

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, 20th October, 2015**, at **7.00 p.m.**

PRESENT:

Councillor A. Harvey – Chairman

“ R. Bird

“ G. Davidson

“ Mrs. T. Kerry

“ J. Stockwood

“ J. Ferguson

“ E. Hutchison

“ Mrs. A. Langford

“ F. Purdue-Horan

“ A. Shelton

Borough Councillor Mrs. S. Hull

Borough Councillor Simon Robinson, Chair of Bingham & Radcliffe Growth Board.

Mr. Peter Linfield

Rushcliffe Borough Council

1 Public

1 Press

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

Apologies for Absence and Acceptance were received from Councillors K. Hayes-Heath, Mrs. K. Vallance and Mrs. C. Williams.

2.00 DECLARATIONS OF INTEREST:

There were no Declarations of Interest received.

3.00 MINUTES:

The Minutes of the meeting held on the 18th August, 2015, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record.

01 Matters Arising (including Clerk's Update)

See Appendix 'A'. The Clerk confirmed that real Christmas trees had been sourced from a local supplier for 2015.

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, 20th October, 2015**, at **7.00 p.m.** continued.....

Standing Orders were suspended for the next item only.

4.00 01 PRESENTATION FROM CHAIRMAN OF GROWTH BOARD, COUNCILLOR S. ROBINSON and

02 UPDATE FROM BINGHAM TOWN MAYOR, COUNCILLOR MRS. T. KERRY, ON GROWTH BOARD MEETING HELD ON THE 1ST OCTOBER, 2015.

Councillor Robinson presented an overview of the work of the Growth Board and updated Councillors on current developments of interest to Bingham.

The following points were noted:-

- Meetings with East Midlands trains and Tesco had been arranged, with Rushcliffe Borough Council's Chief Executive Officer.
- At the recent Bingham & Radcliffe Growth Board meeting, car-parking had been highlighted as a major issue.
- The Borough Council was arranging to undertake a professional business survey of retail services (including food and beverages) in Bingham and Radcliffe.
- The Growth Board would include other partner agencies as appropriate, e.g. the Crown Estate.
- The £100k available to the Growth Board was for professional fees, including the business survey.
- In relation to the Community Chest, Rushcliffe Borough Council senior officers would check to ensure requests met the relevant legal criteria and it would be for him (Councillor Robinson) to sign off any withdrawals.

5.00 BUDGET REPORT 'A':

The Clerk answered any queries in relation to Budget Report 'A' and it was

RECOMMENDED that approval be given to budget monitoring up to the 30th September, 2015.

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, 20th October, 2015**, at **7.00 p.m.** continued.....

6.00 **ACCOUNTS FOR PAYMENT - REPORT 'B':**

Accounts were presented for payment and it was agreed to

RECOMMEND approval.

7.00 **ACCOUNTS PAID - REPORT 'C':**

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

RECOMMEND approval.

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

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

RECOMMEND approval.

9.00 **GRANT AID - REPORT 'E':**

It was agreed to

RECOMMEND approval of the following:-

01 Friends of Linear Park – £150.00 Biodiversity grant

02 Allotment Association – Revised donation of £450.00

10.00 **EXTERNALLY AUDITED ANNUAL RETURN AND COMMENTS:**

The external auditors had signed off the annual return, giving an unqualified response. However, all assets were required to be restated for next year at cost values. From 2015/2016, new procedures were in place regarding the inspection period which must cover at least the first two weeks in July. (Refer to attached Appendix 'F').

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, 20th October, 2015**, at **7.00 p.m.** continued.....

11.00 **NEW LOCAL COUNCIL AWARD SCHEME - DETAILS OF SCHEME, REGISTRATION AND REQUIREMENTS:**

The Clerk and Chairman are addressing the necessary requirements for the gold level, and a brief update of some of the areas to be covered was presented. (Refer to attached Appendix 'G').

12.00 **ANNUAL REVIEW OF RISK REGISTER:**

Refer to attached Appendix 'H'. It was agreed to progress the need for IT Cloud back up. Items C7 and OP3 and OP4 to be reduced to amber level. E-mail disclaimer to be addressed. The Chairman would address car park project risk with the Chair of the Car Park Working Group.

It was

RECOMMENDED that the actions and changes to the Risk Register, as highlighted above, be approved.

13.00 **COMMUNITY LED PLAN - UPDATE:**

The Committee noted with interest an update from Councillor Mrs. Langford. (Attached Appendix 'I' refers).

14.00 **REVIEW OF BOOKINGS POLICY:**

Following discussions it was

RECOMMENDED that a clause be inserted regarding access being gained five minutes before the booked period and that the room must be vacated within five minutes after the end of the booked period, i.e. any setting up time to be included in the booking period.

15.00 **OUTLINE MEETINGS PROGRAMME - UPDATE:**

The updated Outline Meetings Programme was agreed. (Attached Appendix 'J' refers).

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, 20th October, 2015**, at **7.00 p.m.** continued.....

16.00 **PROCEDURES RE. COMMUNITY CHEST, I.E. COMMITMENTS, DRAW-DOWNS, ETC. - UPDATE FROM RUSHCLIFFE BOROUGH COUNCIL:**

Councillor S. Robinson from Rushcliffe Borough Council had confirmed that Borough Council senior officers would ensure appropriate due diligence and that he would sign off claims.

17.00 **DATES OF CHRISTMAS OFFICE CLOSURE :**

It was

RECOMMENDED that Bingham Town Council Office be closed from Thursday, 24th December, 2015, to Friday, 1st January, 2016, inclusive, (re-opening on Monday, 4th January, 2016.

18.00 **APPOINTMENT OF INTERNAL AUDITOR:**

Following discussion, it was

RECOMMENDED to appoint David Slight as Internal Auditor for the 2015/2016 accounts and that a new Auditor be appointed for 2016/17.

19.00 **2015/2016 CALENDAR:**

Refer to attached Appendix 'K'.

20.00 **CORRESPONDENCE:**

There were no items of 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, 20th October, 2015**, at **7.00 p.m.** continued.....

21.00 CONFIDENTIAL BUSINESS - PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960)

PRIOR TO THE COMMENCEMENT OF THE FOLLOWING BUSINESS, THE FOLLOWIING 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 TO CONSIDER TERMS OF REFERENCE RE. WARNER'S Paddock**
- 02 TO CONSIDER TERMS OF REFERENCE RE. PARKING ON POLICE STATION SITE**
- 03 STAFFING MATTERS**
- 04 CIVIC AWARD NOMINATIONS**

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CHAIRMAN
Date:

APPENDIX 'A'

Minutes of a meeting of the Policy & Resources Committee
of the Bingham Town Council held in The Old Court House, 12345678
Church Street, Bingham, on **Tuesday, 20th October, 2015,**
at **7.00 p.m.** continued.....

CLERK'S UPDATE:

DETAILS	ACTION TO BE TAKEN
Review of Booking Policy	Agenda item for future meeting.
Tenants' Rent Review	Agenda item for future meeting.
Town Pavilion / Butt Field Sports Pavilion	Annual Review of lease and rent reviews covered by leases.
Risk Management Review	On-going.
Membership of C.B.W.G.	Chair and Vice-Chair of Community Committee; Mayor and Deputy Mayor, plus Chairman of Policy & Resources Committee.

BINGHAM TOWN COUNCIL SUMMARY SEPTEMBER 2015

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	3,095.00	-2,105.00	23,350.00	7,163.08	16,186.92	14,081.92
Recreation		4,287.00	1,712.06	-2,574.94	31,052.00	11,393.35	19,658.65	17,083.71
Allotment		1,000.00	32.70	-967.30	1,360.00	664.15	695.85	-271.45
Cemetery		5000	4,992.50	-7.50	4,350.00	4,652.68	-302.68	-310.18
Environment		0.00	9.98	9.98	7,090.00	4,539.14	2,550.86	2,560.84
Depot		1350	-502.32	-1,852.32	70,500.00	29,128.66	41,371.34	39,519.02
Finance		16,590.00	16,393.52	65.04	120,100.00	45,269.37	74,830.63	74,895.67
OCH		10,400.00	10,726.70	326.70	26,250.00	15,851.40	10,398.60	10,725.30
TOTALS		43,827.00	36,460.14	-7,105.34	285,302.00	118,661.83	166,640.17	159,534.83
Precept		241,475.00	241,475.00	0.00	0.00	0.00	0.00	0.00
Mayors Charity		0	4,219.70	0	0	1,537.00	-1,537.00	2,682.70
Reserves	bal. b/fwd	Receipts			Payments			
		Budget	Actual		Budget	Actual		
Risk Management	8,500.00	2,500.00	0.00	-2500	0.00	0	0	8,500.00
OCH Capital	3,480.00	1,000.00	0.00	-1000	0.00	215	-215	3,265.00
Depot	23,794.49	5,600.00	0.00	-5600	0.00	272	-272	23,522.49
Allotment	0.00	0.00	0.00	0	0.00	0	0	0.00
Environment	1,500.00	500.00	0.00	-500	0.00	0.00	0	1,500.00
General Reserve	162482.1	0.00	0.00	0	0.00	0.00	0	162,482.10
Promotion	0.00	0.00	0.00	0	0.00	0	0	0.00
Recreation	29,669.48	15,877.00	0.00	-15877	0.00	-645.00	645	30,314.48
Cemetery	0.00	0.00	0.00	0	0.00	0.00	0	0.00
Community Capital	2,350.00	350.00	0.00	-350	0.00	0	0	2,350.00
Property.Land	81,418.71	20,000.00	0.00	-20000	0.00	0.00	0	81,418.71
Capital Total	313,194.78	45,827.00	0.00	-45,827.00	0.00	-158.00	158.00	313,352.78
GRAND TOTAL	313,194.78	89,654.00	40,679.84	-52,932.34	285,302.00	120,040.83	165,261.17	475,570.31

INCLUDES ACCRUALS FROM 2014/2015			Sep-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	700.00	0.00	700.00	700.00
Notice Boards	2	0.00		0.00	200.00	0	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	2,155.00	-1845	7,000.00	5,359.08	1640.92	-204.08
Christmas Fair	6	1,200.00	940.00	-260	2,750.00	51	2699.00	2,439.00
Christmas Lights	7	0.00		0	6,500.00		6500.00	6,500.00
Other Promotions	8	0.00		0	1,000.00	8	992.00	992.00
Web Site	9	0.00		0	1,500.00	1256	244.00	244.00
Town News/leaflets	10	0.00		0	2,500.00	444	2056.00	2,056.00
Market Celebrations	86			0	0.00		0.00	0.00
WW1 Commerations	87			0	0.00		0.00	0.00
Town Guide/Promotior	11	0.00		0.00	2,100.00	45.00	2055.00	2,055.00
Promotions		5,200.00	3,095.00	-2,105.00	23,350.00	7,163.08	16186.92	14,081.92
Recreation		Receipts			Payments			Net Variance
		Budget	Actual		Budget	Actual		
Play Area/Open Spaces	12	0.00		0	4,500.00	3533.35	966.65	966.65
Tree/Shrubbery Maint.	84	0.00			2,500.00	150	2350.00	2,350.00
Rent	14	1,100.00		-1100	175.00	175	0.00	-1,100.00
Sports Pitch Maintenar	15	3,067.00	1,537.00	-1530	8,000.00	7535	465.00	-1,065.00
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	15,877.00		15877.00	15,877.00
Recreation		4,287.00	1,712.06	-2,574.94	31,052.00	11,393.35	19658.65	17,083.71

Allotments		Receipts			Payments			Net Variance
		Budget	Actual		Budget	Actual		
Allotment Rents	17	1,000.00	32.70	-967.3	360.00	329.00	31.00	-936.30
Water Charges	18	0.00		0	500.00	335.15	164.85	164.85
Maintenance	19	0.00		0	500.00		500.00	500.00
Allotments		1,000.00	32.70	-967.30	1,360.00	664.15	695.85	-271.45
Cemetery		Receipts			Payments			Net Variance
		Budget	Actual		Budget	Actual		
Rates	20	0.00		0	600.00	352.00	248.00	248.00
Water/drainage	21	0.00		0	250.00	110.80	139.20	139.20
Grave Digging	22	0.00		0	1,500.00	760.00	740.00	740.00
Electricity	23	0.00		0	500.00	39.14	460.86	460.86
Maintenance	24	0.00		0	500.00	3,339.74	-2839.74	-2,839.74
Memorials & Fees	25	5,000.00	4,992.50	-7.5	1,000.00	51	949.00	941.50
Cemetery		5000.00	4992.50	-7.50	4350.00	4652.68	-302.68	-310.18
Environment		Receipts			Payments			Net Variance
		Budget	Actual		Budget	Actual		
General Maintenance	26	0.00	9.98	9.98	640.00	14.97	625.03	635.01
Town Floral Displays	27	0.00		0	5,500.00	4329.17	1170.83	1,170.83
Litter & Dog Bins	28	0.00		0	450.00	195.00	255.00	255.00
Trans to Environ. Reserve		0.00		0	500.00		500.00	500.00
Environment		0.00	9.98	9.98	7,090.00	4,539.14	2550.86	2,560.84

Precept	76	241,475.00	241,475.00	0	0.00	0.00	0.00	0.00	0.00
			257,565.00						
Old Court House		Receipts			Payments				Net Variance
		Budget	Actual		Budget	Actual			
Caretakers wages	53	0.00		0	5,600.00	5,689.28	-89.28		-89.28
Insurance	54	0.00		0	1,000.00	991.25	8.75		8.75
Water rates	55	0.00		0	750.00	452.98	297.02		297.02
Non domestic rates	56	0.00		0	6,000.00	3,456.00	2544.00		2,544.00
Gas/Elec	57	0.00		0	6,000.00	1,809.94	4190.06		4,190.06
Repairs & Maint	58	0.00	77.47	77.47	5,500.00	3,451.95	2048.05		2,125.52
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
Civil ceremony	61	150.00		-150	0.00		0.00		-150.00
Tenants rents	62	8,500.00	8,395.73	-104.27	0.00		0.00		-104.27
Room hire	63	1,750.00	2,253.50	503.5	0.00		0.00		503.50
Old Court House		10,400.00	10,726.70	326.70	26,250.00	15,851.40	10,398.60		10,725.30
Check to Precept submitted		43,827.00	36,460.14	-7,105.34	285,302.00	118,661.83	166640.17		159,534.83
					241,475.00				
					120737.5				
					8,045.00				
Miscell Mayors Charity	81		4,219.70	0.00	0.00	1,537.00	-1537.00		2,682.70

Minutes of a meeting of the Policy & Resources Committee
of the Bingham Town Council held in The Old Court House, 12345678
Church Street, Bingham, on **Tuesday, 20th October, 2015,**
at **7.00 p.m.** continued.....

Accounts Presented 20 October 2015

BANKLINE	STREETWISE - TREE MAINT & BASKET WATERING	£	827.04
BANKLINE	MEDIGOLD - MANAGEMENT REFFERALS	£	403.20
BANKLINE	WICKSTEED LEISURE - PAINT	£	156.24
BANKLINE	HMRC TAX - PAYE M7	£	1,588.97
BANKLINE	L HOLLAND - MILEAGE	£	29.90
BANKLINE	NCC PENSION FUND - SUPERANN M7	£	1,247.14
BANKLINE	PRUDENTIAL AVC - LH AVC M7	£	100.00
			<hr/>
		£	<u>4,352.49</u>

Continued...../

Minutes of a meeting of the Policy & Resources Committee
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Church Street, Bingham, on **Tuesday, 20th October, 2015,**
at **7.00 p.m.** continued.....

Accounts paid 20 October 2015

9795	Town Majors Board	Bart Luckhurst	87.00
Bankline	Workwear	Alexandra	57.36
Bankline	Local Council Insurance	Zurich Municipal	991.25
Bankline	Local Council Insurance	Zurich Municipal	1,982.51
Bankline	LH AVC's	Prudential	100.00
Bankline	Superann M5	NCC Pension Fund	1,181.02
Bankline	Superann M5	NCC Pension Fund	82.31
Bankline	PAYE M5	HMRC	866.73
Bankline	PAYE M5	HMRC	951.30
Bankline	WAGES m5	WAGES m5	3,496.73
Bankline	WAGES m5	WAGES m5	3,279.96
Bankline	WAGES m5	WAGES m5	385.10
DD	Bank charges	Nat West	13.32
DD	OCH Gas/Elec Bill	Utility Warehouse	25.43
DD	Depot Alarm bill	Utility Warehouse	17.64
DD	Office Tel bill	Utility Warehouse	73.88
DD	Mobile telephones	Utility Warehouse	23.00
DD	Cem Elec bill	Utility Warehouse	4.50
Bankline	Christmas Fair TEN licence	RBC	21.00
	Santa's gifts	The Book People	30.00
	Postage	Petty Cash	1.26
9796	Grant aid	Royal British Legion	444.40
9797	Play area repairs	P Selby	590.00
Bankline	Lace Bobbin Twinning Gift	J Retter	21.45
Bankline	Grave digging fees	A Buckingham	380.00
Bankline	Hedge trimmer maintenance	J R Mowers	24.00
Bankline	Fuel Account	Allstar Business Solutions	149.40
Bankline	Butt Field maintenance	Streetwise Environmental Ltd	3,014.02
Bankline	Stationery	Viking Direct	14.24
Bankline	Stationery	Viking Payments	83.95
Bankline	Stationery	Viking Direct	7.16
Bankline	Conference Fee	SICC	474.00
Bankline	New Battery	Saxondale Garage	128.00
Bankline	Copier charge	Reprotec Connect For	40.75
Bankline	Paxton Fobs	AST Systems	144.00
Bankline	Grass Cutting Contract	A Buckingham	2,100.00
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	59.68
Bankline	Window cleaning	DHazzle	25.00
Bankline	Play area repairs	Wicksteed Leisure Ltd	554.88
Bankline	Play area works	Wicksteed Leisure Ltd	885.72
Bankline	Keyholding	Gener8 Finance Ltd	42.00
Bankline	Keyholding	Gener8 Finance Ltd	67.20
Bankline	Bin emptying May	Streetwise Environmental Ltd	234.00
Bankline	Prudential AVC	Prudential	100.00
Bankline	PAYE M 6	HMRC	892.42

Continued...../

REPORT 'C' continued.....

Minutes of a meeting of the Policy & Resources Committee

of the Bingham Town Council held in The Old Court House, 12345678
Church Street, Bingham, on **Tuesday, 20th October, 2015,**
at **7.00 p.m.** continued.....

Bankline	PAYE M 6	HMRC	784.97
Bankline	Superann M 6	NCC Pension Fund	1,192.70
DD	Trade Waste collection	Wastecycle Ltd	70.63
DD	Non domestic rates	RBC	576.00
DD	Natwest Statement Fee	Nat West	5.00
DD	Non domestic rates	RBC	59.00
DD	BANKLINE CHARGES	Nat West	23.82
Bankline	WAGES M6	WAGES m6	4,121.87
Bankline	WAGES M6	WAGES m6	3,010.39
Bankline	WAGES M6	WAGES m6	385.10
DD	Tractor Lease TAX INVOICE	BNP Paribas	278.40
DD	Bank charges	Nat West	9.70
DD	OCH Gas/Elec Bill	Utility Warehouse	152.30
DD	Mobile	Utility Warehouse	23.00
DD	Cem Elec bill	Utility Warehouse	6.04
DD	Depot Alarm bill	Utility Warehouse	17.64
DD	Office Tel bill	Utility Warehouse	56.78
Bankline	Superann M 6	NCC Pension Fund	82.31
	Stationery	Boyes petty cash	4.09
	Stamps	Petty Cash	3.78
	Stationery	Petty Cash	1.00
	Milk/biscuits	Petty Cash	2.79
Bankline	Bingham Town News	The Print Quarter	148.00
Bankline	Fuel Account	Allstar Business Solutions	171.51
Bankline	Copier charge	Reprotec Connect For	21.58
Bankline	Annual return 2015	Grant Thornton UK	720.00
Bankline	Stationery	Viking Direct	131.17
Bankline	Grass Cutting Contract	Streetwise Environmental Ltd	3,138.00
Bankline	Play area repairs	Jon Walker Timber Ltd	810.00
Bankline	Grave digging fees	A Buckingham	190.00
Bankline	Keyholding	Gener8 Finance Ltd	42.00
Bankline	Copier charge	Reprotec Connect For	12.38
Bankline	Window cleaning	DHazzle	25.00
Bankline	Grounds Maintenance equipment & materials	Handicentre (Bingham) Ltd	143.80
Bankline	Sanitary/Hygiene Unit	OCS Group Ltd	801.22
Bankline	Duplicated payment re Mayor's Fundraising Event	T Kerry	250.00

£ 41,619.54

Minutes of a meeting of the Policy & Resources Committee

of the Bingham Town Council held in The Old Court House, 12345678

Church Street, Bingham, on **Tuesday, 20th October, 2015,**at **7.00 p.m.** continued.....**BANKLINES TRANSACTIONS - SUMMARY OF BANKLINE PAYMENTS**

P & R	SUPPLIER'S NAME	£ p	DATE OF PYMT	NATWEST PYMT. REF.
20.10.15	D Hazzle	25.00	14.08.15	279982437
20.10.15	The Print Quarter	296.00	14.08.15	279982870
20.10.15	Viking	152.40	14.08.15	279983195
20.10.15	Viking	34.01	14.08.15	279983195
20.10.15	Medigold	403.20	14.08.15	279983798
20.10.15	All Star Business	128.19	14.08.15	279984052
20.10.15	Streetwise	3013.99	14.08.15	279984598
20.10.15	Handicentre	5.69	14.08.15	279985060
20.10.15	Handicentre	90.31	14.08.15	279885060
20.10.15	L Holland	255.50	14.08.15	279985561
20.10.15	AUGUST SALARIES	7161.79	27.08.15	Various
20.10.15	GENER8 FINANCE	42.00	24.08.15	281267232
20.10.15	STREETWISE	936.00	24.08.15	281267652
20.10.15	VIKING PAYMENTS	24.44	24.08.15	281267877
20.10.15	ALEXANDRA	57.36	27.08.15	282070404
20.10.15	ZURICH	2973.76	27.08.15	282070829
20.10.15	PRUDENTIAL	100.00	27.08.15	282071087
20.10.15	NCC PENSION FUND	1263.33	27.08.15	282071949
20.10.15	HMRC	1818.03	27.08.15	282072484
20.10.15	RBC	21.00	27.08.15	282071443
20.10.15	JANET RETTER	21.45	17.09.15	285186583
20.10.15	A BUCKINGHAM	380.00	17.09.15	285188091
20.10.15	JR MOWERS	24.00	17.09.15	285188479
20.10.15	ALLSTAR BUSINESS	149.40	17.09.15	285189409
20.10.15	SEPT SALARIES	7517.36	24.09.15	VARIOUS
20.10.15	STREETWISE	3014.02	25.09.15	286316380
20.10.15	VIKING DIRECT	14.24	25.09.15	286317722
20.10.15	VIKING DIRECT	83.95	25.09.15	286317722
20.10.15	VIKING DIRECT	7.16	25.09.15	286317722
20.10.15	SLCC ENTP LTD	474.00	25.09.15	286318581
20.10.15	SAXONDALE GARAGE	128.00	25.09.15	286320315
20.10.15	REPROTEC	40.75	25.09.15	286321860
20.10.15	AST SYSTEMS	144.00	25.09.15	286322398
20.10.15	T BUCKINGHAM	2100.00	25.09.15	286323414
20.10.15	HANDICENTRE	59.68	25.09.15	286324364
20.10.15	D HAZZLE	25.00	25.09.15	286324738

Continued...../

Minutes of a meeting of the Policy & Resources Committee
of the Bingham Town Council held in The Old Court House, 12345678
Church Street, Bingham, on **Tuesday, 20th October, 2015,**
at **7.00 p.m.** continued.....

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

20.10.15	WICKSTEED	554.88	25.09.15	286325426
20.10.15	WICKSTEED	885.72	25.09.15	286325426
20.10.15	GENER8 FINANCE	42.00	25.09.15	286326751
20.10.15	GENER8 FINANCE	67.20	25.09.15	286326751
20.10.15	STREETWISE	234.00	25.09.15	286316380
20.10.15	PRUDENTIAL	100.00	25.09.15	286327209
20.10.15	HMRC	1677.39	25.09.15	286327630
20.10.15	NCC PENSION FUND	1275.01	25.09.15	286328190
20.10.15	PRINT QUARTER	148.00	08.10.15	288993784
20.10.15	ALLSTAR BUSINESS	171.51	08.10.15	288994251
20.10.15	REPROTEC	21.58	08.10.15	288995411
20.10.15	GRANT THORNTON	720.00	08.10.15	288995098
20.10.15	VIKING DIRECT	131.17	08.10.15	288995808
20.10.15	STREETWISE	3,138.00	08.10.15	288996282
20.10.15	JON WALKER TIMBER PRODUCTS	810.00	08.10.15	288996549
		42961.47		

Minutes of a meeting of the Policy & Resources Committee
of the Bingham Town Council held in The Old Court House, 12345678
Church Street, Bingham, on **Tuesday, 20th October, 2015,**
at **7.00 p.m.** continued.....

Report to the Policy & Resources Committee – 20th October 2015

Matter for Decision – Agenda Item Grant Aid

1. Purpose of Report

To enable the Council to determine applications for grant aid.

2. Budget Provision

The Committee has allocated £5,000 for grant aid in 2015/16.

2015/2016

Budget available	£5,000.00
Less committed	<u>2,794.40</u>
Amount available	<u>£2,205.60</u>

3. Information

3.1 Friends of Linear Park – Match Funding of a Rushcliffe Biodiversity Grant to clear small trees encroaching on grassland in the cutting - £150 (refer to attached)

3.2 To support recommendation from Recreation Committee to allow Allotments Association a reduced grant of £450 towards the purchase of a wooden shed as opposed to a metal storage container. Note original figure requested (£900) has already been taken into account as an accrual at the year end. i.e. £450 will not have to be taken out of this year's budget.

Please refer to attached information.

LYNN HOLLAND

TOWN CLERK

This page is part of Section 3 - External auditor certificate and opinion 2014/15

**Bingham Town Council
Audit Report for the year ended 31 March 2015**

Matters reported

None

**Other matters not affecting our opinion which we wish to draw to the attention
of Bingham Town Council for the year ended 31 March 2015**

Accounting for Fixed Assets

It has come to our attention that Box 9 of Section 1 of the Annual Return – the Accounting Statements includes fixed assets valued at an insurance value that has been subject to an inflationary uplift.

Local Councils are required to account for fixed assets at purchase cost. If this is not known a proxy cost should be substituted (e.g. insurance value). Commercial concepts of depreciation or impairment adjustments, etc are not appropriate for local Councils. For reporting purposes therefore, the 'book' value of fixed assets will usually therefore stay constant until disposal. Where insurance value has been used as a proxy, it should not be adjusted for annual changes.

Guidance on accounting for fixed assets is available in the NALC / SLCC publication "Governance and Accountability for Local Councils – A Practitioners Guide (England)" paragraphs 3.66 to 3.77.

The Council should restate the 2015 figures on next year's Annual Return and write "restated" beneath the £ sign on the 2015 column.

Box 11

Box 11 on Section 1, the trust funds disclosure note, was left unanswered for 2012/13 on the Annual Return. The Council has confirmed that this box should read 'No'.



for Grant Thornton UK LLP

Date 23/9/15

Our ref NOT017



2015/16 Audit Timetable

Changes to the provision for electors' rights

Next year, as you may be aware, there is a change in approach to the provision for electors' rights. We will be writing to you in 2016 with full details.

The new regulations are contained within the Accounts and Audit Regulations 2015, which apply for the first time to accounting periods ending 31 March 2016.

The Accounts and Audit Regulations 2015 are available from the website address below:

<http://www.legislation.gov.uk/uksi/2015/234/contents/made>

Changes

- 1) The inspection period must be a single period of 30 working days
- 2) The inspection period must include the first 10 working days of July
- 3) Appointed external auditors no longer have the authority to set an appointed date
- 4) Section 1 of the Annual Return must be approved and published before the first day of the inspection period

The consequences of these changes are that:

Your Responsible Financial Officer must, on behalf of the authority, inform the electorate of the 30 working day period during which electors' rights may be exercised.

The 2015/16 inspection period must be:

at the earliest between **Friday 3 June 2016** and **Thursday 14 July 2016**; and
at the latest between **Friday 1 July 2016** and **Thursday 11 August 2016**.

Section 1 of the Annual Return must be approved by the council before 30 June 2016.

What happens next

We will write to you in March 2016 as in previous years with detailed instructions about the inspection period including:

- 1) a proforma template notice
- 2) suggested dates for your inspection period
- 3) a requested date for submission of the Annual Return to us for review

A difference for 2015/16 is that when you submit your Annual Return and associated documentation to us on the requested date we will also require you to either:

- a) confirm that the dates we have suggested for the inspection period have been adopted; or
- b) inform us of the alternative dates you have selected.

We will request a date for you to submit the completed Annual Return and associated documents to us as we have before. This date may be in May or early June which is before the end of the inspection period, this is to allow us to plan our audit work.

We will send the audited Annual Return back to you after the end of your inspection period, which may be after the 11 August.

LOCAL COUNCIL AWARD SCHEME – GOLD STANDARD ACTION PLAN

Requirement	Actions	By Whom	Date
<u>Governance</u>			
Register of Assets			
Business Plan with Financial Forecast			
Capital Plan			
VFM Delivery Plan			
Bio-Diversity Plan			
Crime and Disorder Plan			
<u>Development</u>			
Policy for Training New staff and councillors			
Record of all training for staff and Councillors			
Training Policy for all staff and councillors			
Performance Plan (corporate)			
Performance Plan (staff)			
Clerk to have achieved 12 CDP points in last year			

<u>Community</u>			
Community Annual Action Plan			
Community Engagement Policy			
Councillor Profiles			
Grant Awarding Policy			
Evidence of how electors contribute to APM			
Action Plan and related budget responding to Community Engagement with Timetable for Action and Review			
Printed Annual Report			
Evidence of engaging with diverse groups in the community using a variety of methods			
Community Outcomes leading to positive outcomes for the community			
Broad range of Council activities including innovating projects			
Co-operating constructively with other organisations			
Provides leadership in Planning for the future of the Community			

Continued.....

**STRATEGIC RISK
REGISTER**

No	Risk description	Risk L	Ris k I	Gros s Risk (L X I)	Risk Owner	Mitigation	Key Controls	Resid ual Risk (L X I)	Risk Indicators
Financial / Resource Risks									
F1	Major fraud or corruption	3	4	12	TC/ P&R Cttee	P&R Cttee monitoring Individual member checks	Financial standing orders Internal/External audit controls	8 (2x4)	Financial errors identified Police/legal action implemented
F2	Financial errors leading to unexpected losses or inability to achieve planned schemes / improvements	3	5	15	TC/ P&R Cttee	P&R Cttee monitoring Individual member checks	Financial standing orders Member checks P&R Cttee Analysis Internal/External audit controls	8 (2x4)	Financial errors identified Unable to meet bills presented
F3	Inadequate cash resources	3	4	12	TC	Standing float maintained by TC to meet known eventualities	Financial standing orders Internal/External audit controls Security controls	6 (2x3)	Unable to meet cash demands

**STRATEGIC RISK
REGISTER**

No	Risk description	Risk L	Ris k I	Gros s Risk (L X I)	Risk Owner	Mitigation	Key Controls	Resid ual Risk (L X I)	Risk Indicators
F4	Lack of clarity of financial information to members / auditors leading to spending / assumption errors	4	4	16	TC	Open questioning of data supplied on regular basis Reputable software package	P&R Cttee analysis	9 (3x3)	Queries from cllrs, auditors
F5	Fuel shortages	2	3	6	TC	Fuel use monitored Oil and diesel fuel stored in advance of need (subject to safety regulations).	Verification of spend process in place	4 (2x2)	Restricted availability Media
F6	Replacement/Repair/ Obsolesence of capital/fixed assets (OCH, Cemetery Bldgs, Play Equip etc)	5	4	20	TC/ P&R Cttee	Regular monitoring of buildings by use of surveys etc Health and Safety Checks on play and other equipment Survey on use of play equipment agreed at P&R July 2014 Various maintenance	Regular monitoring of assets by P&R Cttee Monitoring of equipment and cemeteries by Rec and Cem Cttee Health and Safety checks due to legal and other	15 (5x3)	Noticeable decay in building fabric Health and safety reports Lack of public use of buildings and play equipment

**STRATEGIC RISK
REGISTER**

No	Risk description	Risk L	Ris k I	Gros s Risk (L X I)	Risk Owner	Mitigation	Key Controls	Resid ual Risk (L X I)	Risk Indicators
						works undertaken to OCH over past 18 months	requirements		
F7	Insurance Claims	3	4	12		Full Insurance plan implemented Aware of where possible claims may arise and works being undertaken	Insurance Policies Health and Safety Policies Audit processes	9 (3x3)	Claims arising
Staffing Risks									
S1	Staff holidays / illness	4	4	16	TC	Agreed holiday rota system in place TC can call in agency staff with agreement of Mayor	Agreed Management processes in place	6 (2x3)	Office closures
S2	Strike or other actions by council staff	2	2	4	TC	No union membership at present Mayoral intervention to resolve crisis	None necessary at present	2 (1x2)	National or local notifications
S3	Failure to retain / recruit key staff	3	5	15	TC/ P&R	Appropriate notice periods in place for key staff	PDP Process Mayoral guidance	8	Staffing issues Capacity

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
					Cttee	Some members experienced in professional recruitment		(2x4)	issues
S4	Failure to communicate effectively with staff	3	4	12	Mayor	Regular consultation with Mayor	PDP Process Mayoral guidance	6 (2x3)	PDP Process TC Feedback
S5	Failure to provide training / career development (Staff & Cllrs)	2	4	8	TC	BTC subscribes to several bodies who supply training Initial training in place for councillors	PDP Process Training and Development plans Constitution Code of Conduct	6 (2x3)	PDP Process TC Feedback
S6	Excessive levels of stress or other work related illnesses	4	5	20	TC/ Mayor	Regular consultation with Mayor Full use of leave allocation Flexibility in working practices as far as practicable	PDP Process	12 (3x4)	Staff absence Staff capacity
S7	Staffing Capacity	4	5	20	TC/ P&R	P&R Cttee reviews capacity	Projects/additional work considered on	12	Stress levels

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
					Cttee	issues Decisions consider capacity aspects Extra staff taken on for special projects Regular events have defined planning processes	its merits Event planning	(3x4)	Staffing absence Incomplete or time delayed work
IT Risks									
I1	Failure of back-up systems	3	4	12	TC	Currently considering additional cloud back up	Back up model	8 (2x4)	No back up data
I2	Server failure	3	4	12	TC	Back ups in place	Back up model	8 (2x4)	System failure
I3	Data corruption	3	4	12	TC	Virus controls in place Back up in place	Back up model IT Policy	8 (2x4)	System failure or corrupted material
I4	Virus or other corruptive elements	3	4	12	TC	Virus controls in force	Back up model	8	System failure or corrupted

**STRATEGIC RISK
REGISTER**

No	Risk description	Risk L	Ris k I	Gros s Risk (L X I)	Risk Owner	Mitigation	Key Controls	Resid ual Risk (L X I)	Risk Indicators
							IT Policy	(2x4)	material
I5	Infiltration	3	5	15	TC	Virus controls in place	Security coded server	8 (2x4)	System failure or corrupted material
I6	Failure to comply with Data Protection Act	3	5	15	TC	Staff awareness training and advice	NALC guidance	8 (2x4)	Failure notifications received or third party makes council aware of issue
I7	Failure of IT systems, networks or suppliers	3	5	15	TC	Equipment agreements in place Technical assistance readily available	Financial Standing Orders	8 (2x4)	System errors or failure
I8	Failure to comply with software licence agreements	3	4	12	TC	Key consideration in any discussions on IT matters	Compliance with agreements controlled by TC	8 (2x4)	Failure notifications received or third party makes council aware of issue

**STRATEGIC RISK
REGISTER**

No	Risk description	Risk L	Ris k I	Gros s Risk (L X I)	Risk Owner	Mitigation	Key Controls	Resid ual Risk (L X I)	Risk Indicators
Partnership Risks									
P1	Delay by local authority or other statutory body in carrying out work pursuant to its legal obligations	3	5	15	TC/ Cttee Chairs	Full consultation with all agencies Partnership approach taken by BTC	Regular Cttee reporting Agency consultation processes	8 (2x4)	Complaints from Stakeholders Consultation with partners
P2	Strike or other actions by partnership bodies staff	2	4	8	TC	Regular consultation by BTC ensures awareness	Agency consultation processes	6 (2x3)	As above
P3	Police Liaison - Priorities	3	4	12	Comm Cttee	Priorities regularly reviewed at Priority setting meetings with local police Police report (irregularly) to Cttee Currently additional liaison with Positive Futures Bingham	Regular Cttee reporting	9 (3x3)	Increase in criminal activity Increase in complaints
P4	Risk of financial pressures on BTC from failure of partner	3	4	12	TC/ P/R	BTC Representatives on outside body committee	Copies of minutes etc provided to BTC	6	

**STRATEGIC RISK
REGISTER**

No	Risk description	Risk L	Ris k I	Gros s Risk (L X I)	Risk Owner	Mitigation	Key Controls	Resid ual Risk (L X I)	Risk Indicators
	organisations				Chairs		Structured formal reports back by Council members		
Reputational Risk									
R1	Failure to identify specialist communication	3	5	15	TC	Advice of other agencies sought where required Nature and means of communication is regularly undertaken in respect of various minor projects Major projects would be subject to separate communication strategy dependent upon need	Community Led Plan Communication Strategy	12 (3x4)	Comms gaps Feedback from stakeholders complaints
R2	Problems caused by lack of a clear communications structure or protocol, resulting in mixed messages and lack of	3	5	15	TC	Regular communication Fora: Town Guide Website	Community Led Plan Communication Strategy Communication	8 (2x4)	Complaints Negative feedback Negative media

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	comprehension of Town Council role					Social Media Newsletter Councillor contact Open Council meetings Town Meeting	networks Constitution		
R3	Failure to effectively manage media relations	3	5	15	TC	Social Media and website sites only accessible by Town Clerk. Website messaging agreed with Mayor Social Media messaging used for events or by request of Cttee for marketing	Communication Strategy IT Policy Constitution SLCC Guidance	8 (2x4)	Negative media Negative feedback
Legal Risks									
L1	Failure to comply with key legislative requirements	2	5	10	TC/ Cllrs	Access to advice area such as NALC and professional advice from NCC and RBC	Constitution Standing Orders	8 (2x4)	Notification of failure

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
							Financial Standing Orders		
L2	Legal costs attributed to removal of trespassers from BTC Land	3	4	12	TC/ Cllrs/ 3 rd party organisations	Security high priority in both managed and leased land Good Communications Key financial risk passed on by Insurance	Security highlighted during management meetings with third parties and with grounds staff		
Corporate Risks									
C1	Disaster management – loss of building, facility or infrastructure	3	5	15	TC	See Key Controls	NCC Disaster Plan BTC Business Continuity Plan Alarm Systems Health and Safety Compliance Fire Controls	8 (2x4)	Fire. Flood or other natural disaster Notification of entry failure

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
C2	Failure to meet changing stakeholder requirements	4	5	20	P&R	Regular feedback forums within comms media Councillor engagement Business connections	Comms Strategy	12 (3x4)	Feedback Failure to follow constitutional requirements Issues with governance and negative feedback
C3	Changes in political organisation lead to uncertainty of direction	3	3	9	TC/ Mayor	Members work in partnership to seek consensus (or majority view) on direction	Constitution	6 (2x3)	Conflict in council meetings
C4	Raising expectations and then not delivering	3	4	12	TC/ Council 1	Regular feedback forums within comms media Councillor engagement Business connections Regular policy reviews	Feedback from Community Led Plan Initiative Comms Strategy	9 (3x3)	Negative media Negative stakeholder feedback
C5	Elected member / staffing relationships	3	4	12	TC/	Supportive structure	Constitution	9	Conflicts of interest

**STRATEGIC RISK
REGISTER**

No	Risk description	Risk L	Ris k I	Gros s Risk (L X I)	Risk Owner	Mitigation	Key Controls	Resid ual Risk (L X I)	Risk Indicators
	deteriorate				Mayor	Remedial action in place	Code of Conduct PDP Grievance Policy Appeals Policy	(3x3)	Staffing or member criticism
C6	Failure to effectively communicate with stakeholders	3	4	12	TC	Regular feedback forums within comms media Councillor engagement Business connections	Comms Strategy	9 (3x3)	Information gaps Outcome failure Negative feedback
C7	Failure to provide and consult upon inclusive Town plan	4	5	20	Council 1		Liaison and feedback with Community Led Plan Group Council publicity and awareness campaigns	12 (3x4)	Negative media Increasing complaints
C8	Failure to enable	3	5	15		Grant approved for one	Community Led	12	Negative media

**STRATEGIC RISK
REGISTER**

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	Community Centre provision					scheme Regular updates on two schemes Possibility of BTC scheme still under consideration	Plan Initiative Council Policy	(3x4)	Increasing complaints
C9	Failure in social media messaging	3	5	15		Other sources of media/comms to rectify any issues Mayor agreement on key messages	Comms Strategy IT Policy		Negative media
Operational and Forward Planning									
OP1	Allotments Management	3	3	9	TC/Rec & Cem Cttee	Association formed, but not holders are members	Allotments Management Processes Allotments Rules	4 (2x2)	Complaints from allotment holders Unkempt allotments
OP2	Cemetery –	3	4	12	TC/Re	Revised rules recently	Cemetery Rules	9	Complaints

STRATEGIC RISK REGISTER

No	Risk description	Risk L	Risk I	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	maintenance and public consultation issues				c & Cem Cttee	agreed Maintenance regularly reviewed	Cttee monitoring	(3x3)	Unkempt plots Health and Safety Issues
OP3	Forward Planning – Future Bingham	4	5	20	Full Council	Formed and input into Community Led Plan Initiative Partnership consultation	Constitution	12 (3x4)	Lack of interest in Council affairs Lack of strategic plan in place
OP4	Regular Event Management	4	4	16	TC/Comm Cttee	Health and Safety Policies Cttee consideration Member input Partnership approach with local schools, County Council, RBC and others	Legal orders Event plan (prepared by TC)	9 (3x3)	Health and Safety incidents Lack of attendance Complaints

Bingham Community Led Plan

Initial release of questionnaire responses – 20th Oct 2015

1984 questionnaire responses have been submitted on the Bingham Community Led Plan. Questionnaires were delivered to 4600 households and commercial premises.

This represents a very high response rate for a plan of this kind.

Most of the responses were received on line and all paper copies have now been inputted on line by volunteers and analysis of results is commencing.

One of the most important issues responded to concerned car parking in Bingham Town centre, currently the focus of the Town Council.

Whilst a considerable number of detailed comments on car parking are still being analysed initial highlight information can be released on this subject.

Two specific questions were asked concerning car parking in Bingham town centre:

1. Would you support charging for town centre car parks after an initial free period of 2 or 3 hours to encourage more free spaces for shoppers/visitors through the day?

1776 responses were received to this question: 90% said they would support the measure 10% against

1. Would you support a long-stay chargeable car park outside the town centre?

1719 responses to this question: 81% would support the measure.19% against

Further results from the Questionnaire are expected to be released shortly as these become available.

Children and students from all three of Bingham's schools are currently completing a separate questionnaire. The results of this exercise will be considered alongside the main questionnaire later in the year.

POLICY AND RESOURCES COMMITTEE

OUTLINE WORK PROGRAMME 2015-2016

STANDING ITEMS	OCTOBER 2015	DECEMBER 2015	FEBRUARY 2016
<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minutes • Matters Arising • Budget Report • Accounts for Payment • Accounts Paid • Bankline Statements • Grant Aid Applications 	<ul style="list-style-type: none"> • Risk Register Review • Review of Booking Policy • CLP Update • Staffing Update • Report from RBC Local Economic Growth Board for Bingham & Radcliffe • Xmas/New Year Office Closures • Appointment of Internal Auditor • Initial review – 2016/17 Calendar 	<ul style="list-style-type: none"> • Tenants Rent Review • CLP Update • Report from RBC Local Economic Growth Board for Bingham & Radcliffe • Car Parking Recommendations • Member Training and Development Programme • Budgets 	<ul style="list-style-type: none"> • Review of Lease and Rent Review for Town Pavilion • CLP Outline Plan • Report from RBC Local Economic Growth Board for Bingham & Radcliffe • Review of Constitution • Review of Council Policies
	APRIL 2016	JUNE 2016	AUGUST 2016
	<ul style="list-style-type: none"> • 2016-2018 Capital Spend – Review • Formation of Neighbourhood Plan Group • Report from RBC Local Economic Growth Board for Bingham & Radcliffe • Member Training and Development Programme – Update and Review • Annual Town Meeting – Style and Presentation • Town Plan Review and Vision 	<ul style="list-style-type: none"> • Feedback from Town Council Meeting • Neighbourhood Plan – Outline Proposals and Updates • Report from RBC Local Economic Growth Board for Bingham & Radcliffe • Update on Development Proposals from Crown Estate 	<ul style="list-style-type: none"> • TBD

2016-2017 CALENDAR

			Meeting starts 7.00 p.m.	7.15 p.m.
Tuesday	April	5th	Planning	Environment
Tuesday		12th	Policy & Resources	
Tuesday		19th		
Tuesday		26th	commences at 7.30pm Annual Town Meeting	
Monday	May	2nd	May Day Bank Holiday	
Thursday		3rd		
Tuesday		10th	Full Council – Statutory Annual Meeting	
Tuesday		17th	Planning	Community
Tuesday		24 th		
Monday		30th	Spring Bank Holiday	
Tuesday		31st		
Tuesday	June	7 th	Recreational & Cemetery	
Tuesday		14th	Planning	Environment
Tuesday		21st	Full Council Accounts only	Policy & Resources
Tuesday		28th		
Tuesday	July	5th	Full Council	
Tuesday		12 th	Planning	Community
Tuesday		19th		
Tuesday		26th		
Tuesday	August	2nd	Recreational & Cemetery	
Tuesday		9th		
Tuesday		16th	Planning	Environment
Tuesday		23rd	Policy & Resources	
Monday		29th	Summer Bank Holiday	
Tuesday		30th		
Tuesday	September	6th	Full Council	
Tuesday	September	13th	Planning	Community
Tuesday		20th		
Tuesday		27th	Recreational & Cemetery	
Tuesday	October	4th		
Tuesday		11th	Planning	Environment
Tuesday		18th	Policy & Resources	
Tuesday		25th		
Tuesday	November	1st	Full Council	

		Meeting start: 7.00 p.m.	7.15
		p.m.	
Tuesday	November	8th	Planning
Tuesday		15th	
Tuesday		22nd	Recreational & Cemetery
Tuesday		29th	Planning
Tuesday	December	6th	Policy & Resources
Tuesday		13th	
Tuesday		20th	
Sunday		25th	Christmas Day
Monday		26th	Boxing Day

2017

Sunday	January	1st	New Year's Day
Tuesday		3rd	
Tuesday		10th	Full Council
Tuesday		17th	Planning
Tuesday		24th	
Tuesday		31st	Recreational & Cemetery
Tuesday	February	7th	
Tuesday		14th	Planning
Tuesday		21st	Policy & Resources
Tuesday		28th	
Tuesday	March	7th	Full Council
Tuesday		14th	Planning
Tuesday		21st	
Tuesday		28th	Recreational & Cemetery
Tuesday	April	4th	Planning
Tuesday		11th	Policy & Resources
Good Friday		14th	
Easter Monday		17th	
Tuesday		18th	
Tuesday		25th	commences at 7.30pm Annual Town
Meeting			
Monday	May	1st	May Day Bank Holiday
Tuesday		2nd	
Tuesday	May	9th	Full Council – Statutory Annual Meeting