

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 February, 2015**, at **7.16 p.m.**

PRESENT:

Councillor Mrs. T. Kerry – Chairman
 " G. Davidson
 " J. Eagles
 " A. Harvey
 " Mrs. S. Hull
 " J. Stockwood

ALSO IN ATTENDANCE:

Councillor A. Ashmore
 " Mrs. A. Bryan
 " T. Fox
 " F. Purdue-Horan
 3 Public
 1 Press

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

There were no Apologies for Absence and Acceptance.

2.00 DECLARATIONS OF INTEREST:

There were no Declarations of Interest received.

3.00 MINUTES:

The Minutes of the meeting held on the 9th December, 2014, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record.

01 Matters Arising

Refer to Action Points, Appendix 'A' attached.

4.00 PRESENTATION BY A REPRESENTATIVE OF COMMUNITY HEART BEAT TRUST:

A representative from Community Heart Beat Trust gave a presentation on public defibrillators and confirmed that his Organisation had acquired the phone box at the end of Station Street and was fund-raising towards installing a defibrillator. Costs are in the region of £2,200.00 and they have contributed £300.00 to date. However, fund-raising is still ongoing. Prior to the next meeting, it was agreed to confirm if any additional fundraising has been successful. No decisions were made in relation to public defibrillators at this meeting but deferred to the Community Committee

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 February, 2015**, at **7.16 p.m.** continued.....

5.00 **PRESENTATION BY COMMUNITY LED PLAN STEERING GROUP REPRESENTATIVES:**

Standing Orders were suspended for this Agenda item and then reinstated to allow Dr. P. Allen to contribute to the discussions.

Councillor Fox gave a brief update, supported by Dr. P Allen. The recent public consultations had proved successful and the responses were being analysed. Nine children had also attended and contributed, and in excess of four hundred responses had been received. Consideration was being given as to whether or not further public consultations were necessary and the questionnaires were being drafted. The Steering Group would discuss the findings, and the progression towards a Neighbourhood Plan would be considered.

6.00 **BUDGET REPORT 'B':**

The Clerk answered any queries in relation to Budget Report 'A' up to the 31st January, 2015. It was agreed to

RECOMMEND APPROVAL,

7.00 **ACCOUNTS FOR PAYMENT - REPORT 'C':**

Accounts were presented for payment and it was agreed to

RECOMMEND approval.

8.00 **ACCOUNTS PAID - REPORT 'D':**

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

RECOMMEND approval.

9.00 **BANKLINE PAYMENTS - REPORT 'D':**

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

RECOMMEND approval.

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 February, 2015**, at **7.16 p.m.** continued.....

10.00 **GRANT AID:**

01 Bingham Community Led Plan

A request had been received for a donation towards Community Led Plan Costs. C.L.P. had provided a breakdown of estimated income and expenditure and It was agreed to

RECOMMEND approval of a donation of £391.00 to ensure a break-even situation was reached.

Standing Orders were suspended for items 10.02 and 10.03 and then reinstated to allow two members of the public to speak.

02 Resident – Request for a Public Defibrillator in Bingham

This matter was referred to the Community Committee to allow further enquiries to be made. However, it was

RECOMMENDED, in principle, that there was a need for a public defibrillator in Bingham.

03 Vale First Responders

A request had been made for a donation towards new equipment costing £1,824.00. It was agreed to

RECOMMEND a donation of £1,000.00.

04 Bingham Neighbourhood Watch

A request had been received from Neighbourhood Watch towards room hire and it was

RECOMMENDED to approve a grant of £100.00.

11.00 **PARKING STRATEGY REPORT - REFERRAL FROM ENVIRONMENT COMMITTEE:**

This has been amended and is being referred to the Full Council meeting to be held on the 3rd March, 2015, with a recommendation for 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, 17th February, 2015**, at **7.16 p.m.** continued.....

12.00 **UPDATE ON RECOMMENDATION FROM ENVIRONMENT COMMITTEE THAT BINGHAMN TOWN COUNCIL TAKES ON CUTTING OF NOTTINGHAMNSHIRE COUNTY COUNCIL'S GRASS VERGES WITHIN BINGHAM FOR A TRIAL PERIOD OF THREE YEARS AT AN ESTIMATED ADDITIONAL COST OF APPROXIMATELY £1,702.00**

The Clerk confirmed that Nottinghamshire County Council does not offer a service to provide additional cuts. It was

RECOMMENDED that approval be given for Bingham Town Council to undertake cutting of Nottinghamshire County Council's grass verges, in line with the report presented to the Environment Committee, subject to an annual review for a pilot period of three years.

13.00 **INTERNAL AUDIT REPORT:**

Councillors noted the Internal Audit Report. Refer to Appendix 'E'

14.00 **TO NOTE REVIEW DECISION RE: MOOT HOUSE BEING REGISTERED AS AN ASSET OF COMMUNITY VALUE:**

Councillors noted the decision of Rushcliffe Borough Council to remove the Moot House from the list of Assets of Community Value.

15.00 **NEW LOCAL COUNCIL AWARD SCHEME TO REPLACE QUALITY COUNCIL STATUS:**

The new scheme was noted and the fact that as Bingham Town Council was a Quality Status Council originally, it automatically qualified for the Foundation level of the new award and so the new logo could be used on letters, etc. Clerk to progress and report back to Councillors.

16.00 **CORRESPONDENCE:**

There was no correspondence received for consideration.

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 February, 2015,** at **7.16 p.m.** continued.....

17.00 **CONFIDENTIAL BUSINESS:**

Public Bodies (Admission to Meetings) Act 1960:-

To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."

The following matters were discussed:-

01 STAFFING MATTERS

As there was no further business to transact, the meeting finished at 8.431 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, 17th February, 2015**, at **7.16 p.m.** continued.....

ACTION POINTS

AGENDA ITEM	DETAILS	ACTION TO BE TAKEN
Folio 6578 9.03	Review of Booking Policy	Agenda item for future meeting.
	Annual Inspection of sports facilities.	2014 Town Pavilion inspections completed. 2014 Butt Field Pavilion now completed.
	Tenants' rent review	Agenda item for future meeting.
	Town Pavilion	Review of lease and rent review.
	Membership of C.B.W.G.	Outstanding.

Continued.....

BINGHAM TOWN COUNCIL SUMMARY JAN 2015

REPORT A cont.

	BAL B.FWD	Receipts			Payments			Net Variance
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Community		15	0	-15	1265	400	865	850
Promotion		5,200.00	6,331.00	1,131.00	22,500.00	17,542.40	4,957.60	6,088.60
Recreation		4,187.00	3,268.18	-918.82	31,556.00	22,147.98	9,408.02	8,489.20
Allotment		1,000.00	1,788.89	788.89	1,360.00	681.17	678.83	1,467.72
Cemetery		5000	8,563.00	3,563.00	4,350.00	3,801.06	548.94	4,111.94
Environment		0.00	0.00	0.00	7,090.00	4,301.65	2,788.35	2,788.35
Depot		1350	111.02	-1,238.98	70,500.00	49,994.78	20,505.22	19,266.24
Finance		19,460.00	19,365.58	-94.42	116,600.00	68,977.72	47,622.28	47,527.86
OCH		10,400.00	15,959.62	5,559.62	26,250.00	28,690.90	-2,440.90	3,118.72
TOTALS		46,612.00	55,387.29	8,775.29	281,471.00	196,537.66	84,933.34	93,708.63

Precept		234,859.00	234,859.00	0.00	0.00	0.00	0.00	0.00
Mayors Charity		0	952.67	0	0	0.00	0.00	952.67

Reserves	Receipts			Payments				
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
Risk Management	6,000.00	2,500.00	0.00	-2500	0.00	0	0	6,000.00
OCH Capital	3,420.00	1,000.00	0.00	-1000	0.00	0	0	3,420.00
Depot	22,892.82	5,600.00	0.00	-5600	0.00	1420.48	-1420.48	21,472.34
Allotment	0.00	0.00	0.00	0	0.00	0	0	0.00
Environment	1,000.00	500.00	0.00	-500	0.00	0.00	0	1,000.00
General Reserve	140765.44	0.00	0.00	0	0.00	-2268.00	2268	143,033.44
Promotion	0.00	0.00	0.00	0	0.00	0	0	0.00
Recreation	17,288.48	12,381.00	0.00	-12381	0.00	-645.00	645	17,933.48
Cemetery	0.00	0.00	0.00	0	0.00	0.00	0	0.00
Community Capital	2,000.00	350.00	0.00	-350	0.00	0	0	2,000.00
Property.Land	61,418.71	20,000.00	0.00	-20000	0.00	0.00	0	61,418.71
Capital Total	254,785.45	42,331.00	0.00	-42,331.00	0.00	-1,492.52	1,492.52	256,277.97

GRAND TOTAL	254,785.45	88,943.00	56,339.96	-33,555.71	281,471.00	195,045.14	86,425.86	350,939.27
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INCLUDES ACCRUALS FROM 2013/2014			Jan-15			REPORT A		
						Net Variance column		
						Positive figs. = underspends		
						Negative figs. = overspends		
Community		Receipts		Variance to budget	Payments		Variance to budget	Net Variance
		Budget	Actual		Budget	Actual		
CCTV Maintenance	1	0.00	0.00	0.00	700.00	400.00	300.00	300.00
Notice Boards	2	0.00	0.00	0.00	200.00	0	200.00	200.00
Town Map	3	15.00	0.00	-15.00	15.00	0.00	15.00	0.00
Trs. To Com. Reserve	4	0.00	0.00	0.00	350.00	0.00	350.00	350.00
Community		15.00	0.00	-15.00	1,265.00	400.00	865.00	850.00
Promotions		Receipts			Payments			Net Variance
		Budget	Actual		Budget	Actual		
Town Fair	5	4,000.00	2,730.00	-1270	7,000.00	5,584.68	1415.32	145.32
Christmas Fair	6	1,200.00	1,801.00	601	2,750.00	3552.97	-802.97	-201.97
Christmas Lights	7	0.00	0.00	0	6,500.00	4,060.75	2439.25	2,439.25
Other Promotions	8	0.00		0	1,000.00	228	772.00	772.00
Web Site	9	0.00		0	1,500.00	1200	300.00	300.00
Town News/leaflets	10	0.00		0	2,000.00	1728	272.00	272.00
Market Celebrations	86		1,800.00	1800	1,500.00	1188	312.00	2,112.00
WW1 Commerations	87			0	250.00	0	250.00	250.00
Town Guide/Promotior	11	0.00		0.00	0.00	0.00	0.00	0.00
Promotions		5,200.00	6,331.00	1,131.00	22,500.00	17,542.40	4957.60	6,088.60
Recreation		Receipts			Payments			Net Variance
		Budget	Actual		Budget	Actual		
Play Area/Open Spaces	12	0.00		0	4,500.00	8932.98	-4432.98	-4,432.98
Tree/Shrubbery Maint.	84	0.00			2,500.00	1135	1365.00	1,365.00
Rent	14	1,000.00	500.00	-500	175.00	175	0.00	-500.00
Sports Pitch Maintenanr	15	3,067.00	2,557.00	-510	12,000.00	11905	95.00	-415.00
Wayleaves	16	120.00	211.18	91.18	0.00		0.00	91.18
P3	77	0.00		0	0.00		0.00	0.00
Trs. To Recreation Reserve		0.00		0	12,381.00		12381.00	12,381.00
Recreation		4,187.00	3,268.18	-918.82	31,556.00	22,147.98	9408.02	8,489.20

Precept		76	234,859.00	234,859.00	0	0.00	0.00	0.00	0.00
				253,819.00					
Old Court House			Receipts			Payments			Net Variance
			Budget	Actual		Budget	Actual		
Caretakers wages		53	0.00		0	5,600.00	4,523.81	1076.19	1,076.19
Insurance		54	0.00		0	1,000.00	969	31.00	31.00
Water rates		55	0.00		0	750.00	426.68	323.32	323.32
Non domestic rates		56	0.00		0	6,000.00	5,652.00	348.00	348.00
Gas/Elec		57	0.00		0	6,000.00	3,891.61	2108.39	2,108.39
Repairs & Maint		58	0.00	19.99	19.99	5,500.00	13,077.80	-7577.80	-7,557.81
Equipment		59	0.00		0	400.00	0.00	400.00	400.00
Trans to OCH Res		60	0.00		0	1,000.00	0.00	1000.00	1,000.00
Civil ceremony		61	150.00	740.00	590	0.00	150.00	-150.00	440.00
Tenants rents		62	8,500.00	11,707.38	3207.38	0.00	0.00	0.00	3,207.38
Room hire		63	1,750.00	3,492.25	1742.25	0.00	0.00	0.00	1,742.25
Old Court House			10,400.00	15,959.62	5,559.62	26,250.00	28,690.90	-2,440.90	3,118.72
Check to Precept submitted			46,612.00	55,387.29	8,775.29	281,471.00	196,537.66	84933.34	93,708.63
						234,859.00			
Miscell Mayors Charity		81		952.67	0.00	0.00	0.00	0.00	952.67

Minutes of a meeting of the **Policy & Resources Committee**
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at **7.16 p.m.** continued.....

Accounts Presented 17th February 2015

Bankline	Stationery	Viking Payments	£ 52.75
Bankline	Parts	JR Mowers	£ 18.60
Bankline	Gravedigging	A Buckingham	£ 190.00
			<u>£ 261.35</u>

Continued...../

Minutes of a meeting of the **Policy & Resources Committee**
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at **7.16 p.m.** continued.....

Accounts Paid 17th February 2015

Cheque No

DD	BANKLINE CHARGES	Nat West	23.82
DD	Non domestic rates	RBC	58.00
Bankline	WAGES m9	WAGES m9	3,886.45
Bankline	WAGES m9	WAGES m9	432.22
Bankline	WAGES m9	WAGES m9	3,366.56
DD	Final Alarm bill	BT	71.96
DD	Bank charges	Nat West	19.70
DD	Trade Waste collection	Wastecycle Ltd	61.54
DD	OCH Gas/Elec Bill	Utility Warehouse	620.83
DD	Telephone charges	Utility Warehouse	49.16
DD	Cem Elec bill	Utility Warehouse	9.05
	Window cleaning	DHazzle	25.00
	Kettle	Petty Cash	5.00
	Allotment key refund	Petty Cash (Mr Harrison)	2.50
Bankline	LH AVC's	Prudential	100.00
Bankline	PAYE M9	HMRC	919.58
Bankline	PAYE M9	HMRC	1,136.37
Bankline	Superann M9	NCC Pension Fund	1,214.05
Bankline	Superann M9	NCC Pension Fund	80.83
Bankline	Christmas lights installation - hire of Hi Ab	Streetwise Environmental Ltd	55.20
Bankline	Dog bin emptying	Streetwise Environmental Ltd	234.00
Bankline	Stationery	Viking Direct	51.50
Bankline	Keyholding	Gener8 Finance Ltd	42.00
Bankline	Keyholding & alarm activation	Gener8 Finance Ltd	92.40
Bankline	Christmas Fair stall lighting	Patco Events Ltd	726.00
Bankline	Bingham Town News	The Print Quarter	296.00
Bankline	Christmas Fair flyer	The Print Quarter	354.00
Bankline	Grave digging fees	A Buckingham	190.00
Bankline	Copier charge	Reprotec Connect For	53.93
Bankline	Christmas Fair barrier hire	GAP Group Ltd	221.76
Bankline	Christmas competition	Newark Advertiser Co Ltd	300.00
Bankline	Grant aid	BRUFC	300.00
Bankline	Grant aid	Friends of Linear Park	196.76
Bankline	Grant aid	Bingham CLP	250.00
Bankline	Annual Subscription	CPRE	36.00
Bankline	Annual Subscription	LCAS	336.00
Bankline	Annual Subscription	Communicorp	75.00
Bankline	Annual Subscription	SLCC	235.00
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	3.00
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	3.60
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	19.56
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	15.73
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	59.28
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	27.50
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	4.69

Continued...../

REPORT 'C' continued.....

Minutes of a meeting of the **Policy & Resources Committee**
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at **7.16 p.m.** continued.....

Accounts Paid 17th February 2015 continued..

Bankline	Fuel Account	Allstar Business Solutions	164.65
Bankline	Buttercross inserts	Bingham Parish Church	660.00
Bankline	Christmas Fair flyer	Bingham Parish Church	60.00
Bankline	Town Fair Programme	Bingham Parish Church	90.00
Bankline	Mower Service/repairs/parts	J R Mowers	183.96
Bankline	Refund of overpaid cem fees	AW Lymn	30.00
Bankline	Grave digging fees	A Buckingham	190.00
Bankline	WAGES M10	WAGES M10	2,703.98
Bankline	WAGES M10	WAGES M10	394.55
Bankline	Barrier hire	GAP Group Ltd	36.00
DD	Non domestic rates	RBC	565.00
DD	Non domestic rates	RBC	58.00
DD	BANKLINE CHARGES	Nat West	23.82
DD	Data Protection renewal	ICO	35.00
DD	Cem water bill	Severn Trent Water	138.37
DD	Bank charges	Nat West	15.37
DD	Trade Waste collection	Wastecycle Ltd	61.54
DD	OCH Gas/Elec Bill	Utility Warehouse	745.11
DD	Cem Elec bill	Utility Warehouse	12.20
DD	Phone/broadband bill	Utility Warehouse	33.67
DD	Depot Alarm bill	Utility Warehouse	19.40
	Postage	Petty Cash	1.17
	Window cleaning	DHazzle	25.00
	Wine glass hire (Sains)	Sainsburys	20.00
Bankline	Christmas lights removal	Leisure Lites Ltd	1,080.00
Bankline	Keyholding	Gener8 Finance Ltd	42.00
bankline	Repair & maint materials	Handicentre (Bingham) Ltd	65.45
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	25.03
Bankline	Road Salt	NCC	50.00
Bankline	Civic Reception refreshments	The Limehaus	180.00
Bankline	Lift maintenance contract	LES Ltd	158.78
Bankline	Tractor & Mower repairs	J R Mowers	614.13
Bankline	Barrier hire	GAP Group Ltd	51.84
Bankline	Training seminar	SLCC	174.00
Bankline	Fuel Account	Allstar Business Solutions	151.09
Bankline	Grave digging fees	A Buckingham	190.00
Bankline	Grave digging fees	A Buckingham	190.00
Bankline	Polyester Webbing	Teleshore Uk Ltd	77.40
9771	Civic Awards certificate	Bart Luckhurst	115.50

£ 29,424.70

Continued...../

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at **7.16 p.m.** continued.....

BANKLINE TRANSACTIONS - SUMMARY OF BANKLINE PAYMENTS:

P & R	SUPPLIER'S NAME	£ p	DATE OF PYMT	NATWEST PYMT. REF.
17.02.15	ALEXANDRA	95.66	09.12.14	240077571
17.02.15	PROGRASS	2400.00	09.12.14	240077253
17.02.15	ALLSTAR BUS SOL	256.04	09.12.14	240076850
17.02.15	DEC SALS	7685.23	09.12.14	VARIOUS
17.02.15	BE EVENT HIRE	129.24	11.12.14	240572159
17.02.15	GAP GROUP	36.00	11.12.14	240572577
17.02.15	VIKING PAYMENTS	124.15	11.12.14	240572850
17.02.15	LEISURELITES	4590.00	11.12.14	240573374
17.02.15	HANDICENTRE	46.48	11.12.14	240573723
17.02.15	HANDICENTRE	157.39	11.12.14	240573723
17.02.15	NEWARK TOWN BAND	175.00	11.12.14	240574027
17.02.15	D & R SIMMONDS	188.10	11.12.14	240574239
17.02.15	KEN WALLER	1275.00	11.12.14	240574897
17.02.15	THE PRINT QUARTER	650.00	07.01.15	244275539
17.02.15	PATCO EVENTS	726.00	07.01.15	244276300
17.02.15	GENER8 FINANCE	92.40	07.01.15	244276772
17.02.15	GENER8 FINANCE	42.00	07.01.15	244276772
17.02.15	VIKING PAYMENTS	51.50	07.01.15	244277075
17.02.15	A BUCKINGHAM	190.00	07.01.15	244277258
17.02.15	STREETWISE ENV	234.00	07.01.15	244277770
17.02.15	STREETWISE ENV	55.20	07.01.15	244277770
17.02.15	NCC PENSION FUND	1294.88	07.01.15	244278381
17.02.15	HMRC	2055.95	07.01.15	244278603
17.02.15	PRUDENTIAL	100.00	07.01.15	244278800
17.02.15	GAP GROUP	36.00	07.01.15	244279336
17.02.15	A BUCKINGHAM	190.00	15.01.15	245426900
17.02.15	REPROTEC	53.93	15.01.15	245427225
17.02.15	GAP GROUP	151.20	15.01.15	245427750
17.02.15	GAP GROUP	70.56	15.01.15	245427750
17.02.15	NEWARK ADVERT	300.00	15.01.15	245429403
17.02.15	BRUFC	300.00	15.01.15	245430318
17.02.15	FLP	196.76	15.01.15	245431178
17.02.15	BCLP S/GRP	250.00	15.01.15	245432008

Continued...../

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BANKLINE TRANSACTIONS - SUMMARY OF BANKLINE PAYMENTS continued....

17.02.15	CPRE	36.00	15.01.15	245432989
17.02.15	COMMUNICORP	75.00	15.01.15	245433633
17.02.15	LCAS	336.00	15.01.15	245434717
17.02.15	SLCC	235.00	15.01.15	245434995
17.02.15	HANDICENTRE	6.60	15.01.15	245435577
17.02.15	HANDICENTRE	126.76	15.01.15	245435577
17.02.15	ALLSTAR BUS SOL	164.65	15.01.15	245435896
17.02.15	January Salaires	6639.69	20.1.15	various
17.02.15	ST MARYS PCC	810.00	22.01.15	246577704
17.02.15	JR MOWERS	183.96	22.01.15	246577820
17.02.15	AW LYMN	30.00	22.01.15	246579618
17.02.15	A BUCKINGHAM	190.00	22.01.15	246580168
17.02.15	A BUCKINGHAM	190.00	22.01.15	246580168
17.02.15	DGC SLIGHT	80.00	29.01.15	247677711
17.02.15	REPROTEC	8.45	29.01.15	247678011
17.02.15	VIKING PAYMENTS	45.23	29.01.15	247678159
17.02.15	STREETWISE ENV	90.00	29.01.15	247678538
17.02.15	BINGHAM ELECT	826.00	29.01.15	247679911
17.02.15	HMRC	1703.74	29.01.15	247680232
17.02.15	NCC PENSION FUND	1260.86	29.01.15	247680731
17.02.15	PRUDENTIAL	100.00	29.01.15	247680897
		37336.61		

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 February, 2015**, at **7.16 p.m.** continued.....

Bingham Town Council
Internal audit and financial risk assessment report

On Friday 23 January 2015, I carried out the internal audit and financial risk assessment in accordance with the guidelines laid down in the latest version of "Governance and Accountability for Local Councils - A Practitioner's Guide (England)".

I am pleased to report, once again, that the accounts themselves and the financial procedures and controls in place are sound and robust.

I again looked in detail at the procedures for the payment of purchase invoices together with the relevant council minutes, payment authorisation lists, bank statements and the purchase invoices themselves. Furthermore it was good to see that Councillors are making random checks on Bankline payments. The council is well protected and the Government guidance is being followed. I discussed with the Clerk some other checks which she can implement to further tighten controls and she has agreed to do this.

I was pleased to note that, as I suggested last year, petty cash expenditure is now being processed through the computerised accounting software.

Finally I would like to thank the Clerk for her help when I was conducting the audit. We have already agreed that the audit of the final accounts to enable the Annual Return for 2014/2015 to be signed off, will take place on 6 May 2015.

David G C Slight

25 January 2015