

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, 21st February, 2012.** at **7.00 p.m.**

PRESENT:

Councillor M. Barham - Vice-Chairman
 “ P. Abbey
 “ G. Davidson
 “ A. Harvey
 “ Mrs. T. Kerry
 “ Mrs. M. Stockwood

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

Apologies for Absence were accepted and received from Councillors F. Kerry, F. Purdue-Horan and J. Stockwood.

2.00 DECLARATIONS OF INTEREST:

There were no Declarations of Interest received.

3.00 MINUTES:

The Minutes of the meeting held on the 13th December, 2011, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record, subject to the following amendment:-

Folio 6657, Item 14.00 – Request from Police to Relocate to The Old Court House

Confirmation that The Old Court House would not be a police contact point.

01 Matters Arising

As per Action Points attached.

4.00 BUDGET REPORT 'A':

The Clerk answered any queries in relation to budget monitoring up to the 31st January, 2012, and reported that there were overspends on Recreational & Cemetery in relation to the out-sourcing of maintenance of the sports grounds, cemetery and church yard during staff vacancies. However, there would be an under-spend on depot wages. It was

RECOMMENDED to approve budget monitoring up to 31st January 2012.

5.00 ACCOUNTS FOR PAYMENT - REPORT 'B':

There were no accounts for payment received.

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, 21st February, 2012** 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 **GRANT AID:**

It was agreed to

RECOMMEND approval of the following grant aid:-

- 01 Bingham Neighbourhood Watch - £100.00.
- 02 Local Priority-Setting Group – Free use of Council Chamber on the 12th January, 2012, and also for a maximum of four meetings per annum.
- 03 Carnarvon Kids' Club – Support idea in principle. However, additional information is required before a donation can be approved.
- 04 R.A.F. Newton Memorial Fund - £500.00.

8.00 **NOTTINGHAMSHIRE COUNTY COUNCIL'S LOCALISM POLICY:**

Councillor Harvey updated members on information provided by County Councillor Martin Suthers. The Localism Policy is subject to further development, and Councillor Suthers will keep the Town Council updated. Agreed that the Clerk responds positively to the County Council.

9.00 **RENEWAL OF CIVIL CEREMONY LICENCE FOR THE OLD COURT HOUSE:**

The Clerk confirmed receipt of the Civil Ceremony Licence form for three years at a cost of £1,350.00. It was

RECOMMENDED that the licence is renewed.

10.00 **2012/2013 CALENDAR OF MEETINGS:**

This matter was deferred to the next Full Council 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, 21st February, 2012** at **7.00 p.m.** continued.....

11.00 POLICE REQUEST TO LOCATE TO THE OLD COURT HOUSE - UPDATE:

The Clerk confirmed receipt of an amended licence on the 21st February, 2012. Unfortunately, this required further amendments and was still being addressed.

12.00 REVIEW OF INTEREST RATES ON RESERVES:

After a brief discussion it was agreed to defer this item to the next meeting.

13.00 CONSIDERATION OF BUSINESS CARDS FOR TOWN COUNCILLORS:

After a brief discussion it was agreed to defer this item to the next meeting.

14.00 CONSIDERATION OF A TRIAL RE. E-MAILING OF AGENDAS, ETC. TO COUNCILLORS:

After a brief discussion it was agreed to defer this item to the next meeting.

15.00 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**

As there was no further business to transact, the meeting closed at 8.05 p.m.

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CHAIRMAN

Date:

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, 21st February, 2012** at **7.00 p.m.** continued.....

ACTION POINTS:

AGENDA ITEM	DETAILS	ACTION TO BE TAKEN
	Review of Services & Localism	Agreed to hold meetings with RBC & NCC re delivery of services/Localism Bill. On-going.
Folio 6578 9.03	Review of Booking Policy	Agenda item for future meeting.
	Annual Inspection of sports facilities	21 st March, 2012.
	Rent review	Agenda item for future meeting
	Building Survey	Clerk to obtain quotes for inspection of drains and asbestos survey.
	OCH – Police	Draft Licence received; discussions on going.

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, 21st February, 2012** at **7.00 p.m.** continued.....

BINGHAM TOWN COUNCIL SUMMARY JANUARY 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	838.5	526.5	531.5
Promotion		0.00	5,334.00	5,334.00	15,120.00	18,857.11	-3,737.11	1,596.89
Recreation		4,187.00	2,572.93	-1,614.07	10,500.00	13,011.86	-2,511.86	-4,125.93
Allotment		600.00	775.00	175.00	2,450.00	532.69	1,917.31	2,092.31
Cemetery		5000	7,116.00	2,116.00	5,750.00	5,951.88	-201.88	1,914.12
Environment		0.00	50.00	50.00	5,354.00	4,536.43	817.57	867.57
Depot		1350	0.00	-1,350.00	77,048.00	47,348.29	29,699.71	28,349.71
Finance		100.00	231.54	131.54	125,700.00	94,380.18	31,319.82	31,451.36
OCH		8,750.00	11,780.20	3,030.20	27,450.00	19,274.74	8,175.26	11,205.46
TOTALS		20,002.00	27,879.67	7,877.67	270,737.00	204,731.68	66,005.32	73,882.99
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								
		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	5152.63	-5152.63	105,073.33
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	4,401.03	-4401.03	27,269.26
Capital Total	127,429.07	28,210.00	28,660.00	450.00	0.00	8,908.66	-8,908.66	147,180.41
Butt Field Project Fin. Statement								
	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
Jan-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 Mainte	1	0.00		0.00	750.00	338.50	411.50	411.50
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	838.50	526.50	531.50
Promotions		Receipts			Payments			Net Variance
		Budget	Actual		Budget	Actual		
Town Fair	5	0.00	3,746.00	3746	3,300.00	7,101.32	-3801.32	-55.32
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	4,292.46	1977.54	1,977.54
Other Promc	8	0.00		0	500.00	328	172.00	172.00
Web Site	9	0.00		0	250.00	0	250.00	250.00
Town News/	10	0.00		0	1,000.00	1560	-560.00	-560.00
Town Guide,	11	0.00		0.00	2,000.00	1,916.56	83.44	83.44
Promotions		0.00	5,334.00	5,334.00	15,120.00	18,857.11	-3737.11	1,596.89
Recreation		Receipts			Payments			Net Variance
		Budget	Actual		Budget	Actual		
Play Area/O	12	0.00	0.00	0	5,000.00	5627.26	-627.26	-627.26
Fees	13	0.00	0.00	0	250.00	0.00	250.00	250.00
Rent	14	1,000.00	1,000.00	0	250.00	0	250.00	250.00
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	2,572.93	-1,614.07	10,500.00	13,011.86	-2511.86	-4,125.93
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	110.47	439.53	439.53
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	532.69	1917.31	2,092.31
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	241.62	108.38	108.38
Grave Diggin	22	0.00	0.00	0	2,000.00	1,790.00	210.00	210.00
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	2,563.23	-563.23	-527.23
Memorials &	25	5,000.00	7,070.00	2070	550.00	633	-83.00	1,987.00
Cemetery		5000.00	7116.00	2116.00	5750.00	5951.88	-201.88	1914.12
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	4511.28	-97.28	-47.28
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	4,536.43	817.57	867.57

Depot		Receipts			Payments			Net Variance	
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
Equipment s	29	0.00	0.00	0	6,000.00	2,379.54	3620.46	3,620.46	
Depot Maint	30	0.00		0	250.00	138.03	111.97	111.97	
Mobile phor	31	0.00		0	300.00	90.00	210.00	210.00	
Alarm	32	0.00		0	300.00	94.80	205.20	205.20	
Hand tools &	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	38656.3	22343.70	22,343.70	
Vehicle Tax/	36	0.00		0	3,000.00	1181.41	1818.59	1,818.59	
Fuel	37	0.00		0	3,300.00	1805.94	1494.06	1,494.06	
Trans to Dep	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	47,348.29	29699.71	28,349.71	
Finance		Receipts			Payments			Net Variance	
		Budget	Actual		Budget	Actual			
Salaries inc E	40	0.00		0	76,000.00	55,352.21	20647.79	20,647.79	
Audit	41	0.00		0	3,000.00	1130	1870.00	1,870.00	
Office Expen	42	0.00	167.75	167.75	5,000.00	3,882.11	1117.89	1,285.64	
Subscription	43	0.00			2,500.00	842.00	1658.00	1,658.00	
Travel/milea	44	0.00			400.00	4.00	396.00	396.00	
Civic Expens	45	0.00			2,500.00	861.67	1638.33	1,638.33	
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	605.63	3394.37	3,394.37	
Trans to Proj	49	0.00		0	23,000.00	23,000.00	0.00	0.00	
Trans to Risk	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 I	52	100.00	63.79	-36.21	0.00	0.00	0.00	-36.21	
Finance		100.00	231.54	131.54	125,700.00	94,380.18	31,319.82	31,451.36	
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 w	53	0.00		0	5,600.00	4,421.06	1178.94	1,178.94	
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	5,196.00	2804.00	2,804.00	
Gas/Elec	57	0.00		0	5,000.00	3,288.54	1711.46	1,711.46	
Repairs & M:	58	0.00		0	5,000.00	3,241.27	1758.73	1,758.73	
Equipment	59	0.00		0	400.00	7.91	392.09	392.09	
Trans to OCH	60	0.00		0	1,300.00	1,300.00	0.00	0.00	
Civil ceremo	61	0.00	295.00	295	0.00	0.00	0.00	295.00	
Tenants rent	62	7,000.00	9,602.20	2602.2	0.00	0.00	0.00	2,602.20	
Room hire	63	1,750.00	1,883.00	133	0.00	19.00	-19.00	114.00	
Old Court House		8,750.00	11,780.20	3,030.20	27,450.00	19,274.74	8,175.26	11,205.46	
Check to Precept submitted		20,002.00	27,879.67	7,877.67	270,737.00	204,731.68	66005.32	73,882.99	
					250,735.00				
Miscell Mayc	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, 21st February, 2012**
at **7.00 p.m.** continued.....

Accounts Paid

Accounts paid 21 February 2012

Autopay	WAGES W38	WAGES W38	410.08
Autopay	WAGES W38	WAGES W38	91.28
Autopay	WAGES W38	WAGES W38	83.09
Autopay	WAGES W39	WAGES W39	368.01
Autopay	WAGES W39	WAGES W39	81.28
Autopay	WAGES W39	WAGES W39	83.09
BACS	Town Guide 2012/13	County Life Ltd	1,435.00
DD	Depot Alaarm	BT	60.33
DD	OCH Alarm Bill	BT	60.33
DD	Office Tel bill	BT	148.83
DD	Office fax bill	BT	61.74
DD	Tractor Lease	HFGL	582.00
DD	Trade Waste collection	Wastecycle Ltd	43.10
DD	OCH Gas/Elec Bill	Utility Warehouse	542.88
DD	Cem Elec bill	Utility Warehouse	41.06
9454	Annual Subscription	LCAS	336.00
9455	Supply of black sacks	RBC	33.60
9456	Grave digging fees	A Buckingham	450.00
9457	Spraying Equipment	J R Mowers	22.10
9458	Workwear	MG Safety ltd	36.28
9459	Petty Cash purchases	Petty Cash	43.62
9459	Petty Cash purchases	Petty Cash	12.99
9459	Petty Cash purchases	Petty Cash	20.00
9459	Petty Cash purchases	Petty Cash	10.00
Autopay	WAGES W40	WAGES W40	359.20
Autopay	WAGES W40	WAGES W40	81.28
Autopay	WAGES W40	WAGES W40	83.09
9460	LH AVC's	Prudential	100.00
9461	PAYE M9	HMRC	986.55
9461	PAYE M9	HMRC	1,205.85
9462	Fuel Account	Arval Business Partners	161.74
9463	Bingham Town News	The Print Quarter	126.00
9464	Copier charge	Reprotec Connect For	21.47
9465	Grave digging fees	A Buckingham	80.00
Autopay	WAGES W41	WAGES W41	407.75
Autopay	WAGES W41	WAGES W41	81.28
Autopay	WAGES W41	WAGES W41	83.09
9466	Town Guide distribution	Mr P Ablitt	230.76
9467	Insurance	Friends of Linear Park	196.76
9468	Town Guide distribution	Mr P Stark	250.80
9469	Annual Subscription	CPRE	29.00
9470	Annual Subscription	SLCC	220.00
9471	Christmas Fair marshalling	E Malloy	64.71
9472	Poppy Appeal donation (Wreath)	Mr E Sharp	18.00

Continued.....

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at **7.00 p.m.** continued.....

Accounts Paid continued.....

Autopay	WAGES W42	WAGES W42	93.09
Autopay	WAGES W42	WAGES W42	81.28
Autopay	WAGES W42	WAGES W42	266.96
9473	Grant aid	Robert Miles Infant School	100.00
9474	Repair/Maint goods	Handicentre (Bingham) Ltd	14.70
9474	Repair/Main Goods	Handicentre (Bingham) Ltd	13.30
9474	Repair/Maint goods	Handicentre (Bingham) Ltd	4.74
9474	Repair/Maint goods	Handicentre (Bingham) Ltd	10.43
9474	Repair/Main Goods	Handicentre (Bingham) Ltd	5.96
9474	Repair/Maint goods	Handicentre (Bingham) Ltd	8.65
9475	Civic Reception refreshments	L Holland	41.88
9476	Grave digging fees	A Buckingham	190.00
Autopay	WAGES W43/M10	WAGES W43/M10	3,106.27
Autopay	WAGES W43/M10	WAGES W43/M10	101.28
Autopay	WAGES W43/M10	WAGES W43/M10	1,632.52
9477	Civic Awards certificates	Bart Luckhurst	154.00
9478	PAYE M10	HMRC	888.26
9478	PAYE M10	HMRC	891.49
9479	LH AVC's	Prudential	100.00
BANKLINE	Stationery	Viking Payments	150.06
BANKLINE	Butt Field Aeration works	S Hutton Ltd	636.00
BANKLINE	12 DAYS OF CHRISTMAS COMP	Newark Advertiser Co Ltd	300.00
DD	Non domestic rates	RBC	520.00
BANKLINE	BANKLINE CHARGES	Nat West	2.87
DD	Non domestic rates	RBC	53.00
BANKLINE	Superann M9	NCC	1,106.28
BANKLINE	Superann M9	NCC	103.50
BANKLINE	Superann M9	NCC	386.45
BANKLINE	Butt Field SC Griddle	Butt Field Sports Club	395.98
BANKLINE	Hire of Fair barriers	GAP Group Ltd	204.00
BANKLINE	Hire of tree barriers	GAP Group Ltd	132.00
DD	Data Protection renewal	ICO	35.00
BANKLINE	Tractor & Mower repairs	B & B Tractors Ltd	1,320.06
BANKLINE	Clothing	Alexandra	21.06
DD	Tractor Lease	HFGL	582.00
DD	Trade Waste collection	Wastecycle Ltd	67.92
DD	OCH Gas/Elec Bill	Utility Warehouse	759.91
AUTOPAY	WAGES W44	WAGES W44	267.16
AUTOPAY	WAGES W44	WAGES W44	81.28
AUTOPAY	WAGES W44	WAGES W44	83.09
9480	Memorial inscription	Granart Ltd	48.00
9481	Crossword prize	Ms C Thorpe	20.00
9482	Grave digging fees	A Buckingham	190.00
9483	Petty Cash purchases	Petty Cash	40.00
9483	Petty Cash purchases	Petty Cash	5.21
9483	Petty Cash purchases	Petty Cash	21.45
9483	Petty Cash purchases	Petty Cash	24.95
AUTOPAY	WAGES W45	WAGES W45	321.09
AUTOPAY	WAGES W45	WAGES W45	83.09
AUTOPAY	WAGES W45	WAGES W45	81.28
9484	Fuel Account	Arval Business Partners	110.89

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at **7.00 p.m.** continued.....

Accounts Paid continued.....

9485	Grave digging fees	A Buckingham	190.00
AUTOPAY	WAGES W46	WAGES W46	267.16
AUTOPAY	WAGES W46	WAGES W46	91.28
AUTOPAY	WAGES W46	WAGES W46	119.14
Total			26,369.99