

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, 18th October, 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 Mrs. E. Hutchison
 " F. Purdue-Horan
 " A. Shelton

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

There were no Apologies for Absence received.

2.00 DECLARATIONS OF INTEREST:

Councillor Mrs. T. Kerry declared an interest in Folio 8456/23.02, Private & Confidential Matters, Copeland Grove.

3.00 MINUTES:

The Minutes of the meeting held on the 23rd August, 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 23rd August, 2016.

4.00 BUDGET REPORT 'A' UP TO 30.09.16:

The Clerk responded to queries from Councillors and agreed to report back on the Depot Reserve spending of £689.50.

Members noted the minimal use of the training budget to date and sought assurance that newer members of staff were receiving appropriate training. The Town Clerk responded that most training had been undertaken as desktop exercise or on the job. However, some external training would be necessary as staff develop further.

It was

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

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, 18th October, 2016**, at **7.00 p.m.** continued.....

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

Accounts were presented for payment and it was agreed to

RECOMMEND approval.

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

Accounts paid since the last meeting were presented. The Chair requested the Town Clerk to ensure that a number of appropriate contractors were used where appropriate. It was agreed to

RECOMMEND approval.

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

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

RECOMMEND approval.

8.00 **ANNUAL RETURN FROM EXTERNAL AUDITORS:**

Receipt of a signed unqualified Annual Return from the external auditors was acknowledged.

The Chair reported that some elements may require an increased level of attention in future years.

It was

RECOMMENDED that the Asset & Investment Registers under Item 'H' of the Internal Report be submitted for members' attention and, thereafter, approved annually.

9.00 **ANNUAL REVIEW OF RISK REGISTER, INCLUDING UPDATES FROM LAST YEAR:**

The following amendments were

RECOMMENDED:

- (a) S3 Risk level to be increased
- (b) S4 to read *'Risk level to be increased and other avenues examined to deliver more direct staff feedback for members.'*
- (c) S7 Risk level to be decreased in respect of office staff. Groundstaff levels to be assessed.
- (d) R 2, Reputational Risks, to read *'Risk level to be increased'*
- (e) L1, Failure to Comply with Key Legislative Requirements. Risk level to be increased.
- (d) C4 and C5Cf, to read *'Risk level to be increased'*
- (e) OP3 and OP4. Risk level to be reduced.

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, 18th October, 2016**, at **7.00 p.m.** continued.....

10.00 REVIEW OF BOOKINGS POLICY AND BOOKINGS UPDATE REPORT:

Reviewed and

RECOMMENDED no amendments necessary.

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

It was

RECOMMENDED that the vacant accommodation be readvertised.

12.00 NEIGHBOURHOOD PLAN WORKING GROUP - REPORT ATTACHED (APPENDIX 'E'):

RECOMMENDED this be

agreed in principle to proceed on the basis of a Plan being developed for the whole town but that formal application be deferred pending further investigations.

13.00 GRANT AID REQUEST AS PER ATTACHED REPORT APPENDIX 'F':

It was agreed to

RECOMMEND approval of a donation of £200.00 to Carnarvon School Parents'/Residents' Committee Group towards set-up costs

14.00 REQUEST FROM BINGHAM HERITAGE TRAILS' ASSOCIATION RE. WARNER'S PADDOCK:

Noted. However, awaiting return of lease from the Crown Estate before granting permission. Clerk to obtain full risk assessment and method statement from B.H.T.A., and also holder of grazing rights to be consulted prior to granting permission.

15.00 WALLENFELS - PURCHASE OF REPLACEMENT ITEMS FOR VISITORS - COSTS UPDATE:

The Clerk confirmed that costs up to the 30th September, 2016, were £2444.37. However, it was noted that the security invoice had still not been received.

16.00 APPOINTMENT OF INTERNAL AUDITOR:

It was

RECOMMENDED that Barrie Woodcock be appointed as Internal Auditor.

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, 18th October, 2016**, at **7.00 p.m.** continued.....

17.00 RECORDING POLICY - ATTACHED APPENDIX 'G':

It was

RECOMMENDED to approve this policy.

18.00 COMMUNITY BUILDING GROUP - VERBAL UPDATE:

The Chairman confirmed that the group had visited Butt Field and Councillors gave positive feedback as a possible location for a Community Hall. It was agreed to visit the Rugby Club site at a future date to consider possibilities.

19.00 COUNCIL TAX REFERENDUM PROPOSALS:

Following a brief discussion it was agreed to refer this item to Full Council.

20.00 M.P. BOUNDARY PROPOSALS:

Following a brief discussion, it was agreed to refer this item to Full Council, noting that the closing date was the 5th December, 2016.

21.00 CHRISTMAS AND NEW YEAR OFFICE CLOSURES:

It was

RECOMMENDED that Christmas office closures be from the 23rd December, 2016, to 2nd January, 2017, inclusive, reopening on the 3rd January, 2017.

22.00 CORRESPONDENCE:

01 Bridleway No. 23 Public Path Diversion Order

No objection.

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, 18th October, 2016**, at **7.00 p.m.** continued.....

23.00 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) STAFFING ISSUES**
 - (c) INSURANCE MATTERS**

As there was no further business to transact, the meeting finished at 9.10 p.m.

..... CHAIRMAN

Date:

BINGHAM TOWN COUNCIL SUMMARY SEPTEMBER 2016

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	380	870	870
Promotion		5,200.00	2,573.00	-2,627.00	23,250.00	6,257.85	16,992.15	14,365.15
Recreation		4,287.00	2,293.06	-1,993.94	28,175.00	7,370.42	20,804.58	18,810.64
Allotment		1,000.00	19.17	-980.83	1,360.00	531.97	828.03	-152.80
Cemetery		7500	2,716.33	-4,783.67	4,350.00	2,979.14	1,370.86	-3,412.81
Environment		0.00	0.00	0.00	7,090.00	2,176.83	4,913.17	4,913.17
Depot		2000	784.93	-1,215.07	71,750.00	24,893.18	46,856.82	45,641.75
Finance		500.00	312.84	-187.16	116,100.00	40,661.44	75,438.56	75,251.40
OCH		13,020.00	5,416.62	-7,603.38	26,450.00	11,544.96	14,905.04	7,301.66
TOTALS		33,507.00	14,115.95	-19,391.05	279,775.00	96,795.79	182,979.21	163,588.16

Precept		246,268.00	246,268.00	0.00	0.00	0.00	0.00	0.00
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	689.5	-689.5	28,432.99
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	244.37	-244.37	184,753.53
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	2,250.00	-2250	99,168.71
Capital Total	381,050.58	39,950.00	0.00	-39,950.00	0.00	2,768.87	-2,768.87	378,281.71

GRAND TOTAL	381,050.58	73,457.00	14,234.56	-59,341.05	279,775.00	99,564.66	180,210.34	541,988.48
--------------------	-------------------	------------------	------------------	-------------------	-------------------	------------------	-------------------	-------------------

INCLUDES ACCRUALS FROM 2015/2016			Sep-16			Net Variance		
								Positive figs. = underspends Negative figs. = overspends
Community		Receipts			Payments			M
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
CCTV Maintenance	1	0.00		0.00	700.00		700.00	
Notice Boards	2	0.00		0.00	200.00	380	-180.00	
Town Map	3	0.00		0.00	0.00		0.00	
Trs. To Com. Reserve	4	0.00		0.00	350.00		350.00	
Community		0.00	0.00	0.00	1,250.00	380.00	870.00	
Promotions		Receipts			Payments			M
		Budget	Actual		Budget	Actual		
Town Fair	5	4,000.00	2,303.00	-1697	8,500.00	4,606.91	3893.09	
Christmas Fair	6	1,200.00	270.00	-930	2,750.00		2750.00	
Christmas Lights	7	0.00		0	6,500.00		6500.00	
Other Promotions	8	0.00		0	500.00	6.94	493.06	
Web Site	9	0.00		0	1,500.00	1200	300.00	
Town News/leaflets	10	0.00		0	2,500.00	444	2056.00	
Town Guide/Promotional	11	0.00		0.00	1,000.00		1000.00	
Promotions		5,200.00	2,573.00	-2,627.00	23,250.00	6,257.85	16992.15	
Recreation		Receipts			Payments			M
		Budget	Actual		Budget	Actual		
Play Area/Open Spaces	12	0.00		0	6,000.00	1867.42	4132.58	
Tree/Shrubbery Maint.	84	0.00			4,000.00	1120	2880.00	
Rent	14	1,100.00	581.00	-519	175.00		175.00	
Sports Pitch Maintenance	15	3,067.00	1,537.00	-1530	8,000.00	4383	3617.00	
Wayleaves	16	120.00	175.06	55.06	0.00		0.00	
P3	77	0.00		0	0.00		0.00	
Trs. To Recreation Reserve		0.00		0	10,000.00		10000.00	
Recreation		4,287.00	2,293.06	-1,993.94	28,175.00	7,370.42	20804.58	

Depot			Receipts			Payments			Variance to budget	Ne
			Budget	Actual	Variance to budget	Budget	Actual			
Equipment service etc	29	0.00		0	4,000.00	281.71	3718.29			
Depot Maintenance	30	0.00		0	400.00	0	400.00			
Mobile phones	31	0.00		0	250.00	114.96	135.04			
Alarm	32	0.00		0	300.00	88.20	211.80			
Hand tools & equipment	33	0.00		0	100.00	19.38	80.62			
Clothing	34	0.00		0	400.00	36.83	363.17			
Wages	35	0.00	37.50	37.5	54,450.00	14919.34	39530.66			
Vehicle Tax/Insurance	36	0.00		0	1,500.00	1492.88	7.12			
Fuel	37	0.00		0	3,500.00	837.48	2662.52			
Trans to Depot Res.	38	0.00		0	5,600.00	0	5600.00			
Grass Cutting	39	2,000.00	747.43	-1252.57	1,250.00	7,102.40	-5852.40			
Depot		2,000.00	784.93	-1,215.07	71,750.00	24,893.18	46856.82			
Finance			Receipts			Payments			Variance to budget	Ne
			Budget	Actual	Variance to budget	Budget	Actual			
Salaries inc Ers cost	40	0.00		0	72,000.00	32,419.70	39580.30			
Audit	41	0.00		0	1,000.00	100	900.00			
Office Expenses	42	0.00	48.27	48.27	5,000.00	2,173.76	2826.24			
Subscriptions	43	0.00		0	3,000.00	1,292.37	1707.63			
Training	88	0.00		0	2,000.00	35.00	1965.00			
Travel/mileage	44	0.00		0	300.00		300.00			
Mileage members	89	0.00		0	100.00		100.00			
Civic Expenses	45	0.00		0	2,500.00		2500.00			
Insurance	46	0.00		0	2,000.00	2,334.29	-334.29			
Advertising	47	0.00		0	700.00	386.32	313.68			
Grant Aid	48	0.00		0	5,000.00	1,920.00	3080.00			
Trans to Prop & Land Res	49	0.00		0	20,000.00		20000.00			
Trans to Risk Mgmt Res	50	0.00		0	2,500.00		2500.00			
Elections	51	0.00		0	0.00		0.00			
RBC Transitional Relief	85	0.00		0	0.00		0.00			
Investment Inc	52	500.00	264.57	-235.43	0.00		0.00			
Finance		500.00	312.84	-187.16	116,100.00	40,661.44	75,438.56			

Precept		76	246,268.00	246,268.00	0	0.00	0.00	0.00	
				246,268.00					
Old Court House			Receipts			Payments			Ne
			Budget	Actual		Budget	Actual		
Caretakers wages		53	0.00		0	5,600.00	2,521.92	3078.08	
Insurance		54	0.00		0	1,000.00	1013.53	-13.53	
Water rates		55	0.00		0	950.00	415.59	534.41	
Non domestic rates		56	0.00		0	6,000.00	3,484.00	2516.00	
Gas/Elec		57	0.00		0	6,000.00	1,823.62	4176.38	
Repairs & Maint		58	0.00		0	5,500.00	2,286.30	3213.70	
Equipment		59	0.00		0	400.00		400.00	
Trans to OCH Res		60	0.00		0	1,000.00		1000.00	
Tenants rents		62	10,520.00	4,153.50	-6366.5	0.00		0.00	
Room hire		63	2,500.00	1,263.12	-1236.88	0.00		0.00	
Old Court House			13,020.00	5,416.62	-7,603.38	26,450.00	11,544.96	14,905.04	
Check to Precept submitted			33,507.00	14,115.95	-19,391.05	279,775.00	96,795.79	182979.21	
						246,268.00			
						123134			
						0.00			
Miscell Mayors Charity		81		118.61	0.00	0.00	0.00	0.00	0.00

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, 18th October, 2016,**
at **7.00 p.m.** continued.....

Accounts Presented 18th October 2016

Bankline	Viking Direct	£	195.84
Bankline	Leics & Rutland Local Councils	£	35.00
Bankline	HMRC Mth 6	£	1,563.97
9854	Bingham Womens Institute	£	35.00
			<hr/>
		£	<u>1,829.81</u>

**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, 18th October, 2016,
at 7.00 p.m. continued.....**

Accounts Paid 18th October
2016

17/08/2016	9829	WAGES m5	WAGES m5	1,501.66
17/08/2016	9830	WAGES m5	WAGES m5	438.13
17/08/2016	9831	WAGES m5	WAGES m5	617.20
17/08/2016	9832	WAGES m5	WAGES m5	388.21
17/08/2016	9833	WAGES m5	WAGES m5	538.84
17/08/2016	9834	WAGES m5	WAGES m5	324.47
17/08/2016	9835	WAGES m5	WAGES m5	1,966.77
17/08/2016	9836	Cemetery works	Vale Tree & Fencing	850.00
23/08/2016	9837	Vehicle Tax	L Holland	232.50
17/08/2016	9838	Tree cuttings - removal & chipping	AT2 Tree Surgery	245.00
23/08/2016	9839	Cleaning materials	Handicentre (Bingham) Ltd	28.86
23/08/2016	9839	Equipment maintenance	Handicentre (Bingham) Ltd	22.72
23/08/2016	9839	Hand Tools	Handicentre (Bingham) Ltd	9.96
23/08/2016	9840	Personnel Management Services	Personnel Advice and Solutions Ltd	120.00
23/08/2016	9841	Valuations	David Hammond	1,500.00
23/08/2016	9842	Stationery	Viking Direct	109.09
23/08/2016	9843	Stationery	Viking Direct	71.99
23/08/2016	9844	Photocopying charges	Reprotec Connect For	84.12
23/08/2016	9845	VAN MOT & repairs	Saxondale Garage	289.00
23/08/2016	9846	Toilet repairs	Rowlson Plumbing & Heating Services	97.04
23/08/2016	9847	Window cleaning	DHazzle	25.00
23/08/2016	9848	Keyholding	Gener8 Finance Ltd	42.00
23/08/2016	9849	Town Fair entertainment	Bingham Wind Band	70.00
23/08/2016	9850	Linear walk Fencing	P Selby	980.00
23/08/2016	9850	Relocation of Notice Board	P Selby	380.00
23/08/2016	9850	Play area repairs	P Selby	290.00
23/08/2016	9850	Rebedding steps	P Selby	40.00
23/08/2016	9851	Town News & Christmas Fair flyer	The Print Quarter	296.00
23/08/2016	9851	Town Fair flyer	The Print Quarter	428.00
03/08/2016	DD	Water bills	Severn Trent Water	125.84
04/08/2016	DD	Water bills	Severn Trent Water	179.97
08/08/2016	DD	Non domestic rates	RBC	581.00
15/08/2016	Bankline	Bank charges	Nat West	8.40
23/08/2016	DD	Non domestic rates	RBC	59.00
31/08/2016	Bankline	BANKLINE CHARGES	Nat West	9.64
31/08/2016	DD	Trade Waste collection	Wastecycle Ltd	72.55
31/08/2016	DD	PAYE M5	HMRC	888.89
31/08/2016	DD	PAYE M5	HMRC	608.49
31/08/2016	DD	Gas/elec bill	Utility Warehouse	153.01
31/08/2016	DD	Mobile phone charges	Utility Warehouse	23.00
31/08/2016	DD	Cemetery Electric	Utility Warehouse	5.89
31/08/2016	DD	Depot Alarm bill	Utility Warehouse	17.64
31/08/2016	DD	Phone/broadband bill	Utility Warehouse	45.07
03/08/2016	PC	Wallenfels Incident - Food	Petty Cash	27.96
04/08/2016	PC	Wallenfels Incident - Food	Petty Cash	3.39
09/08/2016	PC	Postage	Petty Cash	7.68
23/08/2016	PC	Sun Cream	Petty Cash	6.99
24/08/2016	PC	Staff wages sub	Petty Cash	37.50

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, 18th October, 2016,**
at **7.00 p.m.** continued.....

Accounts Paid 18th October 2016 continued.....

12/09/2016	Bankline	Prudential AVC	Prudential	100.00
12/09/2016	Bankline	Superann M5	NCC Pension Fund	1,198.79
12/09/2016	Bankline	Superann M5	NCC Pension Fund	82.98
12/09/2016	Bankline	PAYE M5	HMRC	585.83
12/09/2016	Bankline	PAYE M5	HMRC	889.09
13/09/2016	Bankline	Insurance	Zurich Muncipal	2,154.37
13/09/2016	Bankline	Insurance	Zurich Muncipal	1,109.82
13/09/2016	Bankline	Fuel Account	Allstar Business Solutions	114.79
12/09/2016	Bankline	Photocopying charges	Reprotec Connect For	64.77
13/09/2016	Bankline	Window cleaning	DHazzle	25.00
13/09/2016	9852	Wallenfels Incident-Chairs	Steve McRobie	75.98
16/09/2016	Bankline	Bin emptying June to Aug 16	Streetwise Environmental Ltd	234.00
16/09/2016	Bankline	Watering Floral Displays	DHazzle	90.00
16/09/2016	Bankline	Stationery	Viking Direct	59.87
16/09/2016	Bankline	Voice Recorder and SD card	L Holland	110.99
16/09/2016	Bankline	Depot Maintenance	Handicentre (Bingham) Ltd	11.29
16/09/2016	Bankline	Cleaning materials	Handicentre (Bingham) Ltd	34.82
16/09/2016	Bankline	Depot Maintenance	Handicentre (Bingham) Ltd	6.98
16/09/2016	Bankline	Grant aid	Butt Field Sports Club	320.00
28/09/2016	Bankline	WAGES m5	WAGES m5	3,925.52
28/09/2016	Bankline	WAGES m5	WAGES m5	416.56
28/09/2016	Bankline	WAGES m5	WAGES m5	1,939.99
07/09/2016	DD	Non domestic rates	Rushcliffe Borough Council	581.00
14/09/2016	DD	Non domestic rates	Rushcliffe Borough Council	59.00
15/09/2016	DD	Bank charges	Nat West	2.00
29/09/2016	DD	Tractor Lease TAX INVOICE	BNP Paribas	278.40
25/09/2016	DD	Gas/elec bill	Utility Warehouse	128.07
25/09/2016	DD	Mobile	Utility Warehouse	23.00
25/09/2016	DD	Cem Elec bill	Utility Warehouse	6.04
25/09/2016	DD	Depot Alarm bill	Utility Warehouse	17.64
25/09/2016	DD	Phone/broadband bill	Utility Warehouse	48.66
30/09/2016	DD	Trade Waste collection	Wastecycle Ltd	72.55
30/09/2016	DD	Bank charges	Nat West	21.87
14/09/2016	PC	Petty Cash purchases	Petty Cash	4.09
03/10/2016	Bankline	Grave digging fees	A Buckingham	190.00
03/10/2016	Bankline	Grass Cutting Cemetery March 2016	A Buckingham	400.00
03/10/2016	Bankline	Boiler service	Rowlson Plumbing & Heating Services	118.03
03/10/2016	Bankline	Swing seat and parts	Sutcliffe Play	239.86
03/10/2016	Bankline	Removal of fly tipping items Wynhill	Streetwise Environmental Ltd	43.20
03/10/2016	Bankline	Temp Event Notice	RBC	21.00
03/10/2016	Bankline	Superann M6	NCC Pension Fund	1,377.82
03/10/2016	Bankline	Superann M6	NCC Pension Fund	89.04
03/10/2016	Bankline	Prudential AVC	Prudential	100.00
12/10/2016	9853	Cemetery replacement of damaged items	Mrs J McGlen	20.00

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, 18th October, 2016,**
at **7.00 p.m.** continued.....

Accounts Paid 18th October 2016 continued.....

12/10/2016	Bankline	Web & email hosting	Mh-p internet Ltd	108.00
12/10/2016	Bankline	Fuel Account	Allstar Business Solutions	102.55
12/10/2016	Bankline	Photocopying charges	Reprotec Connect For	62.91
12/10/2016	Bankline	Keyholding	Gener8 Finance Ltd	42.00
12/10/2016	Bankline	Annual return 2016	Grant Thornton UK	960.00
12/10/2016	Bankline	Window cleaning	DHazzle	25.00
12/10/2016	Bankline	Cleaning materials	Handicentre (Bingham) Ltd	24.78
12/10/2016	Bankline	Depot Maintenance	Handicentre (Bingham) Ltd	10.59
12/10/2016	Bankline	Linear walk maintenance	Handicentre (Bingham) Ltd	17.80
12/10/2016	Bankline	OCH Electrical works	Bingham Electrical Services	816.00
12/10/2016	Bankline	OCH Electrical works	Bingham Electrical Services	336.00
12/10/2016	Bankline	Town News & Christmas Fair flyer	The Print Quarter	148.00
12/10/2016	Bankline	Sanitary/Hygiene Unit	OCS Group Ltd	853.63
				35,748.44

**BANKLINE PAYMENTS TO POLICY & RESOURCES CTTEE.
18TH OCTOBER 2016**

P & R	SUPPLIER'S NAME	£ p	DATE OF PYMT
18.10.16	Prudential	100.00	12.09.16
18.10.16	NCC Pensions	1281.77	12.09.16
18.10.16	HMRC PAYE M5	1474.92	12.09.16
18.10.16	Zurich	3264.19	12.09.16
18.10.16	All Star Fuels	114.79	12.09.16
18.10.16	Reprotec	64.77	12.09.16
18.10.16	D Hazle	25.00	12.09.16
18.10.16	Streetwise	234.00	15.09.16
18.10.16	D Hazle	90.00	15.09.16
18.10.16	Viking	59.87	15.09.16
18.10.16	Lynn Holland	110.99	15.09.16
18.10.16	Handicentre	46.11	15.09.16
18.10.16	Handicentre	6.98	15.09.16
18.10.16	BFSC	320.00	15.09.16
18.10.16	SEPT SALARIES	6282.07	29.09.16
18.10.16	T Buckingham	190.00	03.10.16
18.10.16	T Buckingham	400.00	03.10.16
18.10.16	Rowlson	118.03	03.10.16
18.10.16	Sutcliffe Play	239.86	03.10.16
18.10.16	Streetwise	43.20	03.10.16
18.10.16	RBC	21.00	03.10.16
18.10.16	NCC Pensions	1466.86	03.10.16
18.10.16	Prudential	100.00	03.10.16
		16054.41	

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, 18th October, 2016**, at **7.00 p.m.** continued.....

DATE AND TIME OF MEETING:	13th September 2016 10am
NATURE OF MEETING:	Neighbourhood Plan Working Group
IN ATTENDANCE:	Councillors ARH, AL, KV, JF, FPH, & Jennifer Kirkwood RCAN RBC Cllr. S. Hull
DECLARATIONS OF INTEREST:	None

		TO BE ACTIONED BY
1.	Appointment of Chair – KV proposed ARH 2nd by JF. Cllr. A.Harvey elected as Chairman.	
2.	Appointment of Vice Chairman – no appointment made.	
3.	Apologies –Cllrs. G.Davidson, S.Orr, R.Bird, E.Hutchison, T.Kerry, & K.Hayes-Heath	
4.	Chairman invited Jenny Kirkwood to update members on a Neighbourhood Plan. JK confirmed that she supported Keyworth, R-O-T, & East Leake as it was within the service level agreements; however these agreements had since been amended at RBC and at this stage NHP's had not been built into the workload therefore before JK could commit her services further discussions would have to take place at RBC. A planner would have to be appointed. A formal decision would have to be made resolving that BTC wished to undertake a NHP. Area would have to be determined as it was not forced to be the same as the Parish/Town Council boundary. £9k Funding could be applied fro from Locality (Government funding) but this ends 2018. Other people over and above Councillors should be involved along with a Project Manager. Good advice was to read other NHP to understand the format, information etc.	
5.	SH proposed that BTC should undertake a NHP seconded by ARH and supported by all present.	
6.	A steering group was required.	
7.	Designated area – all the parish boundary ie. A52 boundary to A46 to Saxondale roundabout. There should be consultation/advertise re the area, and then contact RBC formally.	
8.	Must cover all age groups.	
9.	Recruiting other – public meeting morning/afternoon & night. Town News. Dedicated A5 leaflet.	
10.	Report to Policy & Resources Committee then to Full Council.	
11.	Date of next meeting - tbc	

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, 18th October, 2016,**
at **7.00 p.m.** continued.....

Report to the Policy & Resources Committee – 18th October 2016

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 2016/17.

Budget available	£5,000.00
Less committed	<u>100.00</u>
Amount available	<u>£4,900.00</u>

3. Information

- 3.1 Carnarvon School Parents Committee Group – request for set up costs re printing, paper etc.

Please refer to attached information.

LYNN HOLLAND
TOWN CLERK

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, 18th October, 2016,**
at **7.00 p.m.** continued.....

BINGHAM TOWN COUNCIL COUNCIL RECORDING POLICY

Policy recommended	Policy and Resources Committee	18 October 2016
Policy Agreed	Council	1 November 2016
First Review Date	Council	November 2017

PURPOSE AND SCOPE

The Council is considering the introduction of recording of Town Council and other meetings to aid accuracy for minute taking purposes.

The minutes are the only legal record of Council meetings and will be the only method used in determining a challenge on the validity of any decision made.

The Council is required to ensure that the minutes are an accurate record of the proceedings and the audio recording of meetings could assist with this aim.

PROCEDURES

It will be at the discretion of the Council and / or Committees as to which meetings are recorded.

The Council's web site will carry a note to the effect that the Council may record meetings to aid minuting purposes only.

All Council agendas will state that meetings may be recorded to aid minute taking purposes only.

Prior to the commencement of the meeting the Chairman of the meeting will state whether that meeting is to be recorded.

Any member of the Council may request termination or suspension of the recording of a meeting if they consider that continuing the recording would prejudice the proceedings of the meeting. This may include:

- Public disturbance or other suspension of the meeting
- Exclusion of public and press
- Any other reason agreed by Council, Committee or Working Group

Exempt and Confidential Agenda items shall not be recorded.

Meetings of Working Groups shall not be recorded.

Meetings will be recorded onto the Council's portable digital media recorder.

No copies or transcripts of the recordings will be taken or provided.

The Council's portable media device will be securely retained.

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, 18th October, 2016**, at **7.00 p.m.** continued.....

RECORDING POLICY continued.....

No editing, dividing over recording or other technical application will be permitted to or in place of the original recording.

All recordings of meetings will be deleted after a period of 3 months from the date of the meeting, or once the minutes of the meeting have been agreed at the following meeting, whichever is the sooner, unless the data is subject to one of the disclosure reasons noted below.

DISCLOSURE REASONS

Data may only be disclosed for the following reasons:

- For the purposes legal proceedings by the Council;
- For the purpose of the Council obtaining legal advice;
- By Court Order;
- For the detection and prevention of a crime

EXCLUSIONS

Such recordings shall not be available for the purposes of the Freedom of Information Act.

Recordings are only available to members by agreement with the appropriate Council or Committee Chair.