

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

PRESENT:

Councillors: R Bird, G Williams, M Stockwood, F Purdue-Horan, A Shelton, V Leach, S Perkins, N Jejna, N Mees, P Walters, E Georgiou and W Stapleton.

Officers: J Riddle (Clerk) & C Beecroft

Public: 4 Including County Councillor N Clarke

1. TOWN MAYOR

Councillor G Williams was nominated by Councillor R Bird and this was seconded by Councillor E Georgiou.

Councillor S Perkins nominated himself and this was seconded by Councillor N Jejna.

No further nominations were received and a vote was taken.

RESOLVED that Councillor G Williams be duly elected as Town Mayor.

Councillor G Williams read and signed the declaration of acceptance of office.

2. APOLOGIES

An apology for absence was received and accepted from Councillor T Wallace and Councillor M Baulcombe.

3. DEPUTY MAYOR

Councillor S Perkins was nominated by Councillor V Leach and this was seconded by Councillor E Georgiou.

Councillor W Stapleton was nominated by Councillor R Bird and this was seconded by Councillor F Purdue-Horan

No further nominations were received and a vote was taken.

RESOLVED: that Councillor W Stapleton be elected as Deputy Mayor.

Councillor W Stapleton read and signed the declaration of acceptance of office.

4. DECLARATIONS OF INTEREST

- (a) Councillor G Williams declared a non-pecuniary interest in item 29 as a member of Bingham Town Sports Club Committee and did not take part in the discussion or vote on the item.
- (b) Councillors were reminded to review their Register of Interests Form and complete a new form if required.

5. MAYORS ANNOUNCEMENTS

Councillor G Williams invited the outgoing Mayor to confirm any Mayors announcements. Councillor R Bird confirmed that he worked to raise awareness of Mind, his chosen charity during his term as Mayor and an amount of £160.75 had been raised. Councillor R Bird also confirmed that he had attended the Police Priority Setting Meeting in April and had attended several meetings at the Borough Council representing Bingham.

6. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

A query had been received from a resident regarding a tree adjacent to her property in Bingham. Standing orders were suspended to allow County Councillor Neil Clarke to confirm that he had met with the resident. The Council were updated that the forestry team would be visiting site to re-check the health of the tree and that arrangements had been made for Streetwise to add clearance of the leaves onto their schedule.

7. COUNTY AND BOROUGH COUNCILLOR REPORTS

County Councillor Neil Clarke confirmed that he hoped to work with the newly elected East Midlands Mayor to progress investment into repairing the roads and confirmed that he had been lobbying the Secretary of State for Transport for increased funding. An update was also given regarding the work to repair Wychwood Road which was the responsibility of Severn Trent. Councillor Clarke confirmed that work to look at the on street parking in the Bingham would be progressed to work alongside the new off street parking regime. There would be a focus on obstructive parking and a public consultation would be held in the near future.

Borough Councillor G Williams confirmed that the major changes currently taking place were those relating to the off street parking in the Town.

County Councillor F Purdue-Horan updated the Council that he had confirmation of the re-surfacing works programmed for Long Acre and re-assured Council that County Councillors raise all of the roads requiring repair in their wards.

8. MINUTES

RESOLVED: that the minutes of the meeting held on 19 March 2024 (Folios 10155 to 10158), having been circulated prior to the meeting, were taken as read, approved and were signed by the Mayor as an accurate record.

9. COMMITTEE MINUTES

(a) Community, Recreation & Amenities, 16 April 2024

RESOLVED: that the recommendations of the committee be approved.

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

(b) Finance, Policy and Resources, 23 April 2024

RESOLVED: that the recommendations of the committee be approved.

(c) Planning Committee, 23 April 2024

The decisions of the committee were noted.

10. GENERAL POWER OF COMPETENCE

RESOLVED: that the Council re-affirms that it meets the requirements to hold the General Power of Competence.

11. INTERNAL AUDITOR'S REPORT

The Council noted that no recommendations had been made by the internal auditor.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (FOLIO 10176 to 10178)

(a) To consider the assertions in the Annual Governance Statement

RESOLVED: to answer yes to the assertions

(b) To approve the signing of the Annual Governance Statement

RESOLVED: to sign the Annual Governance Statement

(c) To review the Annual Accounting Statement

RESOLVED: to accept the Annual Accounting Statement

(d) To approve the signing of the Annual Accounting Statement

RESOLVED: to sign the Annual Accounting Statement

13. EXERCISE OF PUBLIC RIGHTS

The council noted the exercise of Public Rights and Publication of the Unaudited Annual Governance and Accountability return would commence on Tuesday 04 June 2024 and would conclude on Friday 16 July 2024.

14. NETWORK RAIL & LONG STAY CARPARK PROJECT

Standing orders were suspended at 7.38pm to allow County Councillor Neil Clarke to comment and standing orders were re-instated at 7.39pm.

The Council considered the correspondence and noted that further progression of a long stay car park was dependent on funding for an access for all bridge to remove Network Rails objection to use of the Old Allotment site.

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

RESOLVED: to respond to Network Rail to ask for a meeting with East Midlands Rail and other key stakeholders to progress an access for all bridge and to request to be update on any changes to the risk assessment at the Moor Lane crossing.

15. TERMS OF REFERENCE (FOLIO 10179 to 10187)

The Council considered the terms of reference for the following committees:

- (a) Planning
- (b) HR
- (c) Community Recreation & Amenities
- (d) Finance, Policy & Resources
- (e) Car Park
- (f) Wynhill Re-development

RESOLVED: to accept the new terms of reference for all committees without alteration.

16. COMMITTEE MEMBERS & SUBSTITUTION

Councillors were asked to confirm if they wished to make any alterations to their membership of committees. It was confirmed that Cllr S Perkins would leave membership of the Planning Committee and Cllr R Bird would leave membership of the Car Park Committee. It was agreed that Councillor M Stockwood would be added to the Planning Committee and Councillor P Walters would be added to the Car Park Committee.

RESOLVED: that the current committee membership remain with the two alterations agreed.

17. OUTSIDE BODIES OR AGENCIES

RESOLVED: that the following Councillors be appointed as representatives

Bingham Strategic Board	Cllr G Williams (Mayor) (Deputy Mayor – sub)
Police Priority Setting	Cllr W Stapleton
Positive Futures	Cllr V Leach
Bingham Town Sports Committee	Cllr G Williams
Bingham Friends of Linear Park	Cllr A Shelton
Bingham Town Twinning Association	Cllr G Williams
Radcliffe on Trent Trains Working Group	Cllr R Bird
Armed Forces Covenant	Cllrs G Williams, V Leach & M Stockwood
Rural Market Town Group	Cllr M Stockwood
Bingham High Street Group	Cllr A Shelton
RBC Parish Meetings	Cllr G Williams (Mayor) (Deputy Mayor – sub)
RBC Car Parking Strategy Group	Cllr G Williams (Mayor) (Deputy Mayor – sub) and Cllr N Mees

18. COUNCILLOR TRAINING

The Council noted the available opportunities. Training opportunities would continue to be shared with all Councillors by email.

19. SUBSCRIPTIONS

RESOLVED: that the subscription list be approved.

20. BANK SIGNATORIES & BACS PAYMENTS

RESOLVED: that Councillors R Bird, G Williams and F Purdue-Horan remained as signatories on the Council's bank accounts and Councillor N Jejna be added as a signatory.

RESOLVED: to approve payments to be made by BACS.

21. DIRECT DEBITS AND STANDING ORDERS

RESOLVED: that the list of Direct Debits be accepted.

22. LAND

RESOLVED: to accept the list of land and buildings owned or leased.

23. POLICIES

The Council reviewed the following policies:

- (a) Data Breach,
- (b) Data Protection
- (c) General Privacy Notice
- (d) Privacy Notice for Councillors and Staff
- (e) Subject Access Request
- (f) Records retention
- (g) Health & Safety
- (h) Media & Recording Policy
- (i) Mayors Allowance
- (j) Parish Travel and Subsistence Allowance
- (k) Asset Valuation
- (l) Complaints
- (m) Co-option
- (n) Environmental
- (o) General Reserves Policy
- (p) Stress Management Policy
- (q) Training and development Policy

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

- (r) Staff Handbook
- (s) Pensions Discretions Policy
- (t) Vexatious and Unreasonable Conduct

RESOLVED: to adopt the policies.

24. INSURANCE COVER

RESOLVED: that the Council confirmed insurance cover is in place for their insurable risks.

25. STANDING ORDERS

RESOLVED: to adopt the Standing Orders.

26. FINANCIAL REGULATIONS

RESOLVED: to adopt the Model Financial Regulations and accept the suggested alterations.

27. MEETING CALENDAR

RESOLVED: that the Calendar of meetings be approved.

28. LINEAR PARK

RESOLVED: to accept in principle the Biodiversity Grant from Nottinghamshire County Council to support work on the Linear Park.

29. BUTT FIELD LEASE

The Council noted the confirmation of ownership and maintenance responsibility of the solar panels and agreement for this to be added to the lease. It was also noted that the date of install had been bought forward to May 2024.

RESOLVED: to grant permission for the solar panels to be installed and ownership and maintenance terms be added to the lease.

30. FREE ROOM HIRE REQUEST

RESOLVED: to grant free room hire for the launch of the J9 project in Bingham.

31. COUNCILLORS REPORTS

Councillor R Bird confirmed that he attended the Police Priority Setting meeting in April and the priorities confirmed were traffic issues and electric scooters and youth/asb issues including the recent damage to the cricket square.

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Councillor M Stockwood confirmed the difference between funding for Rural areas vs Urban areas and that more lobbying should be done to assist rural areas like Bingham and the surrounding the area with greater funding.

Councillor N Mees updated on the recent NALC executive meeting and confirmed how the pricing structure for council currently worked. The Council also noted that officers were working a combination of home working and at a rented space in Collingham. A reminder of the AGM will be sent in due course but the YMCA at Newark was confirmed as the venue. Councillors were reminded of the new newsletter that is now produced and shared with Councillors.

Councillor G Williams confirmed that the Twinning Association would be releasing tickets for the Beer Festival soon and that details for a Civic Event for September would be on the next Community, Recreation and Amenities Committee to welcome visitors from Wallenfels in the 40th anniversary year.

32. FULL COUNCIL PRAYERS

The Council agreed to make no changes to the current arrangements.

33. CORRESPONDENCE

No correspondence was received.

34. CONFIDENTIAL BUSINESS

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:

- Confidential notes from Council meeting held on 19 March 2024

RESOLVED: to approve the notes

- Confidential recommendations from the Community, Recreation and Amenities meeting held on 16 April 2024

RESOLVED: to approve the recommendation of the committee

- Staffing matters

RESOLVED: to accept the process advised.

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Meeting Closed at 9.38pm.

.....CHAIRMAN

Date:

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Annual Internal Audit Report 2023/24

BINGHAM TOWN COUNCIL
www.bingham-tc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this 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 authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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 bank account reconciliations were properly carried out during the year.	✓		
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. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		✓

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

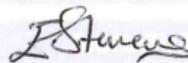
Date(s) internal audit undertaken

10/04/2024

Name of person who carried out the internal audit

EVA STEVENS

Signature of person who carried out the internal audit



Date

10/04/2024

***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, the annual internal audit report must explain why not (add separate sheets if needed).**

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

BINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

07/05/2024

and recorded as minute reference:

12b

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

GTA Willing

Clerk

[Signature]

www.bingham-tc.gov.uk

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Section 2 – Accounting Statements 2023/24 for

BINGHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	384,576	433,338	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	341,724	366,024	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	86,134	31,539	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	166,641	193,157	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	212,455	209,621	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	433,338	428,123	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	425,890	418,333	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,848,220	1,853,026	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

07/05/2024

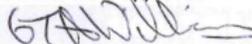
I confirm that these Accounting Statements were approved by this authority on this date:

07/05/2024

as recorded in minute reference:

12d

Signed by Chair of the meeting where the Accounting Statements were approved



Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Planning Committee Terms of Reference

Level of authority from Full Council

Standing Committee with Executive Authority

Delegated powers are not permitted to pass to any sub-committee of this standing committee

Councillors Members

The Full Council will select 7 members to form the committee.

The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full Council meeting. Vacancies on the committee will be agreed at the next Full Council meeting.

Quorum: 3 Committee Members or nominated substitutes must be present

Frequency

Scheduled meetings agreed at the Annual Meeting. Additional meetings will be called as required.

Purpose

To comment upon planning applications to the relevant planning authority, usually Rushcliffe Borough Council.

Delegated Powers

- Respond to planning applications to the relevant planning authority, usually Rushcliffe Borough Council
- Responsible for the naming of roads

Ability to create a sub-committee (Standing Order 4a).

Advisory Role and Limits to Delegated Powers

- The committee has no budget allowance
- Strategic matters, such as the Local Plan or main trunk roads are to be considered via Full Council
- Major developments are to be discussed at Full Council

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Human Resources Committee Terms of Reference

Level of authority from Full Council

Standing Committee with Executive Authority

Delegated powers are not permitted to pass to any sub-committee of this standing committee

Councillor Members

The Full Council will select 7 members to form the committee.

The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full Council meeting. Vacancies on the committee will be agreed at the next Full Council meeting.

Quorum: 3 Committee Members or nominated substitutes must be present

Frequency

Biannual scheduled meetings. Additional meetings will be called as required.

Purpose

To oversee working relationships, staffing levels and performance and best practice.

Delegated Powers

- Provide line management to the Town Clerk, to administer leave requests, record and monitor absences and overtime
- Managing the recruitment process including advertisements
- Seeking HR advice from the Council's appointed consultants via the Clerk
- Support the Clerk in the monitoring and addressing of regular or sustained staff absence
- Facilitating appropriate training and/or mentoring relating to employees within annual training budgets
- Ability to create a sub-committee (Standing Order 4a).

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Advisory Role and Limits to Delegated Powers

- Lead on handling grievance and disciplinary matters and pay disputes for recommendation to Full Council
- Reviewing staffing levels for recommendation to the Full Council
- Appointment of staff to be approved by the Full Council
- Securing relevant professional services and review of HR services for recommendation to the Full Council
- Reviewing and updating the staff handbook for recommendation to the Full Council
- Reviewing and updating terms and conditions of employment for employees for recommendation to the Full Council
- Confirming the risk register pertaining to staff for recommendation to the Finance, Policy and Resources Committee
- Carrying out performance management (including appraisals) relating to the Town Clerk working with the policies and procedures of the Council
- Carrying out pay reviews in relation to the Town Clerk and to consider the Town Clerk's recommendations in relation to staff for recommendation to the Full Council
- Overseeing any process leading to the dismissal of staff (including redundancy) for approval by the Full Council
- Engagement with outside agencies (including inviting their representatives to attend and participate in its meetings) as it considers necessary and appropriate to obtain advice and guidance and ensure a fair, transparent and balanced approach to any issues or concerns that may be raised in the course of its activities

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Community, Recreation and Amenities Committee Terms of Reference

Level of authority from Full Council

Standing Committee with Executive Authority.

Delegated powers are not permitted to pass to any sub-committee of this standing committee.

Councillor Members

The Full Council will select 7 members to form the committee.

The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full Council meeting. Vacancies on the committee will be agreed at the next Full Council meeting.

Quorum: 3 Committee Members or nominated substitutes must be present

Frequency

Scheduled meetings agreed at the Annual Meeting. Additional meetings will be called as required.

Purpose

To consider matters relating to social, recreational, community, physical and environmental, including assets of the Council.

Delegated Powers

- To agree expenditure within the annual agreed committee budgets
- Approval and management of budgeted expenditure for:
 - playing fields - play areas - allotments
 - amenity areas - linear park - Cemetery - Closed Churchyard
- Management and budgeted expenditure for repair and replacement of Grounds Equipment
- To manage the liaison with Bingham Town Sports Club and related clubs regarding Butt Field and Pavilion matters
- To manage the liaison with Bingham Rugby Club regarding the Town Pavilion and Wynhill playing field matters
- To consider matters relating to public footpaths (rights of way)
- To manage the town guide, town map, summer fair, Christmas market and civic events
- To manage the seasonal Christmas decorations
- Consider matters relating to the website and communication tools
- Management of the Town and Floral Displays and tree planting schemes

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

- To consider and lead on matters relating to the environment inc street furniture, litter issues, environmental improvements, street lighting, roads, road safety, car-parking, traffic movements, public transport, air quality
- To liaise with Community Groups, including Bingham Community Events Group

Advisory Role and Limits to Delegated Powers

- Expenses over the annual budget codes must be approved at Full Council
- New committee projects and budgets to be authorised by the Full Council
- Committee annual draft budgets to be recommended to the Finance, Policy & Resources Committee
- Not to approve any single commitment in excess of £2,000 (Fin Reg 1.14)
- To consider new projects of over £2000 or out of budget projects
- To monitor and report overspent annual budgets to the Finance, Policy & Resources Committee
- To receive updates on police matters and refer to Full Council for decisions
- Council communications to be led by the Clerk in consultation with the Mayor
- Oversee the progression of plans for the community land available off Chapel Lane in conjunction with the Finance, Policy and Resources Committee
- Policies to be referred to the Finance, Policy and Resources Committee for approval

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Finance, Policy and Resources Committee Terms of Reference

Level of authority from Full Council

Standing Committee with Executive Authority.

Delegated powers are not permitted to pass to any sub-committee of this standing committee.

Councillor Members

The Full Council will select 7 members to form the committee.

The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full Council meeting. Vacancies on the committee will be agreed at the next Full Council meeting.

Quorum: 3 Committee Members or nominated substitutes must be present

Frequency

Scheduled meetings agreed at the Annual Meeting. Additional meetings will be called as required.

Purpose

Responsibility for the effective management and control of the financial affairs, assets/resources and policies of the Council.

Delegated Powers

- To agree expenditure within the annual agreed committee budgets
- To review and adopt policies contained within the committee schedule
- Consider and award Community Grant Aid within the agreed annual budget
- Approval of the monthly reconciliation
- Co-ordination and budgeted expenditure for known committee projects
- Approval of the payment reports (accounts, wages and salaries)
- Monitoring of accounts and budget reports
- Performance management and delivery of Council priorities
- Co-ordination of items affecting more than one Committee such as major projects that require capital and/or grant funding within set budgets
- Ability to create a sub-committee (Standing Order 4a).

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Advisory Role and Limits to Delegated Powers

- Expenses over the annual budget codes must be approved at Full Council
- New committee projects and budgets to be authorised by the Full Council
- Co-ordination of committee draft budgets and recommendation of annual budget
- Not to approve any grant or a single commitment in excess of £2,000 (Fin Reg 1.14)
- To consider new projects of over £2000 or out of budget projects
- To monitor and report overspent annual budgets
- Review and management of the Old Court House room rental fees
- To monitor and review tenancy agreements
- To monitor and review lease agreements
- To review insurance matters
- Policies relating to Council's complaints procedure, press/media, obligations under the freedom of information and data protection legislation to be reviewed by the Full Council

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Car Parking Committee Terms of Reference

Level of authority from Full Council

Advisory Committee for project progression.

Councillors Members

The Full Council will select 7 members to form the committee.

The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full Council meeting. Vacancies on the committee will be agreed at the next Full Council meeting.

The committee can also have up to 2 non-voting members of Bingham Town Sports Club, who are non-councillors taking the total membership to 9 members.

Quorum: 3 Voting Committee Members or nominated substitutes must be present

Frequency

Meetings will be called when necessary at places, times and dates as required

Purpose

To progress the Council decisions relating to a new Long Stay Car Park at the Old Allotment site

Advisory Role

- To make recommendations to Full Council on all matters relating to a new Long Stay Car Park
- To consider and recommend quotes for project support as required
- To liaise with project leaders assisting the Council with project support
- Matters relating to on street and short stay car parks are not within the scope of this committee
- To lead on the engagement with all key stakeholders including Network Rail, Nottinghamshire County Council and Rushcliffe Borough Council
- Allocated project reserves to be considered by the Finance, Policy and Resources Committee for recommendation to Full Council

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 07 May 2024 at 7:00pm
in the Council Chamber at the Old Court House, Church Street, Bingham

Wynhill Re-Development Committee Terms of Reference

Level of authority from Full Council

Advisory Committee for project progression.

Councillors Members

The Full Council will select 7 members to form the committee.

The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full Council meeting. Vacancies on the committee will be agreed at the next Full Council meeting.

The committee can also have up to 2 non-voting members of Bingham Rugby Club, who are non-councillors taking the total membership to 9 members.

Quorum: 3 Voting Committee Members or nominated substitutes must be present

Frequency

Meetings will be called when necessary at places, times and dates as required

Purpose

To investigate all matters related to the re-development of the Wynhill site, to provide increased community facilities based within the West of Bingham.

Advisory Role

- Consider all matters relating to the re-development of the Wynhill site
- To consider and recommend quotes for project support as required
- To liaise with project leaders assisting the Council with project support
- Matters relating to the existing Pavilion will be referred to the Community, Recreation and Amenities Committee
- Matters relating to the sports pitches will be referred to the Community, Recreation and Amenities Committee
- Engagement with other interested stakeholders including community groups and businesses using the pavilion to progress the project
- Allocated project reserves to be considered by the Finance, Policy and Resources Committee for recommendation to Full Council