	589.75	
Old Court House		8,750.00	12,255.95	3,505.95	27,450.00	24,310.37	3,139.63	6,645.58	
Check to Precept submitted		20,002.00	32,940.37	12,938.37	270,737.00	233,830.70	36906.30	49,844.67	
					250,735.00				
Miscell Mayors Cl	113		1,144.06	0.00	0.00	0.00	0.00	1,144.06	

Continued...../

Minutes of a meeting of the **Policy & Resources Committee**
of the Bingham Town Council held in The Old Court House,
Church Street, Bingham, on **Tuesday, 17th April, 2012**
at **7.30 p.m.** continued.....

Accounts for Payment:

Accounts presented 17 April 2012

chq		
AUTOPAY	WAGES W53	£ 502.52
	9511 A BUCKINGHAM - GRAVE DIGGING	£ 180.00
AUTOPAY	WAGES W1	£ 529.66
AUTOPAY	WAGES W2	£ 664.52
	9512 AST SYSTEMS - ACCESS SYSTEM CALLOUT	£ 48.00
		<hr/>
		£ 1,924.70