

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, 2016**, at **7.00 p.m.**

PRESENT:

Councillor A. Harvey - Chairman
 " K. Hayes-Heath
 " Mrs. T. Kerry
 " Mrs. A. Langford
 " Mrs. K. Vallance
 " J. Stockwood

IN ATTENDANCE:

Councillor R. Bird
 " J. Ferguson
 " A. Shelton
 " Mrs. E. Hutchison (arrived 7.15 p.m.)

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

There were no Apologies for Absence received.

2.00 DECLARATIONS OF INTEREST:

Councillor A. Harvey declared a potential perceived interest in Folio 8385/03 (c), Private & Confidential Matters, Staffing Issues (part).

Councillor Mrs. T. Kerry declared an interest in Folio 8385/02, Private & Confidential Matters, Copeland Grove.

3.00 MINUTES:

The Minutes of the meeting held on the 21st June, 2016, 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 June, 2016.

4.00 BUDGET REPORT 'A' UP TO 30.06.16:

It was explained that, in the Clerk's absence, the Budget Report was only up to the 30th June, 2016, noting that there was a slight overspend in the cemetery maintenance budget.

It was

RECOMMENDED that approval be given to budget monitoring up to the 30th June, 2016.

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, 2016**, at **7.00 p.m.** continued.....

5.00 ACCOUNTS FOR PAYMENT - REPORT 'B':

In the Clerk's absence, Accounts for Payment were to be referred the next Policy & Resources Committee meeting.

6.00 ACCOUNTS PAID - REPORT 'C':

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

RECOMMEND approval.

A query was raised as to why there was an increase in wages in Month 3 (June) compared to Month 4 (July). Clerk to inform members in writing.

7.00 BANKLINE PAYMENTS - REPORT 'D':

A summary of bankline payments was presented and it was agreed to

RECOMMEND approval. However, it was noted that because no bankline payments can currently be made due to the Clerk's absence, it was agreed that a second authority be put into place as soon as possible.

8.00 PRIORITY-SETTING GROUP - UPDATE:

Attached.

After discussion, it was

RECOMMENDED that:-

- 01 The items highlighted within the priority listing (copy attached) be formally established as the Council key priorities in terms of resources, and
- 02 Cycle paths have been added to the priority list and referred for discussion to the next meeting of the Car Park Working Group.

9.00 COMMUNITY LED PLAN RESULTS:

01 Community Centre

Members had a site visit at Butt Field prior to this meeting to consider possibilities relating to building on land which the Town Council already owned and that which was being purchased by Rushcliffe Borough Council.

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, 2016**, at **7.00 p.m.** continued.....

9.00 COMMUNITY LED PLAN RESULTS continued.....

02 Use of Market Place

After lengthy discussion, the Chairman agreed to speak to the Chair of the Local Economic Growth Board of Rushcliffe Borough Council in order to seek improved communication between the Borough and the Town Council when events for the Market Place are being considered to ensure that such events do not have a detrimental effect on local businesses.

9.00 COMMUNITY LED PLAN RESULTS continued.....

03 Facilities to Support Local Businesses and New Starters

Members agreed that this is an important issue for expansion as no new starter facilities are currently available within Bingham. It was suggested that the Town Council works with Bingham Business Club to put pressure on the Borough to push for more potential start-ups within Bingham .

04 Development of a Neighbourhood Plan

To be discussed further at Agenda item 11.

10.00 VACANT OFFICE SPACE AT THE OLD COURT HOUSE - UPDATE:

Councillors were informed that a person who had viewed the vacant office some time ago had recently contacted the Council again expressing renewed interest.

11.00 NEIGHBOURHOOD PLAN WORKING GROUP - UPDATE:

Members were told that a meeting was being arranged with Jenny Kirkwood and that when a date is confirmed, Councillors will be informed.

12.00 MINUTES OF RUSHCLIFFE BOROUGH COUNCIL LOCAL ECONOMIC GROWTH BOARD FOR BINGHAM & RADCLIFFE:

Members noted and commented on various aspects of the issues arising from the Growth Minutes. (Copy attached)

13.00 ANNUAL TOWN MEETING - FUTURE ARRANGEMENTS:

Members confirmed the arrangements for the Town Meeting in April, 2017, as detailed at the last meeting. A meeting would be held between the Mayor and the Town Clerk to clarify the detailed arrangements in due course.

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, 2016**, at **7.00 p.m.** continued.....

14.00 INSURANCE RENEWALS:

Councillors noted the options of going for either a one, three or five year policy after unsuccessfully seeking, more competitive quotations.. After discussion, it was

RECOMMENDED to opt for the one year policy with the Town Council's existing insurers at a cost of £3,264.19.

15.00 WALLENFELS - PURCHASE OF REPLACEMENT ITEMS FOR VISITORS:

This matter was discussed and it was agreed that the payment should be taken from the General Reserve not the Risk Reserve. Town Clerk to inform members of the final costs.

16.00 B.F.S.C. - DEBTOR'S BILL:

The matter of the debtor's bill sent to Butt Field Sports Club regarding a portion of the recharge of legal costs incurred for the recent eviction of travellers was discussed at some length. It was agreed that there needs to be a clear plan as to what action is taken in similar situations in the future.

It was

RECOMMENDED that the Town Council does not recharge Butt Field Sports Club for costs incurred with the recent eviction of travellers.

17.00 CORRESPONDENCE:

There was no correspondence received for discussion.

An additional non-Agenda item was discussed as follows:-

18.00 REFERRALS FROM OTHER COMMITTEES:

01 Community Committee Folio 8361, Item 5

Discussion took place regarding a quotation received for the hire of a covered stage and lighting of approximately £2,600.00 for the Christmas Fair, and it was

RECOMMENDED that potential additional costs for the Christmas Fair, as detailed above, be noted and, if necessary, be covered from within the General Reserve up to £2,600.00.

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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, 2016**, at **7.00 p.m.** continued.....

18.00 REFERRALS FROM OTHER COMMITTEES continued.....

02 Environment Committee

Discussion took place relating to parking ticket machines. It was noted that rather than waiting for old machines from the Borough, the Town Council could potentially pay for new ones, thus avoiding a lengthy wait for the older ones to become available. It was agreed to discuss further once costs of new machines are known.

19.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 continued.....

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 WARNER'S PADDOCK LEASE**
- 02 COPELAND GROVE - UPDATE**
- 03 STAFFING MATTERS, INCLUDING:-**
 - (a) STAFF HANDBOOK**
 - (b) ADVISOR CONTRACT**
 - (c) STAFFING ISSUES**

As there was no further business to transact, the meeting finished at 9.55 p.m.

..... CHAIRMAN

Date:

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	2,303.00	-2,897.00	23,250.00	3,659.59	19,590.41	16,693.41
Recreation		4,287.00	940.06	-3,346.94	28,175.00	1,186.50	26,988.50	23,641.56
Allotment		1,000.00	19.17	-980.83	1,360.00	352.00	1,008.00	27.17
Cemetery		7500	1,228.33	-6,271.67	4,350.00	1,652.25	2,697.75	-3,573.92
Environment		0.00	0.00	0.00	7,090.00	1,891.83	5,198.17	5,198.17
Depot		2000	0.00	-2,000.00	71,750.00	9,227.28	62,522.72	60,522.72
Finance		500.00	157.82	-342.18	116,100.00	20,199.58	95,900.42	95,558.24
OCH		13,020.00	4,509.00	-8,511.00	26,450.00	6,401.96	20,048.04	11,537.04
TOTALS		33,507.00	9,157.38	-24,349.62	279,775.00	44,570.99	235,204.01	210,854.39

Precept		246,268.00	123,134.00	-123,134.00	0.00	0.00	0.00	-123,134.00
Mayors Charity		0	118.61	0	0	0.00	0.00	118.61

Reserves	bal. b/fwd	Receipts			Payments			
		Budget	Actual		Budget	Actual		
Risk Management	11,000.00	2,500.00	0.00	-2500	0.00	0	0	11,000.00
OCH Capital	4,265.00	1,000.00	0.00	-1000	0.00	0	0	4,265.00
Depot	29,122.49	5,600.00	0.00	-5600	0.00	457.5	-457.5	28,664.99
Allotment	0.00	0.00	0.00	0	0.00	0	0	0.00
Environment	2,000.00	500.00	0.00	-500	0.00	0.00	0	2,000.00
General Reserve	184,997.90	0.00	0.00	0	0.00	0.00	0	184,997.90
Promotion	0.00	0.00	0.00	0	0.00	0	0	0.00
Recreation	45,546.48	10,000.00	0.00	-10000	0.00	-645.00	645	46,191.48
Cemetery	0.00	0.00	0.00	0	0.00	0.00	0	0.00
Community Capital	2,700.00	350.00	0.00	-350	0.00	230	-230	2,470.00
Property.Land	101,418.71	20,000.00	0.00	-20000	0.00	1,000.00	-1000	100,418.71
Capital Total	381,050.58	39,950.00	0.00	-39,950.00	0.00	1,042.50	-1,042.50	380,008.08

GRAND TOTAL	381,050.58	73,457.00	9,275.99	-64,299.62	279,775.00	45,613.49	234,161.51	590,981.08
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INCLUDES ACCRUALS FROM 2015/2016			Jun-16			REPORT A			
						Net Variance column			
						Positive figs. = underspends			
						Negative figs. = overspends			
Community		Receipts		Variance to budget	Payments		Variance to budget	Net Variance	checking col.
		Budget	Actual		Budget	Actual			
CCTV Maintenance	1	0.00		0.00	700.00		700.00	700.00	
Notice Boards	2	0.00		0.00	200.00		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	0.00	1,250.00	0.00	1250.00	1,250.00	
Promotions		Receipts			Payments			Net Variance	
		Budget	Actual		Budget	Actual			
Town Fair	5	4,000.00	2,303.00	-1697	8,500.00	3,504.65	4995.35	3,298.35	
Christmas Fair	6	1,200.00		-1200	2,750.00		2750.00	1,550.00	
Christmas Lights	7	0.00		0	6,500.00		6500.00	6,500.00	
Other Promotions	8	0.00		0	500.00	6.94	493.06	493.06	
Web Site	9	0.00		0	1,500.00	0	1500.00	1,500.00	
Town News/leaflets	10	0.00		0	2,500.00	148	2352.00	2,352.00	
Town Guide/Promotior	11	0.00		0.00	1,000.00		1000.00	1,000.00	
Promotions		5,200.00	2,303.00	-2,897.00	23,250.00	3,659.59	19590.41	16,693.41	1669
Recreation		Receipts			Payments			Net Variance	
		Budget	Actual		Budget	Actual			
Play Area/Open Spaces	12	0.00		0	6,000.00	311.5	5688.50	5,688.50	
Tree/Shrubbery Maint.	84	0.00			4,000.00	875	3125.00	3,125.00	
Rent	14	1,100.00		-1100	175.00		175.00	-925.00	
Sports Pitch Maintenar	15	3,067.00	765.00	-2302	8,000.00		8000.00	5,698.00	
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	10,000.00		10000.00	10,000.00	
Recreation		4,287.00	940.06	-3,346.94	28,175.00	1,186.50	26988.50	23,641.56	2364

Precept		76	246,268.00	123,134.00	-123134	0.00	0.00	0.00	-123,134.00
				246,268.00					
Old Court House			Receipts			Payments			Net Variance
			Budget	Actual		Budget	Actual		
Caretakers wages		53	0.00		0	5,600.00	1,551.19	4048.81	4,048.81
Insurance		54	0.00		0	1,000.00	0	1000.00	1,000.00
Water rates		55	0.00		0	950.00	0.00	950.00	950.00
Non domestic rates		56	0.00		0	6,000.00	1,741.00	4259.00	4,259.00
Gas/Elec		57	0.00		0	6,000.00	1,403.86	4596.14	4,596.14
Repairs & Maint		58	0.00		0	5,500.00	1,705.91	3794.09	3,794.09
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
Tenants rents		62	10,520.00	3,541.00	-6979	0.00		0.00	-6,979.00
Room hire		63	2,500.00	968.00	-1532	0.00		0.00	-1,532.00
Old Court House			13,020.00	4,509.00	-8,511.00	26,450.00	6,401.96	20,048.04	11,537.04
Check to Precept submitted			33,507.00	9,157.38	-24,349.62	279,775.00	44,570.99	235204.01	210,854.39
						246,268.00			
						123134			
						0.00			
Miscell Mayors Charity		81		118.61	0.00	0.00	0.00	0.00	118.61

Accounts Paid 23rd August 2016

24/06/2016	Bankline	Town Fair - First Aid	Newark Community First Aid	80.00
24/06/2016	Bankline	Town Fair entertainment	The Joker Entertainment	576.24
24/06/2016	Bankline	PAYE M3	HMRC	1,126.67
24/06/2016	Bankline	PAYE M3	HMRC	771.41
24/06/2016	Bankline	Superann M3	NCC Pension Fund	1,276.96
24/06/2016	Bankline	Superann M3	NCC Pension Fund	98.45
24/06/2016	Bankline	Prudential AVC	Prudential	100.00
15/06/2016	Bankline	BANKLINE CHARGES	Nat West	10.00
29/06/2016	Bankline	WAGES m3	WAGES M3	3,805.13
29/06/2016	Bankline	WAGES m3	WAGES M3	2,300.03
29/06/2016	Bankline	WAGES m3	WAGES M3	460.57
30/06/2016	Bankline	Bank charges	Nat West	13.57
30/06/2016	Bankline	Trade Waste collection	Wastecycle Ltd	72.55
30/06/2016	Bankline	Gas/elec bill	Utility Warehouse	316.30
30/06/2016	Bankline	Mobile phone charges	Utility Warehouse	23.00
30/06/2016	Bankline	Cem Elec bill	Utility Warehouse	6.04
30/06/2016	Bankline	Alarm charges	Utility Warehouse	17.64
30/06/2016	Bankline	Phone/broadband bill	Utility Warehouse	48.34
01/07/2016	9822	Town Fair entertainment	Dako Flying Angels	120.00
08/07/2016	Bankline	Fuel Account	Allstar Business Solutions	130.67
08/07/2016	Bankline	Window cleaning	DHazzle	25.00
08/07/2016	Bankline	Web & email hosting	Mh-p internet Ltd	1,440.00
08/07/2016	Bankline	Barrier hire	GAP Group Ltd	92.40
08/07/2016	Bankline	Town Fair - toilet hire	William G Search Ltd	300.00
08/07/2016	Bankline	Stationery	Viking Direct	86.78
08/07/2016	Bankline	Workwear	Alexandra	20.04
08/07/2016	Bankline	Keyholding	Gener8 Finance Ltd	42.00
11/07/2016	Bankline	Grant aid	Butt Field Sports Club	1,600.00
11/07/2016	9823	Town Fair - hire of RM field	Robert Miles Junior School	150.00
21/07/2016	Bankline	Personnel Management Services	Personnel Advice and Solutions Ltd	120.00
21/07/2016	Bankline	Cleaning materials	Handicentre (Bingham) Ltd	19.94
21/07/2016	Bankline	Town Fair Sundries	Handicentre (Bingham) Ltd	8.73
21/07/2016	Bankline	Padlock	Handicentre (Bingham) Ltd	47.49
21/07/2016	Bankline	Clothing	Handicentre (Bingham) Ltd	4.74
21/07/2016	Bankline	Gardening Hoe	Handicentre (Bingham) Ltd	13.29
21/07/2016	Bankline	Equipment repairs	Handicentre (Bingham) Ltd	17.49
21/07/2016	Bankline	Cem maintenance	Handicentre (Bingham) Ltd	73.69
21/07/2016	Bankline	Butt Field maintenance	Streetwise Environmental Ltd	295.61
21/07/2016	Bankline	Memorial Fees	Granart Ltd	115.20
21/07/2016	Bankline	Photocopying charges	Reprotec Connect For	59.64
25/07/2016	Bankline	WAGES M4	WAGES M4	3,250.51
25/07/2016	Bankline	WAGES M4	WAGES M4	1,973.86
25/07/2016	Bankline	WAGES M4	WAGES M4	388.21
07/07/2016	Bankline	Non domestic rates	RBC	581.00
14/07/2016	Bankline	Non domestic rates	RBC	59.00
15/07/2016	Bankline	BANKLINE CHARGES	Nat West	17.20
25/07/2016	DD	Copier charge	CIT Vendor Finance	289.20
12/07/2016	PC	Clothing	Petty Cash	7.99
12/07/2016	PC	Clothing	Petty Cash	1.99
29/07/2016	Bankline	Bank charges	Natwest	18.32
29/07/2016	Bankline	Trade Waste collection	Wastecycle Ltd	106.69
29/07/2016	Bankline	Water bills	Severn Trent Water	415.59
29/07/2016	DD	Gas/elec bill	Utility Warehouse	160.59
29/07/2016	DD	Mobile phone charges	Utility Warehouse	23.00
29/07/2016	DD	Cem Elec bill	Utility Warehouse	5.54
29/07/2016	DD	Alarm charges	Utility Warehouse	17.64

29/07/2016	DD	Phone/broadband bill	Utility Warehouse	53.57
01/08/2016	Bankline	Prudential AVC	Prudential	100.00
01/08/2016	Bankline	Superann M 4	NCC Pension Fund	1,184.80
01/08/2016	Bankline	Superann M 4	NCC Pension Fund	82.98
01/08/2016	Bankline	Fuel Tank Refill	Chandlers Oil & Gas	516.09
01/08/2016	Bankline	Butt Field Fertiliser treatment	Streetwise Environmental Ltd	5,259.60
04/08/2016	9824	Wallenfels Provisions	Various	84.28
04/08/2016	9825	Re-imburement for Theft	E Hutchinson	52.76
04/08/2016	9826	Grass Cutting Contract	Streetwise Environmental Ltd	4,490.88
04/08/2016	9826	Grass Cutting Butt Field	Streetwise Environmental Ltd	360.00
04/08/2016	9826	Grass Cutting Wynhill & Soundbund	Streetwise Environmental Ltd	792.00
04/08/2016	9826	Grass Cutting Butt Field	Streetwise Environmental Ltd	360.00
04/08/2016	9826	Grass Cutting Wynhill & Soundbund	Streetwise Environmental Ltd	792.00
04/08/2016	9826	Grass Cutting Wynhill & Soundbund	Streetwise Environmental Ltd	1,188.00
04/08/2016	9826	Grass Cutting Butt Field	Streetwise Environmental Ltd	540.00
04/08/2016	9827	Keyholding	Gener8 Finance Ltd	42.00
04/08/2016	9828	Fuel Account	Allstar Business Solutions	25.29
01/08/2016	Bankline	Repairs to Stihl BG86 Blower	J R Mowers	49.80

39,175.99

Bankline Payments

SUPPLIER'S NAME	£ p	DATE OF PYMT	NATWEST PYMT. REF.
JR Mowers	75.95	17.06.16	332538953
Location Audio	385.00	17.06.16	332539300
Nottm Concert	175.00	17.06.16	332539909
Chubb	1422.54	17.06.16	332540136
Derby legal serv	1200.00	17.06.16	332541026
Persiflage	75.00	17.06.16	332542201
T Buckingham	190.00	17.06.16	332542585
Imageskool	270.00	17.06.16	332543476
Ken Waller	1705.00	17.06.16	332544230
Handicentre	41.93	17.06.16	332544428
PERSONNEL ADVICE & SOLST.	240.00	17.06.16	332544902
JUNE SALARIES	6565.73	30.06.16	various
Newark 1st Aid	80.00	23.06.16	333629822
The Joker	576.24	23.06.16	333630188
HMRC	1898.08	23.06.16	333630621
NCC Pensions	1375.41	23.06.16	333631170
Prudential	100.00	23.06.16	333631447
Allstar fuels	130.67	07.07.16	336449960
D Hazle	25.00	07.07.16	336450193
mh-p Internet Ltd	1440.00	07.07.16	336450576
Gap Group	92.40	07.07.16	336452521
William G Search	300.00	07.07.16	336540930
Viking Direct	86.78	07.07.16	336451255
Alexandra	20.04	07.07.16	336451604
Gener8 Finance	42.00	07.07.16	336451875
B.F.S.C.	1600.00	08.07.16	336544122
JULY SALAIRES	5612.58	20.07.16	various
Personnel Advice	120.00	20.07.16	338532618
Handicentre	111.68	20.07.16	338535315
Handicentre	73.69	20.07.16	338535315
Streetwise	295.61	20.07.16	338536775
Granart	115.20	20.07.16	338537370
Reprotec	59.64	20.07.16	338537590
Prudential	100.00	29.07.16	340390268
NCC Pensions	1267.78	29.07.16	340390762
JR Mowers	49.80	29.07.16	340391029
Chandlers Oil	516.09	29.07.16	340391628
Streetwise	5259.60	29.07.16	340392527

33694.44

ALAN CAN YOU ADD YOUR ATTACHMENTS PLEASE (priority setting, growth board etc.) plus confidential business notes