

Mayor's Announcements prior to the commencement of the Statutory Annual Meeting of Bingham Town Council held in The Old Court House, Church Street, Bingham, on Tuesday, 10th May, 2016, at 7.00 p.m.

Since the last meeting, the Town Mayor announced that she had attended the following events:-

- 1.00 Easter Weekend, attended Buttercross Pre-School Event
- 2.00 April, 2016, attended presentation re. funding at Ash Lea School, Cotgrave.
- 3.00 10th May, 2016, attended Nottinghamshire Council's Afternoon Tea

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**, at **7.00 p.m.**

PRESENT:

Councillor R. Bird
 " G. Davidson
 " J. Ferguson
 " A. Harvey
 " K. Hayes-Heath
 " Mrs. E. Hutchison
 " Mrs. T. Kerry
 " Mrs. A. Langford
 " Mrs. S. Orr
 " F. Purdue-Horan
 " A. Shelton
 " J. Stockwood
 " Mrs. K. Vallance
 " Mrs. C. Williams

In attendance: Borough Councillor Mrs. S. Hull
 2 Members of the public
 1 Press

Prior to the commencement of the formal meeting, prayers, led by the Reverend Tony Jones, were said.

The outgoing Mayor, Councillor Mrs. T. Kerry, presented a cheque for £6,748.18 to Dawn Wigley, Head Teacher at Ash Lea School at Cotgrave, which was the amount raised for her chosen charity during her Mayoral term. Mrs. Wigley thanked the Mayor for the generous donation and confirmed that monies had been received to upgrade Ash Lea School which would mean the school would have to relocate for approximately one year to West Bridgford but, on returning, it would have a wonderful new facility.

1. ELECTION OF TOWN MAYOR 2016/2017:

Councillor Mrs. T. Kerry was **PROPOSED** by Councillor G. Davidson and **SECONDED** by Councillor R. Bird.

Councillor J. Stockwood was **PROPOSED** by himself and **SECONDED** by Councillor A. Shelton

Councillor Mrs. Kerry received: **6** **FOR**

Councillor Stockwood received: **8** **FOR**

Continued...../

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**, at **7.0 .m.** continued.....

1. ELECTION OF TOWN MAYOR 2016/2017 continued.....

Councillor J. Stockwood was, therefore, duly elected Mayor for the 2016/17 civic year, and read and signed the Declaration of Acceptance of Office.

Councillor J. Stockwood chaired the meeting from this point forward.

2. ELECTION OF DEPUTY MAYOR:

Councillor A. Shelton was **PROPOSED** by himself and **SECONDED** by Councillor F. Purdue-Horan.

Councillor A. Harvey was **PROPOSED**, by Councillor Mrs. E. Hutchison and **SECONDED** by Councillor Mrs. T. Kerry.

Councillor Shelton received: **2** **FOR**

Councillor Harvey received: **12** **FOR**

Councillor A. Harvey was, therefore, duly elected as Deputy Town Mayor for the 2016/17 civic year, and read and signed the Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE AND ACCEPTANCE:

Apologies for absence were received and accepted from County Councillor M. Suthers.

4. DECLARATIONS OF INTEREST:

There were no Declarations of Interest received.

5. APPOINTMENT OF COMMITTEES:

It was

UNANIMOUSLY RESOLVED to approve the attached list of Committee membership. Appendix 'A'.

Continued...../

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**, at **7.00 p.m.** continued.....

6. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES:

It was agreed that the attached list of representatives to outside bodies (Appendix 'B') be approved.

UNANIMOUSLY RESOLVED.

7. MINUTES:

The Minutes of the meeting held on the 1st March, 2016, Folio 8207, having been circulated prior to the meeting, were taken as read, approved and signed by the Town Mayor as a true record.

8. COMMITTEE REPORTS:

All Committee reports were presented and it was

RESOLVED to approve the following recommendations:-

(a) Planning Committee – 8th March, 2016, Folio 8217

Councillor K. Hayes-Heath presented his report and it was

RESOLVED that the Minutes of the meeting of this Committee be accepted.

(Clerk to write to Rushcliffe Borough Council requesting reasons for approving planning application in relation to 23, Derry Lane).

(b) Community Committee – 8th March, 2016, Folio 8220

Councillor R. Bird presented his report and it was

RESOLVED that the Minutes of the meeting of this Committee be accepted.

Councillor Hayes-Heath suggested that Town Council should consider paying for a P.C.S.O. It was agreed to refer this matter to the next meeting of the Community Committee.

Continued...../

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**, at **7.00 p.m.** continued.....

8. COMMITTEE REPORTS continued.....

(c) Recreational & Cemetery Committee, 22nd March, 2016, Folio 8229

Councillor J. Stockwood presented his report and it was

RESOLVED that the Minutes of the meeting of this Committee be accepted.

It was also

RECOMMENDED:

(i) Butt Field Sports Club

As per the recommendation to Policy & Resources Committee, to redraft existing lease either by extending the current one or entering into a revised one for thirty years at a rent of £500.00, noting that trustees' names would be different. The new lease would be subject to further review in future in relation to the area of land available.

(ii) Linear Walk – Request for Additional Footpath Marker

To install a new footpath marker at the specific location on the Linear Walk.

(iii) Bingham Scouts Accommodation

To support a long-term solution for scouts' accommodation in Bingham and the Town Council's willingness to discuss ways of accommodating scouts at Wynhill.

(d) Planning Committee, 5th April, 2016, Folio 8236

Councillor K. Hayes-Heath presented his report and it was

RESOLVED that the Minutes of the meeting of this Committee be accepted.

Continued...../

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**, at **7.00 p.m.** continued.....

8. COMMITTEE REPORTS continued.....

(e) Environment Committee, 5th April, 2016, Folio 8240

Councillor G. Davidson presented his report and it was

RESOLVED that the Minutes of the meeting of this Committee be accepted.

Councillor Mrs. Vallance updated members re. the Car Park Working Group and confirmed that the next meeting would be after the next Environment Committee meeting.

Councillor Purdue-Horan confirmed that following the closure of Langar Tip, fly-tipping had increased and the Rugby Road, West Bridgford, facility was extremely congested. Councillor Davidson stated that Nottinghamshire County Council Waste Strategy plan was flawed.

Councillor Davidson also referred to new bus service provided by Nottingham Express.

(f) Planning Committee, 12th April, 2016, Folio 8249

Councillor K. Hayes-Heath presented his report and it was

RESOLVED that the Minutes of the meeting of this Committee be accepted.

(g) Policy & Resources Committee, 12th April, 2016, Folio 8253

Councillor A. Harvey presented his report and it was

RESOLVED

01 Folio 8253/4.00 – Budget Report ‘A’

To approve Budget Report up to 31st March, 2016.

02 To approve Accounts for Payment.

03 To approve Accounts Paid

04 To approve Bankline payments presented.

Continued...../

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**, at **7.00 p.m.** continued.....

8. COMMITTEE REPORTS continued.....

(g) Policy & Resources Committee, 12th April, 2016, Folio 8253/4.00 continued...

05 Folio 8254/8.01 - Grant Aid

To approve the recommendation of grant aid donation of £100.00 to Bingham Neighbourhood Watch towards hire of room in The Old Court House.

06 Folio 8254/9.00 – Vacant Office at The Old Court House

That the Clerk advertises this space at the current rental, noting availability from the 1st May, 2016.

07 Folio 8255/11.00 – Neighbourhood Plan Working Group

To appoint a working group at the Statutory Annual Meeting with the aim of examining the benefits of moving forward with a Neighbourhood Development Plan.

08 Folio 8255/12.01 – Review of Town Pavilion Lease and Rent

To approve amending current lease to run for a period of thirty years from 2016, by a Deed of Variation to include appropriate break clauses, at a rent of £500.00, with a view to a new lease being agreed in the future in the event that only one pitch is required by B.R.U.F.C.

Continued.....

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**, at **7.00 p.m.** continued.....

8. COMMITTEE REPORTS continued.....

(g) Policy & Resources Committee, 12th April, 2016, Folio 8253/4.00 continued...

09 Folio 8255/12.02 – Support for a Long-Term Solution for Bingham Scout Accommodation

To support, in principle, a long-term solution for Bingham Scout accommodation.

10. Folio 8256/16./00 – Heritage Lottery Fund Response Re. Request from Friends of Manor House

That Friends of the Manor House keep the Town Council updated on their progress. Consideration of any ring-fencing of funding would be determined after the Town Council had set its financial and capacity priorities. Clerk to ensure that Friends of the Manor House are aware that Bingham Town Council supports the principle of bringing the Manor House back into practical use.

It was

RESOLVED that the Minutes of this Committee be accepted.

It was

UNANIMOUSLY RESOLVED that the Reports and Recommendations of all the Committees and Working Groups referred to, including Private & Confidential matters, be approved.

Continued...../

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**, at **7.00 p.m.** continued.....

9. ACCOUNTS 2016/2017 - (APPENDIX 'C'):

It was proposed to:-

- (a) Seek approval of Annual Governance Statement.
- (b) Seek approval of accounts for submission to the external auditor, along with supporting statements and Internal Audit Report.
- (c) Seek approval that the Mayor and Town Clerk be authorised to sign the Annual Return.

The Clerk explained all the supporting statements.

It was

RESOLVED unanimously to approve the above three items

10. OTHER REPORTS:

01 Borough Councillor Mrs. S. Hull

Borough Councillor Mrs. Hull confirmed that she had attended the Growth Board meetings.

02 Borough Councillor F. Purdue-Horan

Councillor Purdue-Horan thanked all Councillors for their contribution and support shown to him during his term of office as Rushcliffe Borough Council Mayor.

- 03 Councillor Davidson thanked Councillor Purdue-Horan for his support for the forthcoming year and, as Rushcliffe Borough Council Deputy Mayor, had supported Councillor Purdue-Horan during his term of office by representing the Borough Council at certain events.

- 04 Councillor Harvey updated members on the Growth Board and the Poacher Line Group meeting, and confirmed there was to be a meeting with Councillors Davidson and Mrs. Vallance to discuss these matters.

Continued...../

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**, at **7.00 p.m.** continued.....

11. FORMATION OF CAPITAL PROGRAMME:

Refer to attached report Appendix 'D'. Councillor Harvey confirmed there would be a special meeting open to all Bingham Town Council Councillors.

12. THE OLD COURT HOUSE - QUOTATIONS FOR NEW WINDOWS ON FRONT ELEVATION:

RECOMMEND:

Approval of lowest quotation as per attached report Appendix 'E'.

13. CORRESPONDENCE:

01 Police & Crime Commissioner

A letter had been received from Paddy Tipping, Nottinghamshire Police & Crime Commissioner, in response to ours which reiterated the Town Council's serious concerns over the lack of policing in Bingham. Councillors felt the points made in the letter from the Police & Crime Commissioner were not acceptable, and it was agreed that the Clerk arranges a meeting with the Police Commissioner and Inspector Craig Berry, and refer to Community Committee.

02 Advertiser Media Group

A letter had been received stating that there would no longer be a production of the Bingham Advertiser and that, in the future, all Bingham News would be contained in pages of the Newark Advertiser. The Council was also informed that a reporter would no longer be provided to attend committee meetings of the Town Council, only the Full Council. Thanks were conveyed to David Parker for his attendance at previous meetings. Clerk to write to Advertiser thanking them for their support.

03 NatWest

A letter had been received from NatWest giving notice of the revised opening hours with effect from the 25th July, 2016. After discussion, it was agreed that the Clerk writes requesting assurances that the bank should remain open in Bingham.

Continued...../

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**, at **7.00 p.m.** continued.....

14. OBSERVATIONS FROM MEMBERS OF THE PUBLIC:

The following issues were raised by members of the public:-

- 01 A member of the public raised the question of the community chest and asked when funds were going to be spent. Assurances were given that the community chest could only fund specified projects and these would be progressed at the appropriate time.
- 02 Parking and traffic congestion in the centre of Bingham was also raised. Members reaffirmed the fact that the Parking Working Group was progressing this matter with partner agencies.

15. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw."

The following matters were discussed:-

- 01 PRIVATE & CONFIDENTIAL BUSINESS NOTES 93 AND 94**
- 02 STAFFING MATTERS**

As there was no further business to discuss, the meeting closed at 8.47 p.m.

.....
CHAIRMAN.
Date:

2016 - 2017
BINGHAM TOWN COUNCIL

COMMITTEE MEMBERSHIP

COMMITTEE MEMBERS 2016 - 2017

TOWN MAYOR	DEPUTY TOWN MAYOR
JOHN STOCKWOOD	ALAN HARVEY

The Mayor and Deputy Mayor are members of all Committees and Working Groups

<p>POLICY & RESOURCES COMMITTEE</p> <p>The Mayor, Deputy Mayor and four Committee Chairmen (or Vice-Chairmen in their absence)</p>

COMMUNITY	ENVIRONMENT	RECREATIONAL & CEMETERY	PLANNING
<i>4 Members + Town Mayor and Deputy Town Mayor</i>	<i>4 Members + Town Mayor and Deputy Town Mayor</i>	<i>4 Members + Town Mayor and Deputy Town Mayor</i>	<i>6 Members + Town Mayor and Deputy Town Mayor</i>
Rowan Bird	George Davidson	John Ferguson	John Ferguson
Alison Langford	Kevin Hayes-Heath	Tracey Kerry	Kevin Hayes-Heath
Andrew Shelton	Elizabeth Hutchison	Stephanie Orr	Elizabeth Hutchison
Clare Williams	Kath Vallance	Francis Purdue-Horan	Tracey Kerry
-----	-----	-----	Andrew Shelton
-----	-----	-----	Kath Vallance

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**, at **7.00 p.m.** continued.....

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Constitution Working Group	Mayor
	Deputy Mayor
	Committee Chairs
	One Independent
	One Conservative
Community Led Plan	Councillor Alison Langford
	Councillor George Davidson (Deputy)
Local Economic Growth Board	Membership to be determined by Policy & Resources Committee once details known
Police Priority Settings Group	To be appointed by Community Committee
Positive Futures	To be appointed by Community Committee
Butt Field Sports Club Management Committee	Chairman of Recreational & Cemetery
(to be determined by Committee)	One other Recreational & Cemetery Member
Butt Field Working Group	Chair of Recreational & Cemetery
	Vice-Chair of Recreational & Cemetery
	Mayor
	Deputy Mayor
	Vice-Chair of Policy & Resources
Friends of Linear Park	To be determined by Committee
Bingham Town Twinning Association	Mayor

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in
The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**,
at **7.00 p.m.** continued.....

19 April 2016 (2015/2016)

Bingham Town Council
BALANCE SHEET
31/03/2016

<i>(Last) Year Ended</i> 31 Mar 2015		<i>(Current) Year Ended</i> 31 Mar 2016
£		£
	CURRENT ASSETS	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
2,498.35	Debtors (Net of provision for doubtful debts)	1,277.10
21.00	Payments in advance	0.00
1,498.80	VAT Recoverable	2,266.63
0.00	Temporary lendings (investments)	0.00
318,746.13	Cash in hand	388,046.62
322,764.28	TOTAL ASSETS	391,590.35
	CURRENT LIABILITIES	
9,569.49	Creditors	10,539.76
0.00	Temporary borrowing	0.00
<u>313,194.79</u>	NET ASSETS	<u>381,050.59</u>
	Represented by:	
162,482.11	General fund Balance	184,997.91
	Reserves:	
0.00	Capital	0.00
150,712.68	Earmarked	196,052.68
0.00	Adjustments	0.00
<u>313,194.79</u>		<u>381,050.59</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2016

Signed
Responsible Financial Officer

Date

Appendix 'C' continued.....

Minutes of the **Statutory Annual Meeting of Bingham Town Council** held in
The Old Court House, Church Street, Bingham, on **Tuesday, 10th May, 2016**,
at **7.00 p.m.** continued.....

Bingham Town Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2016

<u>Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure</u>		<u>Code</u>	
2015 Tree works	AT2 TREE SURGEON	Tree/Shrubbery Maint	1,225.00
CHECKING PLAY AREA	STREETWISE	Play Area/Open Space	189.26
STATIONERY	VIKING	Office Expenses	41.76
STATIONERY	VIKING	Office Expenses	41.53
STATIONERY	VIKING	Office Expenses	76.97
GRASS CUTTING WYNHILL &	STREETWISE	Play Area/Open Space	330.00
GRASS CUTTING BF	STREETWISE	Play Area/Open Space	150.00
HR SERVICES	PERSONNEL & ADVICE	Office Expenses	100.00
FUEL	ALLSTAR BUSINESS	Fuel	58.87
FUND RAISING	MAYOR'S CHARITY	MAYOR'S CHARITY	6,748.18
INSTALLATION FEE RE	JOHN WALKER TIMBER	Recreation Reserve	645.00
Legal fees	NELSON SOLICITORS	Office Expenses	500.00
various maintenance items	HANDICENTRE	Hand tools & equipment	62.42
VARIOUS MAINTENANCE	HANDICENTRE	Hand tools & equipment	39.40
PHOTOCOPYING	REPROTEC	Office Expenses	43.37
TOWN NEWS	THE PRINT QUARTER	Town news/leaflets	148.00
			£10,399.76
<u>Outstanding payments DUE TO the Council. (Debtors) - Increase Income</u>		<u>Code</u>	
ROOM HIRE	SLCC	Room hire	30.00
GRASS CUTTING 20142015	NCC	Grass Cutting	1,247.10
			£1,277.10
<u>Received in Advance - Decrease Income</u>		<u>Code</u>	
Town Fair Stall income	various as per list	Town Fair	140.00
			£140.00

Bingham Town Council
Income & Expenditure Account
01/04/2015 to 31/03/2016

(Last) Year Ended
31 Mar 2015

(Current) Year Ended
31 Mar 2016

	<u>Income</u>	
6,331.00	PROMOTIONS	4,014.00
4,306.83	RECREATION	4,366.20
1,906.39	ALLOTMENTS	1,045.40
12,070.50	CEMETERY	9,892.50
19,456.67	FINANCE	16,686.82
17,076.37	OLD COURT HOUSE	17,251.45
234,859.00	PRECEPT	241,475.00
952.67	MAYOR'S CHARITY	10,012.18
1,358.12	DEPOT	2,979.10
9.11	COMMUNITY	0.00
	ENVIRONMENT	9.98
£298,326.66		£307,732.63

	<u>Expense</u>	
952.67	MAYOR'S CHARITY	10,012.18
550.00	COMMUNITY	410.00
19,527.65	PROMOTIONS	21,922.91
24,901.63	RECREATION	16,518.38
765.92	ALLOTMENTS	1,218.99
4,721.94	CEMETERY	7,848.33
4,301.65	ENVIRONMENT	5,436.18
59,045.71	DEPOT	59,009.90
88,840.91	FINANCE	93,459.00
32,938.92	OLD COURT HOUSE	23,553.96
3,370.33	RESERVES	487.00
£239,917.33		£239,876.83

	<u>General Fund</u>	
140,765.45	Balance at 01 Apr 2015	162,482.11
298,326.66	ADD Total Income	307,732.63
439,092.11		470,214.74
239,917.33	DEDUCT Total Expenditure	239,876.83
199,174.78		230,337.91
36,692.67	Transfer to/from Reserves	45,340.00
£162,482.11	Balance at 31 Mar 2016	£184,997.91

Transfers:

General Fund to Earmarked Reserve £45,340.00

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

BINGHAM TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit DAVID G.C. SLIGHT

Signature of person who carried out the internal audit [Redacted] Date 22/04/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Appendix 'C' continued.....
COPY OF INTERNAL AUDIT STATEMENT

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

BINGHAM TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit DAVID G.C. SLIGHT

Signature of person who carried out the internal audit  Date 22/04/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

19 April 2016 (2015/2016)

Bingham Town Council
ANNUAL RETURN - Section 1 : Statement of Accounts
Accounts for Year from 01/04/2015 to 31/03/2016

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box	Description	Last Year £	This Year £
1	Balances brought fwd	254,785.46	313,194.79
2	Annual precept	234,859.00	241,475.00
3	Total other receipts	63,467.66	66,257.63
4	Staff Costs	124,205.45	124,169.26
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	115,711.88	115,707.57
7	Balances carried forward	313,194.79	381,050.59
8	Total Cash and Short Term Investments	318,746.13	388,046.62
9	Total Fixed Assets and Long Term Investments	0.00	0.00
10	Total Borrowings	0.00	0.00

REPORT TO: COUNCIL
DATE: 10 MAY 2016

FORMATION OF CAPITAL PROGRAM

1. Purpose of Report

- 1.1 Over the past two cycles members have been formulating a Capital wish list with the aim of moving forward with a defined capital programme.

2 Recommendations

- 2.1 **Council is requested to approve and proceed to the Next Steps detailed at paragraph 5.1 below**

3. Background

- 3.1 There have been calls in the past for the formation of a Capital Program and with the town actively looking at its own infrastructure, large scale changes within the town and its surrounding environment and a new Council with fresh eyes, as well as the demands of the Gold Standard by NALC, now is the time to start moving the Councils priorities forward on a formal footing.
- 3.2 Over the past couple of Committee cycles members have stated their wishes in terms of a capital programme and the full outline list is attached at Appendix 1. The attached list does contain some revenue items, but most of these are considered relevant for inclusion at this stage as they cover areas such as maintenance etc which are currently not covered and some are spend to save items.
- 3.3 There are basically three reasons to undertake any form of capital programme:
- (a) To seek priorities to allocate money and resources;
 - (b) To create a focus for the work of the Council and provide a vision for local residents and businesses; and
 - (c) To define the Councils governance and financial resources (including staffing).

4 Moving Forward

- 4.1 As I mentioned in my original report to committees, the challenge for the future is to drive transformation, to define Bingham as an attractive place to live and further improve the quality of life for all residents and businesses and increase their overall social and economic prospects, as well as enable them to participate fully in the life of the Town.
- 4.2 We are currently awaiting the outcome of the Community Led Plan which is due for its public launch on 6th June and there may well be additional items within the final report that we consider worthy of including within our own programme and I have taken this into account in the outline timetable below.

4.3 It is suggested that that the full list be scrutinised by Council members at a Priority setting meeting open to all Council members with a view to establishing our priorities in relation to what we see, as the elected and legally responsible representatives of the community, the most crucial items to the Town. In this respect I would recommend 4 levels of priorities:

- Priority 1 - the absolutely essential items for the Town, (there should only be a few of these);
- Priority 2- the items we feel we would like to move forward on in the short to medium term (again a short list);
- Priority 3 - being items that we would like to see but are that less urgent; and
- Priority 4 - potential items for the future or items on which spending cannot be justified in the medium term..

It is important that the Council maintains a level of flexibility to allow it to move projects as resources and demands require.

4.4 Of course many of the priority items may not rely on any or only minimal finance from the Town Council as they are the responsibility of other statutory bodies, but such items do provide an indication of where the Council should be investing its time, advertising and lobbying resources.

4.5 In my previous report I did mention some key deliverables that the Council could use to determine an items priority rating. These included whether an item would:

- Support, promote and drive the role and continuing growth of the Town as a major economic driver in Rushcliffe and as a key focus for employment growth by aiding and strengthening its economic base;
- Support investment in transport infrastructure in and around the Town to lay the foundations for 'future proofing' the Towns transport infrastructure including; ensuring that the growth is in sustainable locations supported by local services and the public transport infrastructure;
- Continue to seek investment in the cultural offer and universal services such as parks, leisure and community facilities in the Town (recognizing what is within the Councils remit and what may need to be sought elsewhere or in partnership);
- Support proposals that stand out as enterprising, creative or industrious;
- Promote sustainable living in successful neighbourhoods; and

- Promote a Town where all our residents can meet their full potential and have ready access to the benefits and opportunities that a successful Town creates.

5 Next Steps

5.1 I would recommend the following next steps:

- A. A priority rating session be held, open to all Councillors, in mid June at which Councillors set the priorities of items within the outline Capital Programme;
- B. At the same meeting, Councillors consider matters arising from the published Community Plan, taking note of the data provided to aid their thinking on priority rating and considering capital or key revenue items from the Community Plan report which have not already been captured in the outline Capital Programme;
- C. Once priorities have been agreed, then Councillors determine how they wish to proceed to action the top priorities; and
- D. Consider whether any changes would need to be made to the councils Constitution or governance to allow a committed approach to driving each item forward.

5.2 In respect of C above, this will be different dependant upon the item, so a short action plan may be the most appropriate way forward taking into account statutory and other partners, funding possibilities and necessary capacity to oversee each project. Councillors may wish to delegate specific projects to either working groups or committees. (This is necessary as some issues may cross over the terms of reference of more than one standing committee).

Councillor Alan R Harvey
Chair, Policy and Resources Committee

APPENDIX 1

CAPITAL AND ESSENTIAL REVENUE MAINTENANCE REQUIREMENTS					
Identified Need	Capital £	Revenue £	Priority	Notes	Partners
Community					
Artificial Christmas Trees	6000			Gen Reserve	
Interactive Business Sign	√			Costs to be determined	BBC
Entrance signs to Bingham	√			Costs to be determined	
Web Site/Social Media Upgrades	√	√		Funding in budget	
Additional Notice Boards	√			Part funding in Community reserve	
Extend CCTV	√				Notts Constabulary / Neighbourhood Watch
Signage, viz/hygiene clothing, litter picking equipment for loan	√	√			Streetwise/NCC
Recreation					
Football Pitch Analyses	√			Recreation Reserve	
Play Equipment/Play Areas	√			Costs to be determined	Grant Aid
Wynill Site - Possible Scout Headquarters	√			Assessment required	Scouts
Butt Field - Path maintenance		√		No funding	-
Butt Field - Pitch works		√		Costs to be determined	-
Butt Field - 3G pitches	√			Business Case required	Sports Foundation
Butt Field - More pitches	√			Business Case required	Sports Foundation
Amenity Area - Soundbund adjacent to old A46		√		Assessment required	NCC
Amenity Area - Extend footpath to link up with Linear Walk	√			Assessment required	NCC
Amenity Area - East and west of Tythby Road	√			Assessment required	
Amenity Area - Langtry Gardens – Planting scheme		√		Assessment required	-
Skateboard park	√			Business Case Required	Crown Estate
Outdoor exercise equipment for teens and older people	√			Costs to be determined	

CAPITAL AND ESSENTIAL REVENUE MAINTENANCE REQUIREMENTS					
Identified Need	Capital £	Revenue £	Priority	Notes	Partners
Cogley Lane – Replacement goal posts		√		Recreation Budget	-
Cemetery and Churchyard - New cemetery required	√			Business Case Required	Crown Estate
Maintain/repair cemetery paths and edging		√		Costs to be determined	-
Linear Park - Maintain paths and entrance signs		√		Costs to be determined	-
Allotments - Maintain current site and fences		√		Costs to be determined	-
Wildlife Area	√			Business Case Required	NCC
Town Pavilion - Toilets, maintenance schedules		√		Costs to be determined	-
Dog Walk Area	√			Business Case Required	
Butt Field Sports Pavilion - Maintenance schedules		√		Costs to be determined	-
Environment					
New access to Butt Field and other future facilities	√			Business Case Required	RBC/Crown Estate
Accessible Crossing across railway	√			Partnership with Network Rail	Network Rail/EM Trains
Secondary route over railway (eg Moor Lane)	√			Partnership with Network Rail	Network Rail/EM Trains
Newgate/Union Street/Police Station Car Park set up costs and Car Park Changes Newgate/Union Street	8000			General Reserve	RBC/Notts Constabulary
Contaminated Land - Car park and New access	√			Business Case Required	RBC/Crown Estate
Long term car park north of Railway Line	√			Business Case Required	RBC/Network Rail/EM Trains
Planting/Flower arrangements – Bingham Entrances	√			Costs to be determined	
Pedestrian crossing on Nottingham Road (ALDI)	√			Costs to be determined	NCC
Policy and Resources					
Council Chamber Upgrade	√			Costs to be determined	
IT Equip (staff) Upgrade	√	√		IT Reserve	
Mobile Phones Upgrade	√	√		IT Reserve	
Neighbourhood Plan	√			Costs to be determined	RBC/BBC
Community Centre – New Centre North of Railway Line / Manor Hse Project / Old Police Station / Other Sites – professional assessment	√			Business Case Required	Notts Constabulary/Manor Hse Grp/Heritage Lottery Fund/Big Lottery/RBC/Crown

CAPITAL AND ESSENTIAL REVENUE MAINTENANCE REQUIREMENTS					
Identified Need	Capital £	Revenue £	Priority	Notes	Partners
					Estate etc
Starter Business Centre – North of Railway Line	√			Business Case Required	BBC/RBC/Crown Estate
Ride-on Mower	√			Costs to be determined	
Tractor	√			Business Case Required	Current lease agents
New Van	√			Costs to be determined	
Old Court House Maintenance Schedule		√		Assessment Required	

Report to Full Council 10th May 2016

Quotations for replacement windows on front elevation of The Old Court House.

Background

Clerk was requested to obtain quotations for replacement pvcu windows as above.

Quotations

Firm	£	Total	
Firm 1	4,830		Windows have been itemised individually but discounted if agreed in full.
Firm 2	5,313		
Firm 3	8,780		Plus £750 Scaffold etc.

Consideration

To consider quotations and approve a contractor.

Lynn Holland
Town Clerk

4th May 2016