

**PRESENT:**

Councillors: R Bird, N Mees, M Baulcombe, F Purdue-Horan, M Stockwood, E Georgiou and N Jejna

Officer: J Riddle (Town Clerk)

Members of the Public: 2 Including Councillors A Shelton & V Leach

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted from Councillor T Wallace. Councillor M Baulcombe was noted as a named substitute.

2. **DECLARATIONS OF INTEREST**

No declarations were received.

3. **MINUTES**

The minutes of 05 September 2023, Folio 10097 to 10100 were taken as read, approved and signed by the Chairman as a correct record.

4. **OUTSTANDING DECISIONS AND AGREE FURTHER ACTIONS**

The Committee noted the update on the outstanding actions.

5. **ACCOUNTS PAID REPORT TO 30 SEPTEMBER 2023**

**RECOMMEND:** that the accounts paid report of £40,968.73 be approved.

6. **BANK RECONCILIATIONS**

The reconciliation reports to 31 August 2023 and 30 September 2023 were presented and it was agreed to

**RECOMMEND:** approval the Reconciliation Reports.

7. **Q2 BUDGET TO ACTUALS TO 30 SEPTEMBER 2023**

The committee noted the budget to actuals report.

8. **THREE YEAR RESERVES PLAN**

The committee noted the three-year reserves plan update and that election costs would be removed from the committee's reserve allocation list.

9. **VEXATIOUS COMPLAINT POLICY**

The draft policy was reviewed and the committee were in agreement with the content of the policy. It was agreed that the Clerk work with Councillors N Mees & N Jejna to clarify the steps in the policy prior for consideration at the next meeting.

10. **GAS AND ELECTRIC CONTRACTS**

The committee noted that a change of Gas and Electric supply would be confirmed on a two-year fixed contract.

11. **APPOINTMENT OF INTERNAL AUDITOR FOR THE YEAR ENDING 31 MARCH 2024**

**RECOMMEND:** that CA Plus be appointed at the Internal Auditor for the year ending 31 March 2024.

12. **RE-IMBURSEMENT COSTS FOR DSE GLASSES FOR COUNCILLORS**

The committee agreed that Councillors should be eligible for eye tests and support for DSE glasses if required, as their commitment as a Councillor amounted to 1hr plus screen time 5 times a week. Costs prior to the next annual budget would be met from this years budget as an additional expense.

**RECOMMEND:** that the DSE policy for staff be extended to include Councillors and a budget for the 2024/25 financial year be included.

13. **UPDATED RISK REGISTER**

The committee reviewed the risk register update and it was agreed to

**RECOMMEND:** the updated Risk Register be adopted.

14. **GRANT APPLICATION FROM BINGHAM TOWN SPORTS CLUB TO SUPPORT SOLAR PANEL PROJECT AT BUTT FIELD PAVILLION**

This item was not considered as Bingham Town Sports Club had approached the Council to consider leading the project. The project would be considered at the next meeting of the Community, Recreation and Amenities Committee.

15. **PHOTOCOPIER LEASE CONTRACT EXPIRATION**

The committee were updated that the 5 year lease on the photocopier was due to expire in December 2023. It was agreed to

**RECOMMEND:** that delegated authority be given to the Clerk to progress a new lease of between 3 and 5 years within the current budgeted costs.

16. **CORRESPONDENCE**

Councillor Bird confirmed that Robert Miles Junior School were looking for School Governors and if Councillors were interested in discussing the role further, contact should be made with Robert Miles School.

The Clerk confirmed that the Mayor had been invited to visit the school to talk to the students about the role of the local Council.

The meeting closed at: 8:20pm

.....CHAIRMAN

Date: .....

**RECOMMENDATIONS:**

- The accounts paid report of £40,968.73 be approved
- Approval of the reconciliation reports to 31 August 2023 and 30 September 2023
- CA Plus be appointed as the Internal Auditor for the year ending 31 March 2024.
- The DSE policy for staff be extended to include Councillors and a budget for the 2024/25 financial year be included.
- The updated Risk Register be adopted.
- Delegated authority be given to the Clerk to progress a new photocopier lease of between 3 and 5 years within the current budgeted costs.