

Minutes of a meeting of the Finance, Policy & Resources Committee of Bingham Town Council  
held on Tuesday 16 July 2024 at 7.15pm  
held in the Councill Chamber of The Old Court House, Church Street, Bingham

**PRESENT:**

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

Officer: J Riddle (Town Clerk)

Members of the Public: 1 Including Councillors A Shelton

1. **ELECTION OF CHAIR**

Councillor E Georgiou was proposed as Chair by Councillor R Bird and this was seconded by Councillor F Purdue-Horan.

A vote was taken and Councillor E Georgiou was duly elected as Chair.

2. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillors T Wallace and N Mees.

3. **ELECTION OF VICE CHAIR**

Councillor F Purdue-Horan proposed himself as Chair and this was seconded by Councillor M Stockwood.

A vote was taken and Councillor F Purdue-Horan was duly elected as Chair.

4. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5. **MINUTES**

The minutes of 23 April 2024, Folio 10165 to 10167 were taken as read, approved and signed by the Chairman as a correct record.

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

The committee noted the updated decisions and actions report.

7. **ACCOUNTS PAID REPORT TO 30 JUNE 2024**

**RESOLVED:** that the accounts paid report of £81,164.49 be approved.

8. **BANK RECONCILIATIONS**

The reconciliation reports to 30 April 2024, 31 May 2024 and 30 June 2024 were presented and it was agreed to

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**RESOLVED:** to approve of the reconciliation reports to 30 April 2024, 31 May 2024 and 30 June 2024.

9. **Q1 BUDGET TO ACTUALS**

The budget to actuals report was noted with no queries raised.

10. **CHURCHES, CHARITIES & LOCAL AUTHORITY INVESTMENT MANAGEMENT (CCLA)**

The committee considered the presentation received prior to the meeting and it was agreed that options for investment be presented at the next meeting of the committee.

**RESOLVED:** to progress options for investment with the CCLA.

11. **TELEPHONE, MOBILE AND BROADBAND SERVICES**

The committee considered the report and the three options identified for the phone and broadband contracts. The committee also noted the failure of one mobile and that both devices required replacement. Consideration was also given to a second broadband line in the Council Chamber for guest wifi.

**RESOLVED:** to give delegated authority to the Clerk to accept quote 3 for the Phone and Broadband and to include costs for a second broadband line for the Council Chamber.

The Clerk confirmed that consideration would be given to the alternative software/phones package with quote 3, prior to acceptance if the demonstration of the alternative system showed that the services/software met the office requirements.

**RECOMMEND:** to accept the overspend on budget 47 (mobiles) for 2 new mobile contracts (including new handsets) for ground staff from quote 3.

12. **Y3 HEALTH AND SAFETY REVIEW REPORT**

An alteration was requested to correct the page 1 introduction.

**RESOLVED:** to accept the report subject to the alteration.

13. **HEALTH AND SAFETY CONTRACT ENDING MARCH 2025**

The committee noted that the required 6 months had be given to allow the contract to come to an end if required. The service and Y2 report were considered when reviewing the service levels.

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**RESOLVED:** that the Clerk investigate options for a contract with a smaller organisation, a new or renewal of a full Health and Safety service contract with three quotations and the option for staff to follow a Health and Safety Management schedule and review of HSE guidelines in house

14. **WEBSITE/IT BUDGET FOR THE 2023/24 365 LICENCES OVERSPEND**

The committee noted that costs for the Annual 2023/24 Microsoft Licences had been received late due to an error in the billing processes of the IT supplier.

**RECOMMEND:** to make payment of £1573.92 to Arcsus IT from the General Reserve for the 2023/24 Microsoft 365 Annual Licences.

15. **TENANTS AND ROOM HIRE**

The committee noted the increase in room hire and the update that the police had yet to give notice on the rooms in the Old Court House.

16. **CORRESPONDENCE**

No correspondence was received.

The meeting closed at: 7:57pm

.....CHAIRMAN

Date: .....

RECOMMENDATIONS:

- To accept the overspend on budget 47 (mobiles) for 2 new mobile contracts (including new handsets) for ground staff from quote 3.
- To make payment of £1573.92 to Arcsus IT from the General Reserve for the 2023/24 Microsoft 365 Annual Licences.

RESOLUTIONS:

- The accounts paid report of £81,164.49 be approved
- Approval of the reconciliation reports to 30 April 2024, 31 May 2024 and 30 June 2024.
- To progress options for investment with the CCLA.
- To give delegated authority to the Clerk to accept quote 3 for the Phone and Broadband and to include costs for a second broadband line for the Council Chamber.
- To accept the Y3 Health and Safety report subject to the alteration.
- The Clerk investigate options for a contract with a smaller organisation, a new or renewal of a full Health and Safety service contract with three quotations and the option for staff to follow a Health and Safety Management schedule and review of HSE guidelines in house