

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, 23rd August, 2011**, at **7.00 p.m.**

PRESENT:

Councillor M. Barham – Chaired by Vice-Chairman
 “ A. Harvey
 “ F. Kerry
 “ J. Stockwood
 “ Mrs. M. Stockwood

Also in attendance: Councillor A. Ashmore

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

Apologies for absence were received and accepted from Councillor F. Purdue-Horan.

2.00 DECLARATIONS OF INTEREST:

Councillor J. Stockwood declared an interest in Folio 6577, Item 9.02, Rushcliffe Borough Council.

3.00 MINUTES:

The Minutes of the meeting held on the 21st June, 2011, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record, subject to amendment of "*Stockwood*" on Folio 6531.

01 Matters Arising

There were no matters arising out of the Minutes for information to report.

4.00 BUDGET REPORT 'A':

The Clerk answered any queries in relation to budget monitoring and it was

RECOMMENDED to approve the figures provided.

5.00 ACCOUNTS FOR PAYMENT - REPORT 'B':

Accounts were presented for payment and it was agreed to

RECOMMEND approval.

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, 23rd August, 2011**, at **7.00 p.m.** continued.....

6.00 ACCOUNTS PAID - REPORT 'C':

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

RECOMMEND approval.

7.00 RECREATIONAL & CEMETERY COMMITTEE REFERRAL:

01 Advertising on Butt Field Sports Ground

A referral had been received from the Recreational & Cemetery Committee re. advertising on railings surrounding the sports pavilion by Butt Field Sports Club. It was

RECOMMENDED that approval be given in line with terms and conditions submitted (Appendix 'D'), subject to a maximum of six advertising banners and permission granted for one year only.

8.00 UPDATE ON BINGHAM 2020:

Councillor Harvey confirmed that this was in the process of being updated and would be reported to the next meeting. Councillor Mrs. M. Stockwood confirmed that other matters which may affect Bingham were being discussed at the Borough Council and the Town Council would be informed of any future developments.

9.00 CORRESPONDENCE:-

01 Bingham Open Unit, Duke of Edinburgh Award Scheme

A thank you letter had been received in connection with the grant aid awarded to this scheme.

02 Rushcliffe Borough Council

A letter had been received re. the proposed review of services, and it was

RECOMMENDED to hold discussions both with Rushcliffe Borough Council and Nottinghamshire County Council regarding the delivery of any of their services. However, the Town Council would have to ensure it would be beneficial for the residents and at no extra cost to them.

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, 23rd August, 2011**, at **7.00 p.m.** continued.....

9.00 **CORRESPONDENCE** continued.....

03 Police – Local Area Group Meeting

It was

RECOMMENDED to approve the free use of a room to accommodate this meeting to be held on the 1st September, 2011.

It was agreed that an item should be included in the Agenda for the next Policy & Resources Committee meeting re. 'Review of Booking Policy' and also have an action points list including the following:-

- Annual Inspection of sports facilities
- Rent review

10.00 **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 OLD COURT HOUSE**

As there was no further business to transact, the meeting closed at 8.40 p.m.

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CHAIRMAN

Date:

BUDGET REPORT 'A'

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, 23rd August, 2011**,
at **7.00 p.m.** continued.....

BINGHAM TOWN COUNCIL SUMMARY JULY 2011								
								REPORT A cont.
BAL B.FWD		Receipts			Payments			Net Variance
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Community		15	0	-15	1365	0	1365	1350
Promotion		0.00	3,746.00	3,746.00	15,120.00	7,102.32	8,017.68	11,763.68
Recreation		4,187.00	500.00	-3,687.00	10,500.00	7,251.34	3,248.66	-438.34
Allotment		600.00	700.00	100.00	2,450.00	493.77	1,956.23	2,056.23
Cemetery		5000	1,262.00	-3,738.00	5,750.00	755.47	4,994.53	1,256.53
Environment		0.00	0.00	0.00	5,354.00	4,407.28	946.72	946.72
Depot		1350	0.00	-1,350.00	77,048.00	17,011.36	60,036.64	58,686.64
Finance		100.00	57.84	-42.16	125,700.00	28,951.22	96,748.78	96,706.62
OCH		8,750.00	7,247.45	-1,502.55	27,450.00	8,865.40	18,584.60	17,082.05
TOTALS		20,002.00	13,513.29	-6,488.71	270,737.00	74,838.16	195,898.84	189,410.13
Precept		250,735.00	125,367.50	-125,367.50	0.00	0.00	0.00	-125,367.50
Mayors Charity		0	329.19	0	0	302.63	-302.63	26.56
Reserves								
		Budget	Actual		Budget	Actual		Net Variance
Risk Management	0.00	1,000.00	0.00	-1000	0.00	0	0	0.00
OCH Capital	0.00	1,300.00	0.00	-1300	0.00	0	0	0.00
Depot	8,032.82	2,410.00	0.00	-2410	0.00	0	0	8,032.82
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	1940	-1940	108,285.96
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	0.00	-500	0.00	0	0	500.00
Property.Land	8,670.29	23,000.00	0.00	-23000	0.00	1,540.00	-1540	7,130.29
Capital Total	127,429.07	28,210.00	0.00	-28,210.00	0.00	2,835.00	-2,835.00	124,594.07
Butt Field Project Fin. Statement								
	NO b/Fwd Figs.	Budget	Actual		Budget	Actual		Net Variance
Pitch Works		0.00	0	0	0.00	1,000.00	-1000	-1,000.00
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	1,080.00	-1,080.00	-1,080.00

BUDGET REPORT 'A' continued.....

Minutes of a meeting of the **Policy & Resources Committee**
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Church Street, Bingham, on **Tuesday, 23rd August, 2011,**
at **7.00 p.m.** continued.....

INCLUDES ACCRUALS FROM 2010/2011								REPORT A
Jul-11								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 Mainte	1	0.00		0.00	750.00	0.00	750.00	750.00
Notice Boarc	2	0.00		0.00	100.00	0	100.00	100.00
Town Map	3	15.00		-15.00	15.00	0.00	15.00	0.00
Trs. To Com.	4	0.00		0.00	500.00	0.00	500.00	500.00
Community		15.00	0.00	-15.00	1,365.00	0.00	1365.00	1,350.00
Promotions		Receipts			Payments		Net Variance	
		Budget	Actual		Budget	Actual		
Town Fair	5	0.00	3,731.00	3731	3,300.00	6,801.32	-3501.32	229.68
Christmas Fa	6	0.00	15.00	15	1,800.00	21	1779.00	1,794.00
Christmas Lig	7	0.00		0	6,270.00	0.00	6270.00	6,270.00
Other Promc	8	0.00		0	500.00	28	472.00	472.00
Web Site	9	0.00		0	250.00	0	250.00	250.00
Town News/	10	0.00		0	1,000.00	252	748.00	748.00
Town Guide,	11	0.00		0.00	2,000.00	0.00	2000.00	2,000.00
Promotions		0.00	3,746.00	3,746.00	15,120.00	7,102.32	8017.68	11,763.68
Recreation		Receipts			Payments		Net Variance	
		Budget	Actual		Budget	Actual		
Play Area/Op	12	0.00	0.00	0	5,000.00	1796.74	3203.26	3,203.26
Fees	13	0.00	0.00	0	250.00	0.00	250.00	250.00
Rent	14	1,000.00	500.00	-500	250.00	0	250.00	-250.00
Sports Pitch	15	3,067.00	0.00	-3067	5,000.00	5454.6	-454.60	-3,521.60
Wayleaves	16	120.00	0.00	-120	0.00	0	0.00	-120.00
P3	77	0.00	0.00	0	0.00	0	0.00	0.00
Recreation		4,187.00	500.00	-3,687.00	10,500.00	7,251.34	3248.66	-438.34
Allotments		Receipts			Payments		Net Variance	
		Budget	Actual		Budget	Actual		
Allotment Re	17	600.00	700.00	100	400.00	375.00	25.00	125.00
Water Charg	18	0.00	0.00	0	550.00	110.47	439.53	439.53
Maintenanc	19	0.00	0.00	0	1,500.00	8.30	1491.70	1,491.70
Allotments		600.00	700.00	100.00	2,450.00	493.77	1956.23	2,056.23
Cemetery		Receipts			Payments		Net Variance	
		Budget	Actual		Budget	Actual		
Rates	20	0.00	0.00	0	500.00	212.42	287.58	287.58
Water/drain	21	0.00	0.00	0	350.00	95.11	254.89	254.89
Grave Diggin	22	0.00	0.00	0	2,000.00	300.00	1700.00	1,700.00
Electricity	23	0.00	10.00	10	350.00	107.94	242.06	252.06
Maintenanc	24	0.00	0.00	0	2,000.00	0.00	2000.00	2,000.00
Memorials &	25	5,000.00	1,252.00	-3748	550.00	40	510.00	-3,238.00
Cemetery		5000.00	1262.00	-3738.00	5750.00	755.47	4994.53	1256.53
Environment		Receipts			Payments		Net Variance	
		Budget	Actual		Budget	Actual		
General Mai	26	0.00	0.00	0	740.00	-9.00	749.00	749.00
Town Floral	27	0.00	0.00	0	4,414.00	4416.28	-2.28	-2.28
Litter & Dog	28	0.00	0.00	0	200.00	0.00	200.00	200.00
Environment		0.00	0.00	0.00	5,354.00	4,407.28	946.72	946.72

Depot		Receipts			Payments			Net Variance	
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
		Equipment s	29	0.00		0	6,000.00	170.59	5829.41
Depot Maint	30	0.00		0	250.00	28.85	221.15	221.15	
Mobile phor	31	0.00		0	300.00	40.00	260.00	260.00	
Alarm	32	0.00		0	300.00	47.40	252.60	252.60	
Hand tools &	33	0.00		0	88.00	47.50	40.50	40.50	
Clothing	34	0.00		0	400.00	36.00	364.00	364.00	
Wages	35	0.00		0	61,000.00	15246.86	45753.14	45,753.14	
Vehicle Tax/	36	0.00		0	3,000.00	971.41	2028.59	2,028.59	
Fuel	37	0.00		0	3,300.00	422.75	2877.25	2,877.25	
Trans to Dep	38	0.00		0	2,410.00	0	2410.00	2,410.00	
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	17,011.36	60036.64	58,686.64	
Finance		Receipts			Payments			Net Variance	
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
		Salaries inc E	40	0.00		0	76,000.00	22,944.77	53055.23
Audit	41	0.00		0	3,000.00	80	2920.00	2,920.00	
Office Expen	42	0.00	42.70	42.7	5,000.00	1,594.42	3405.58	3,448.28	
Subscription	43	0.00			2,500.00	227.00	2273.00	2,273.00	
Travel/milea	44	0.00			400.00	4.00	396.00	396.00	
Civic Expens	45	0.00			2,500.00	79.54	2420.46	2,420.46	
Insurance	46	0.00			3,000.00	3,153.36	-153.36	-153.36	
Advertising	47	0.00		0	300.00	362.50	-62.50	-62.50	
Grant Aid	48	0.00		0	4,000.00	505.63	3494.37	3,494.37	
Trans to Proj	49	0.00		0	23,000.00	0.00	23000.00	23,000.00	
Trans to Risk	50	0.00			1,000.00	0.00	1000.00	1,000.00	
Elections	51	0.00			5,000.00	0.00	5000.00	5,000.00	
Investment I	52	100.00	15.14	-84.86	0.00	0.00	0.00	-84.86	
Finance		100.00	57.84	-42.16	125,700.00	28,951.22	96,748.78	96,706.62	
Precept	76	250,735.00	125,367.50	-125367.5	0.00	0.00	0.00	-125,367.50	
Old Court House		Receipts			Payments			Net Variance	
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
		Caretakers w	53	0.00		0	5,600.00	1,808.66	3791.34
Insurance	54	0.00		0	1,400.00	1554.7	-154.70	-154.70	
Water rates	55	0.00		0	750.00	246.26	503.74	503.74	
Non domest	56	0.00		0	8,000.00	2,076.00	5924.00	5,924.00	
Gas/Elec	57	0.00		0	5,000.00	1,354.53	3645.47	3,645.47	
Repairs & M	58	0.00		0	5,000.00	1,806.25	3193.75	3,193.75	
Equipment	59	0.00		0	400.00	0.00	400.00	400.00	
Trans to OCH	60	0.00		0	1,300.00	0.00	1300.00	1,300.00	
Civil ceremo	61	0.00	150.00	150	0.00	0.00	0.00	150.00	
Tenants rent	62	7,000.00	6,222.20	-777.8	0.00	0.00	0.00	-777.80	
Room hire	63	1,750.00	875.25	-874.75	0.00	19.00	-19.00	-893.75	
Old Court House		8,750.00	7,247.45	-1,502.55	27,450.00	8,865.40	18,584.60	17,082.05	
Check to Precept submitted		20,002.00	13,513.29	-6,488.71	270,737.00	74,838.16	195898.84	189,410.13	
					250,735.00				
Miscell Mayc	113		329.19	0.00	0.00	302.63	-302.63	26.56	

Continued...../

REPORT 'B'

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, 23rd August, 2011**, at **7.00 p.m.** continued.....

Accounts presented 23 August 2011

chq		
Auto	Wages w21/M5	3,658.67
	9355 Prudential - LH AVC's	100.00
	9356 NCC - Superann M5	1,167.80
	9357 HMRC - PAYE M5	1,644.91
	9358 Post Office - Vehicle Tax	210.00
	9359 MG Safety - workwear	32.08
	9360 G Conniss - Van MOT/repairs	154.54
		<u>£6,968.00</u>

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, 23rd August, 2011**,
at **7.00 p.m.** continued.....

Accounts Paid 23 August 2011

9289	Hanging basket watering	Dean Allaway	95.00
9290	Town Fair activity	Liz Sparks	220.00
9291	Keyholding	Gener8 Finance Ltd	40.80
9292	Petty Cash purchases	Petty Cash	13.10
9292	Mobile telephones	Petty Cash	20.00
9292	Fair expenses	Petty Cash	23.32
9292	Window cleaning	Petty Cash	20.00
9293	Town Fair Stall refund	Margaret Williams	20.00
9294	Town Fair Stall refund	Julia Williams	20.00
9295	Grant aid	BRUFC	1,500.00
9296	Town Fair Programme	The Print Quarter	456.00
9297	PAYE M3	HMRC	1,236.36
9297	PAYE M3	HMRC	919.22
9298	Superann M3	NCC	1,106.28
9298	Superann M3	NCC	103.50
9299	LH AVC's	Prudential	100.00
Autopay	WAGES W13/m3	WAGES W13/M3	3,754.46
Autopay	WAGES W13/m3	WAGES W13/M3	405.78
Autopay	WAGES W13/m3	WAGES W13/M3	81.28
DD	Depot Alarm bill	BT	56.88
DD	OCH Telephone bill	BT	205.04
DD	OCH Alarm Bill	BT	56.88
DD	Tractor Lease	HFGL	582.00
DD	OCH Elec bill	Utility Warehouse	165.73
9300	Fuel Account	Arval Business Partners	136.27
9301	Repairs to Carnarvon Play area	P Selby	540.00
9302	Hanging basket watering	Dean Allaway	95.00
9393	Crossword prize	Ms L Bedborough	20.00
9304	Repair/Maint goods	Handicentre (Bingham) Ltd	9.28
9304	Repair/Maint goods	Handicentre (Bingham) Ltd	9.04
9304	Repair/Maint goods	Handicentre (Bingham) Ltd	7.00
9305	Addition of Wallenfels to insurance policy	WPS	33.96
9306	Temp Event Notice	RBC	21.00
9307	Mayor's Charity Donation	The Stroke Association	302.63
9308	Grant aid	Bingham Open D of E Award Scheme	315.00
9309	Grant aid	Friends of Linear Park	190.63
Auto	WAGES W14	WAGES W14	87.69
Auto	WAGES W14	WAGES W14	492.49
Auto	WAGES W14	WAGES W14	91.28
9310	Hire of Fair barriers	GAP Group Ltd	100.80
9311	Web domain name hosting	D Rodgers	140.00
9312	Final OCH Gas bill	Eon	185.59
9313	Donation in memory of B Gardner	British Heart Foundation	50.00

Continued.....

Minutes of a meeting of the **Policy & Resources Committee**
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Church Street, Bingham, on **Tuesday, 23rd August, 2011,**
at **7.00 p.m.** continued.....

Accounts Paid 23 August 2011 continued.....

9314	OCH Water bill	Severn Trent Water	246.26
9315	Refund for cancelled booking	Newark Constituency Liberal Democrats	19.00
9316	Trade Waste collection	RBC	154.83
Auto	WAGES W15	WAGES W15	495.32
Auto	WAGES W15	WAGES W15	87.29
Auto	WAGES W15	WAGES W15	91.28
9317	Local Council Insurance	WPS	3,109.40
9317	Local Council Insurance	WPS	1,554.70
9318	Petty Cash purchases	Petty Cash	32.35
9318	Petty Cash purchases	Petty Cash	6.25
9318	Petty Cash purchases	Petty Cash	20.00
9318	Petty Cash purchases	Petty Cash	4.00
9318	Petty Cash purchases	Petty Cash	10.00
9319	Water bills	Severn Trent Water	95.11
9319	Water bills	Severn Trent Water	110.47
9320	Play area works	Jon Walker Timber Ltd	516.00
9321	Groundsman advert	Newark Advertiser Co Ltd	195.00
Auto	WAGES W16	WAGES W16	83.09
Auto	WAGES W16	WAGES W16	81.28
Auto	WAGES W16	WAGES W16	492.49
9322	Training session	NALC	60.00
9323	Clothing	L Holland	20.00
9323	Plant food/Clothing	L Holland	30.24
9324	Bingham Town News	The Print Quarter	126.00
9324	Annual report	The Print Quarter	126.00
9325	Reinstatement works around club house	S Hutton Ltd	2,169.60
9326	Planning conditions submission	RBC	42.50
9327	Hire of Market Stalls/Marquees	Ken Waller Market Stalls	1,920.00
9328	OCH Alarm contract	Chubb Electronic Security	1,180.57
9329	Groundsman advert	Northcliffe Media Ltd	240.00
9330	Boiler service	Rowlson Plumbing & Heating Services	136.80
9331	Pitch grasscutting	White Lodge Groundcare	936.00
9332	Repair/Maint goods	Handicentre (Bingham) Ltd	49.10
9332	Repair/Maint goods	Handicentre (Bingham) Ltd	12.13
9332	Repair/Maint goods	Handicentre (Bingham) Ltd	5.21
9332	Repair/Maint goods	Handicentre (Bingham) Ltd	10.00
9333	Keyholding	Gener8 Finance Ltd	40.80
9334	Superann M4	NCC	1,085.00
9334	Superann M4	NCC	82.80
9335	LH AVC's	Prudential	100.00
9336	PAYE M4	HMRC	871.86
9336	PAYE M4	HMRC	760.73

Continued...../

REPORT 'C' continued.....

Minutes of a meeting of the **Policy & Resources Committee**
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at **7.00 p.m.** continued.....

Accounts Paid 23 August 2011 continued.....

Auto	WAGES W17/M4	WAGES W17/M4	3,093.08
Auto	WAGES W17/M4	WAGES W17/M4	491.23
Auto	WAGES W17/M4	WAGES W17/M4	81.28
DD	Non domestic rates	RBC	520.00
DD	Non domestic rates	RBC	53.00
DD	Monthly broadband charge	Talk Talk	20.42
DD	STOPPED CHEQUE FEE RE WPS	Nat West	10.00
DD	OCH Elec bill	Utility Warehouse	102.61
DD	Tractor Lease	HFGL	582.00
9288/9317	Local Council Insurance	WPS	-3,109.40
9288/9317	Local Council Insurance	WPS	-1,554.70
9337	Stationery	Viking Direct	100.98
9338	Copier charge	Reprotec Connect For	29.28
9339	CCTV Sign	G & G Signs	46.20
9340	Chairmanship Training course	NALC	30.00
9341	Groundsman advert	Newark Advertiser Co Ltd	195.00
Autopay	WAGES W18	WAGES W18	83.09
Autopay	WAGES W18	WAGES W18	81.28
Autopay	WAGES W18	WAGES W18	484.31
9342	Diesel oil	Chandlers Oil & Gas	560.28
9343	Stationery	Viking Direct	255.18
22	Grave digging fees	Cotgrave & District Funeral Service	195.00
9345	Groundsman advert	Newark Advertiser Co Ltd	195.00
9346	Copier charge	Reprotec Connect For	19.73
9347	Tree cuttings - removal & chipping	RBC	352.80
9348	Keyholding	Gener8 Finance Ltd	40.80
9349	Pitch grasscutting	White Lodge Groundcare	528.00
Auotpay	WAGES W19	WAGES W19	491.03
Auotpay	WAGES W19	WAGES W19	83.09
Auotpay	WAGES W19	WAGES W19	81.28
9350	Contact Line H&S renewal	Focus Health & Safety	372.48
9351	Rose plaque	Granart Ltd	48.00
9352	Repair/Maint goods	Handicentre (Bingham) Ltd	122.65
9353	Fuel Account	Arval Business Partners	180.88
9354	Wynhill feed/seed/weed control	Steven Pask	1,558.08
Autopay	WAGES W20	WAGES W20	492.49
Autopay	WAGES W20	WAGES W20	81.28
Autopay	WAGES W20	WAGES W20	83.09

£56,478.99

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, 23rd August, 2011**, at **7.00 p.m.** continued.....

BUTT FIELD SPORTS CLUB - ADVERTISING BANNERS - PROPOSED TERMS AND CONDITIONS:

1. Advertisements to be "banners" securely attached to the railing of the club house.
2. Only to give a commitment to advertise for one year initially, to gauge initial and on-going interest and allow for a formal review.
3. Spaces for banners to be one section of the railing fence, (approximately 10 feet x 4 feet) and positioned on every other panel; (this allows for advertisements to be seen clearly and avoids the overall image of being too crowded).
4. Initially four (4) banners only to be available on the fencing in front of the main entrance; (this may be extended to a couple of banners on the side fencing if there is significant interest).
5. Responsibility for maintenance and insurance of the banner rests with advertiser (i.e. storm damage, loss etc.).
6. Banner to be provided by advertiser, with proposal to us to agree copy, proofing, re-submitting etc.
7. Havenwood Signs, Nottingham, can provide bespoke banners (single size) for £100 inc. V.A.T. if required.
8. However, B.C.C., B.F.S.C. will retain final approval rights to ensure quality, style and content of advertising is appropriate.
9. All advertising **MUST** be in line with club's policies on child welfare. (i.e. No alcohol, No tobacco, etc).

REPORT 'E'

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, 23rd August, 2011**, at **7.00 p.m.** continued.....

ACTION POINTS

AGENDA ITEM	DETAILS	ACTION TO BE TAKEN BY
	Tenants' detailed rent figures and their room sizes converted to show 'per sq. ft'.	Clerk
	Annual Inspection of Butt Field Sports Club and Town Pavilion	Mayor and Clerk
	Review booking policy	P & R agenda item