



BINGHAM TOWN COUNCIL

*The Old Court House
Church Street
Bingham
Nottingham
NG13 8AL*

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To: Councillor - A. Harvey - Chairman
" R. Bird
" G. Davidson
" K. Hayes-Heath
" Mrs. T. Kerry
" J. Stockwood

**Note: All other Councillors are invited to
attend and may take part as permitted
by Standing Orders.**

10th February, 2016.

Dear Councillor,

You are hereby summoned to attend a meeting of the **Policy & Resources Committee** of the **Bingham Town Council** to be held in the **Council Chamber** at **The Old Court House, Church Street, Bingham**, on **Tuesday, 16th February, 2016, at 7.00 p.m.**

Yours sincerely,

Mrs. L. Holland,
Clerk to the Council.

Note:- A meeting of the Planning Committee at 7.00 p.m. precedes the above



BINGHAM TOWN COUNCIL

Meeting of the **Policy & Resources Committee** of the **Bingham Town Council** to be held in the **Council Chamber** at **The Old Court House, Church Street, Bingham**, on **Tuesday, 16th February, 2016**, at **7.00 p.m.**

A G E N D A

1. **Apologies for Absence and Acceptance.**
2. **Declarations of Interest.**
3. **To approve and sign the Minutes of the meeting held on the 8th December, 2016, (previously circulated), including:-**
 - 01 **Matters Arising (including Clerk's Updates).**
4. **Budget Report 'A' up to 31.01.16. (Attached).**
5. **Accounts for Payment - Report 'B'. (To be tabled).**
6. **Accounts Paid - Report 'C'. (Attached).**
7. **Bankline payments 'D'. (Attached).**
8. **Grant Aid - To consider requests for donations as per attached report:-**
 - 01 **St. Mary & All Saints Church - Contribution towards clock repairs**
9. **To review Policies:-**
 - 01 **Disciplinary Policy**
 - 02 **Sickness Policy**
10. **To consider Capital Programme including:-**
 - 01 **Committee Responsibilities**
 - 02 **B.T.C. Overall priorities**
11. **To consider Rushcliffe Borough Council Local Plan Part 2: Green Belt Review. (Deadline 24th March, 2016).**
12. **Review of Town Pavilion Lease and Rent.**
13. **Update from Rushcliffe Borough Council Local Economic Growth Board for Bingham & Radcliffe.**
14. **To consider the LEADER programme.**
15. **Review of Contract with H.R. Consultant. (Originally minimum period three months).**

Continued...../



BINGHAM TOWN COUNCIL

Meeting of the **Policy & Resources Committee** of the Bingham Town Council to be held in the **Council Chamber at The Old Court House, Church Street, Bingham**, on **Tuesday, 16th February, 2016, at 7.00 p.m.** continued.....

16. Review Maintenance of The Old Court House - Front Elevation Windows.

17. To consider any correspondence received, including:-

01 To Note Changes in National Insurance from 6th April, 2016.

18. Confidential Business:-

Public Bodies (Admission to Meetings) Act 1960:-

To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."

The following matters will be discussed:-

01 TO CONSIDER TERMS OF REFERENCE RE. PARKING ON POLICE STATION SITE

02 TO CONSIDER TERMS OF REFERENCE RE. WARNER'S PADDOCK

03 STAFFING MATTERS



BINGHAM TOWN COUNCIL

Meeting of the **Policy & Resources Committee** of the **Bingham Town Council** to be held in the **Council Chamber** at **The Old Court House, Church Street, Bingham**, on **Tuesday, 16th February, 2016**, at **7.15 p.m.**

CLERK'S UPDATES

DETAILS	ACTION TO BE TAKEN
Review of Booking Policy	Undertaken 20th October, 2015.
Tenants' Rent Review	Approved no increase 2016/2017; however, inform tenants that from 2017/2018 the rent would increase at the rate of inflation + ½% at January, 2016, Full Council.
Town Pavilion / Butt Field Sports Pavilion	Annual Review of lease and rent reviews covered by leases.
Membership of C.B.W.G.	Chair and Vice-Chair of Community Committee; Mayor and Deputy Mayor, plus Chairman of Policy & Resources Committee.

BINGHAM TOWN COUNCIL SUMMARY JANUARY 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	410	840	840
Promotion		5,200.00	4,014.00	-1,186.00	23,350.00	21,523.46	1,826.54	640.54
Recreation		4,287.00	3,356.20	-930.80	31,052.00	14,129.12	16,922.88	15,992.08
Allotment		1,000.00	956.65	-43.35	1,360.00	664.15	695.85	652.50
Cemetery		5000	6,652.50	1,652.50	4,350.00	6,185.22	-1,835.22	-182.72
Environment		0.00	9.98	9.98	7,090.00	5,241.18	1,848.82	1,858.80
Depot		1350	-502.32	-1,852.32	70,500.00	48,833.55	21,666.45	19,814.13
Finance		16,590.00	16,594.17	4.17	120,100.00	79,005.94	41,094.06	41,098.23
OCH		10,400.00	16,710.20	6,310.20	26,250.00	20,673.00	5,577.00	11,887.20
TOTALS		43,827.00	47,791.38	3,964.38	285,302.00	196,665.62	88,636.38	92,600.76

Precept	241,475.00	241,475.00	0.00	0.00	0.00	0.00	0.00
Mayors Charity	0	9,962.18	0	0	3,264.00	-3,264.00	6,698.18

Reserves		bal. b/fwd		Receipts			Payments		
				Budget	Actual		Budget	Actual	
Risk Management		8,500.00		2,500.00	0.00	-2500	0.00	0	0
OCH Capital		3,480.00		1,000.00	0.00	-1000	0.00	215	-215
Depot		23,794.49		5,600.00	0.00	-5600	0.00	272	-272
Allotment		0.00		0.00	0.00	0	0.00	0	0
Environment		1,500.00		500.00	0.00	-500	0.00	0.00	0
General Reserve		162482.1		0.00	0.00	0	0.00	0.00	0
Promotion		0.00		0.00	0.00	0	0.00	0	0
Recreation		29,669.48		15,877.00	0.00	-15877	0.00	-645.00	645
Cemetery		0.00		0.00	0.00	0	0.00	0.00	0
Community Capital		2,350.00		350.00	0.00	-350	0.00	0	0
Property.Land		81,418.71		20,000.00	0.00	-20000	0.00	0.00	0
Capital Total		313,194.78		45,827.00	0.00	-45,827.00	0.00	-158.00	158.00

GRAND TOTAL	313,194.78	89,654.00	57,753.56	-41,862.62	285,302.00	199,771.62	85,530.38	412,651.72
				summary				

BINGHAM TOWN COUNCIL
BUDGET MONITORING
31ST JANUARY 2016

INCLUDES ACCRUALS FROM 2014/2015

Jan-16

REPORT A

Net Variance column

Positive figs. = underspends

Negative figs. = overspends

Community		Receipts			Payments		Variance to budget	Net Variance
		Budget	Actual	Variance to budget	Budget	Actual		
CCTV Maintenance	1	0.00		0.00	700.00	410.00	290.00	290.00
Notice Boards	2	0.00		0.00	200.00	0	200.00	200.00
Town Map	3	0.00		0.00	0.00		0.00	0.00
Trs. To Com. Reserve	4	0.00		0.00	350.00		350.00	350.00
Community		0.00	0.00	0.00	1,250.00	410.00	840.00	840.00

Promotions		Receipts			Payments		Variance to budget	Net Variance
		Budget	Actual	Variance to budget	Budget	Actual		
Town Fair	5	4,000.00	2,435.00	-1565	7,000.00	5,565.62	1434.38	-130.62
Christmas Fair	6	1,200.00	1,579.00	379	2,750.00	3380.54	-630.54	-251.54
Christmas Lights	7	0.00		0	6,500.00	7,417.06	-917.06	-917.06
Other Promotions	8	0.00		0	1,000.00	258	742.00	742.00
Web Site	9	0.00		0	1,500.00	1256	244.00	244.00
Town News/leaflets	10	0.00		0	2,500.00	1638	862.00	862.00
Market Celebrations	86			0	0.00		0.00	0.00
WW1 Commerations	87			0	0.00		0.00	0.00
Town Guide/Promotiona	11	0.00		0.00	2,100.00	2,008.24	91.76	91.76
Promotions		5,200.00	4,014.00	-1,186.00	23,350.00	21,523.46	1826.54	640.54

Recreation		Receipts			Payments		Variance to budget	Net Variance
		Budget	Actual	Variance to budget	Budget	Actual		
Play Area/Open Spaces	12	0.00		0	4,500.00	5144.12	-644.12	-644.12
Tree/Shrubbery Maint.	84	0.00			2,500.00	1275	1225.00	1,225.00
Rent	14	1,100.00	581.00	-519	175.00	175	0.00	-519.00
Sports Pitch Maintenanc	15	3,067.00	2,557.00	-510	8,000.00	7535	465.00	-45.00
Wayleaves	16	120.00	218.20	98.2	0.00		0.00	98.20
P3	77	0.00		0	0.00		0.00	0.00
Trs. To Recreation Reserve		0.00		0	15,877.00		15877.00	15,877.00
Recreation		4,287.00	3,356.20	-930.80	31,052.00	14,129.12	16922.88	15,992.08

BINGHAM TOWN COUNCIL
BUDGET MONITORING
31ST JANUARY 2016

Allotments

		Receipts			Payments		Net Variance
		Budget	Actual		Budget	Actual	
Allotment Rents	17	1,000.00	956.65	-43.35	360.00	329.00	31.00
Water Charges	18	0.00		0	500.00	335.15	164.85
Maintenance	19	0.00		0	500.00	500.00	500.00
Allotments		1,000.00	956.65	-43.35	1,360.00	664.15	695.85
							652.50

Cemetery

		Receipts			Payments		Net Variance
		Budget	Actual		Budget	Actual	
Rates	20	0.00		0	600.00	588.00	12.00
Water/drainage	21	0.00		0	250.00	110.80	139.20
Grave Digging	22	0.00		0	1,500.00	1,620.00	-120.00
Electricity	23	0.00		0	500.00	62.45	437.55
Maintenance	24	0.00		0	500.00	3,652.97	-3,152.97
Memorials & Fees	25	5,000.00	6,652.50	1652.5	1,000.00	151	849.00
Cemetery		5000.00	6652.50	1652.50	4350.00	6185.22	-1835.22
							-182.72

Environment

		Receipts			Payments		Net Variance
		Budget	Actual		Budget	Actual	
General Maintenance	26	0.00	9.98	9.98	640.00	209.97	430.03
Town Floral Displays	27	0.00		0	5,500.00	4816.21	683.79
Litter & Dog Bins	28	0.00		0	450.00	215.00	235.00
Trans to Environ. Reserve		0.00		0	500.00	500.00	500.00
Environment		0.00	9.98	9.98	7,090.00	5,241.18	1848.82
							1,858.80

BINGHAM TOWN COUNCIL
BUDGET MONITORING
31ST JANUARY 2016

Depot	Receipts			Payments		Variance to		Net Variance
		Budget	Actual	Variance to budget	Budget	Actual	budget	
Equipment service etc	29	0.00		0	4,000.00	2,137.25	1862.75	1,862.75
Depot Maintenance	30	0.00		0	400.00	386.66	13.34	13.34
Mobile phones	31	0.00		0	250.00	204.62	45.38	45.38
Alarm	32	0.00		0	300.00	147.00	153.00	153.00
Hand tools & equipment	33	0.00		0	100.00		100.00	100.00
Clothing	34	0.00		0	400.00	255.63	144.37	144.37
Wages	35	0.00		0	54,450.00	38451.33	15998.67	15,998.67
Vehicle Tax/Insurance	36	0.00		0	1,500.00	1168.31	331.69	331.69
Fuel	37	0.00		0	3,500.00	1594.99	1905.01	1,905.01
Trans to Depot Res.	38	0.00		0	5,600.00		5600.00	5,600.00
Grass Cutting	39	1,350.00	-502.32	-1852.32	0.00	4,487.76	-4487.76	-6,340.08
Depot		1,350.00	-502.32	-1,852.32	70,500.00	48,833.55	21666.45	19,814.13

Finance	Receipts			Payments		Variance to		Net Variance
		Budget	Actual		Budget	Actual	budget	
Salaries inc Ers cost	40	0.00		0	72,000.00	59,353.32	12646.68	12,646.68
Audit	41	0.00		0	1,000.00	700	300.00	300.00
Office Expenses	42	0.00		0	5,000.00	4,192.91	807.09	807.09
Subscriptions/training	43	0.00	42.00	42	5,000.00	2,632.00	2368.00	2,410.00
Travel/mileage	44	0.00		0	400.00	195.55	204.45	204.45
Civic Expenses	45	0.00		0	2,500.00	473.83	2026.17	2,026.17
Insurance	46	0.00		0	2,000.00	1,982.51	17.49	17.49
Advertising	47	0.00		0	700.00	769.16	-69.16	-69.16
Grant Aid	48	0.00		0	5,000.00	3,538.41	1461.59	1,461.59
Trans to Prop & Land Res	49	0.00		0	20,000.00		20000.00	20,000.00
Trans to Risk Mgmt Res	50	0.00		0	2,500.00		2500.00	2,500.00
Elections	51	0.00		0	4,000.00	5,168.25	-1168.25	-1,168.25
RBC Transitional Relief	85	16,090.00	16,090.00	0	0.00		0.00	0.00
Investment Inc	52	500.00	462.17	-37.83	0.00		0.00	-37.83
Finance		16,590.00	16,594.17	4.17	120,100.00	79,005.94	41,094.06	41,098.23

BINGHAM TOWN COUNCIL
BUDGET MONITORING
31ST JANUARY 2016

Precept	76	241,475.00	241,475.00	0	0.00	0.00	0.00	0.00
			257,565.00					
Old Court House		Receipts			Payments		Net Variance	
		Budget	Actual		Budget	Actual		
Caretakers wages	53	0.00		0	5,600.00	4,727.15	872.85	872.85
Insurance	54	0.00		0	1,000.00	991.25	8.75	8.75
Water rates	55	0.00		0	750.00	910.52	-160.52	-160.52
Non domestic rates	56	0.00		0	6,000.00	5,760.00	240.00	240.00
Gas/Elec	57	0.00		0	6,000.00	3,421.42	2,578.58	2,578.58
Repairs & Maint	58	0.00	77.47	77.47	5,500.00	4,862.66	637.34	714.81
Equipment	59	0.00		0	400.00		400.00	400.00
Trans to OCH Res	60	0.00		0	1,000.00		1000.00	1,000.00
Civil ceremony	61	150.00		-150	0.00		0.00	-150.00
Tenants rents	62	8,500.00	12,230.73	3730.73	0.00		0.00	3,730.73
Room hire	63	1,750.00	4,402.00	2652	0.00		0.00	2,652.00
Old Court House		10,400.00	16,710.20	6,310.20	26,250.00	20,673.00	5,577.00	11,887.20
Check to Precept submitted		43,827.00	47,791.38	3,964.38	285,302.00	196,665.62	88636.38	92,600.76
					241,475.00			
					120737.5			
					8,045.00			
Miscell Mayors Charity	81		9,962.18	0.00	0.00	3,264.00	-3264.00	6,698.18

Bankline	Bingham Town Guide	County Life Ltd	1,435.00
Bankline	Stationery	Viking Direct	169.06
Bankline	Fuel Account	Allstar Business Solutions	154.79
Bankline	Personnel Management	Personnel Advice and Solutions	120.00
Bankline	Photocopying charges	Reprotec Connect For	51.23
Bankline	Barrier hire	GAP Group Ltd	35.28
Bankline	Bin emptying May	Streetwise Environmental Ltd	234.00
Bankline	Christmas Fair stall hire	Ken Waller Market Stalls	900.00
Bankline	Window cleaning	DHazzle	25.00
Bankline	Town News &	The Print Quarter	148.00
Bankline	Christmas Fair flyer	The Print Quarter	404.00
Bankline	Christmas Fair	Nottingham Concert Band	125.00
Bankline	Repair & maint	Handicentre (Bingham) Ltd	44.20
Bankline	Cleaning materials	Handicentre (Bingham) Ltd	8.96
Bankline	Cemetery maintenance	Handicentre (Bingham) Ltd	91.74
Bankline	Christmas Tree	Handicentre (Bingham) Ltd	178.32
Bankline	Clothing	Handicentre (Bingham) Ltd	62.58
Bankline	Repair & maint	Handicentre (Bingham) Ltd	4.16
9804	Santas Grotto Float	Natwest	100.00
9805	Christmas Fair	Persiflage Saxophone Quartet	75.00
9806	Christmas Fair	D Holland	90.00
9807	Christmas Fair	E Malloy	90.00
9808	Christmas Fair	N Roberts	60.00
DD	Non domestic rates	Rushcliffe Borough Council	576.00
DD	Non domestic rates	RBC	59.00
DD	Bank charges	Nat West	14.00
Bankline	WAGES m9	WAGES m9	3,696.37
Bankline	WAGES m9	WAGES m9	2,643.95
Bankline	WAGES m9	WAGES m9	394.55
DD	Bank charges	Nat West	34.16
DD	Trade Waste collection	Wastecycle Ltd	68.50
DD	Gas/elec bill	Utility Warehouse	508.89
DD	Phone/broadband bill	Utility Warehouse	59.88
DD	Alarm charges	Utility Warehouse	17.64
DD	Cemetery Electric	Utility Warehouse	5.84
DD	Mobile phone charges	Utility Warehouse	23.00
Pettycash	Christmas Fair bags	Boyes petty cash	13.90
Bankline	Christmas Fair stall	Patco Events Ltd	726.00
Bankline	Grave digging fees	A Buckingham	190.00
Bankline	Christmas Trees	G W Fisher & Son	1,860.00
Bankline	Christmas lights	Leisure Lites Ltd	4,590.00
Bankline	Christmas lights	Leisure Lites Ltd	15.00
Bankline	Christmas Fair staff	Streetwise Environmental Ltd	556.92
Bankline	Christmas lights	Streetwise Environmental Ltd	331.92
Bankline	Stationery	Viking Direct	59.71
Bankline	PAYE M9	HMRC	905.18
Bankline	PAYE M9	HMRC	557.89
Bankline	Prudential AVC	Prudential	100.00
Bankline	Superann M9	NCC Pension Fund	1,279.52
Bankline	Superann M9	NCC Pension Fund	84.33
Bankline	Personnel Management	Personnel Advice and Solutions	120.00
Bankline	Tree cuttings - removal	C Harrison	550.00
Bankline	Advertiser Competition	Advertiser Media Group	300.00
Bankline	Tree Kit sample	Blachere Illuminations	109.68
bankline	Christmas Fair chair	BE Event Hire	94.80
Bankline	Fuel Account	Allstar Business Solutions	89.89
9809	Christmas Fair 1st Aid	Newark Community First Aid	50.00
	Coffee	Petty Cash	5.00
Bankline	Town News &	St Marys Church	750.00
Bankline	Grave digging fees	Cotgrave & District Funeral	290.00

Bankline	Play area works	Handicentre (Bingham) Ltd	3.72
Bankline	Membership	The Society of Local Clerks	235.00
Bankline	Crowd Control Barriers	GAP Group Ltd	217.44
Bankline	Memorial	Streetwise Environmental Ltd	66.69
Bankline	Keyholding	Gener8 Finance Ltd	42.00
Bankline	Photocopying charges	Reprotec Connect For	34.11
Bankline	Window cleaning	DHazzle	25.00
Bankline	Subscriptions	Communicorp	100.00
Bankline	Christmas lights	Leisure Lites Ltd	1,560.00
Bankline	Depot Maintenance	Handicentre (Bingham) Ltd	70.13
Bankline	Cemetery maintenance	Handicentre (Bingham) Ltd	7.45
Bankline	Christmas Fair sundries	Handicentre (Bingham) Ltd	4.98
Bankline	Christmas lights	Handicentre (Bingham) Ltd	10.45
Bankline	Cleaning materials	Handicentre (Bingham) Ltd	7.53
Bankline	WAGES M10	WAGES M10	3,210.68
Bankline	WAGES M10	WAGES M10	2,398.33
Bankline	WAGES M10	WAGES M10	408.72
Bankline	Town Guide	P Stark	279.84
Bankline	Town Fair Staff	Streetwise Environmental Ltd	247.85
Bankline	Grass Cutting Contract	Streetwise Environmental Ltd	288.00
Bankline	Christmas Tree Extra	Streetwise Environmental Ltd	27.66
Bankline	Grant aid	Bingham RUFC	500.00
Bankline	Grant aid	33rd Nottm Boys Brigade/Girls	347.75
Bankline	Grant aid	Friends of Linear Park	196.26
Bankline	Mileage Costs	Cllr R Bird	91.35
Bankline	Stationery	Viking Direct	124.07
bankline	Grave digging fees	A Buckingham	190.00
Bankline	Attachment Of	Rushcliffe Borough Council	60.67
Bankline	Bingham Town News	The Print Quarter	148.00
Bankline	Dog bin emptying	Streetwise Environmental Ltd	24.00
Bankline	Prudential AVC	Prudential	100.00
Bankline	Superann M10	NCC Pension Fund	1,166.44
Bankline	Superann M10	NCC Pension Fund	87.37
9810	Memorial kerb Buy	H McCarthy	100.00
9811	Subscriptions	Local Councils Advisory Service	336.00
9812	Subscriptions	CPRE	36.00
9814	Town Guide	Mr P Ablitt	248.40
DD	Non domestic rates	RBC	576.00
DD	Non domestic rates	RBC	59.00
Bankline	BANKLINE CHARGES	Nat West	8.40
DD	Data Protection	ICO	35.00
DD	Copier lease payment	CIT Vendor Finance	289.20
DD	OCH Water bill	Severn Trent Water	457.54
Bankline	Bank charges	Nat West	17.25
DD	Trade Waste collection	Wastecycle Ltd	100.61
DD	Gas/elec bill	Utility Warehouse	538.65
DD	Mobile	Utility Warehouse	23.00
DD	Cemetery Electric	Utility Warehouse	7.35
DD	Telephone charges	Utility Warehouse	47.28
DD	Alarm charges	Utility Warehouse	17.64
	Bus Fair	Petty Cash	4.10
	Postage	Petty Cash	1.19
Bankline	VAN service	Saxondale Garage	230.00
Bankline	mower repairs/parts	J R Mowers	5.96
Bankline	Fuel Account	Allstar Business Solutions	55.83
Bankline	PAYE M10	HMRC	845.51
Bankline	PAYE M 10	HMRC	566.14
Bankline	Barrier hire	GAP Group Ltd	23.04
Bankline	Window cleaning	D Hazzle	25.00
Bankline	Lift Maintenance	Lift & Engineering Ltd	166.73
Bankline	1st Aid Training	St Johns Ambulance	300.00

Bankline	1st Aid Training	British Red Cross	139.20
Bankline	Keyholding	Gener8 Finance Ltd	42.00
Bankline	Photocopying	Reprotec Connect For	35.23
Bankline	Handicentre	Handicentre (Bingham) Ltd	55.88
			<hr/>
			44,012.46
			<hr/>

P & R	SUPPLIER'S NAME	£ p	DATE OF PYMT	NATWEST PYMT. REF.
16.02.16	Personne Advice & Solutions Ltd	100.00	07.12.15	299200534
16.02.16	KM Media & Marketing/County Life	1435.00	07.12.15	299200942
16.02.16	Viking	169.06	07.12.15	299201315
16.02.16	Reprotec	51.23	07.12.15	299201610
16.02.16	Allstar Business	154.79	07.12.15	299202065
16.02.16	Personne Advice & Solutions Ltd	20.00	08.12.15	299427323
16.02.16	DEC SALARIES	6734.87	17.12.15	Various
16.02.16	Gap Group	35.28	15.12.15	300559170
16.02.16	Streetwise	234.00	15.12.15	300559797
16.02.16	Ken Waller	900.00	15.12.15	300560835
16.02.16	D Hazzle	25.00	15.12.15	300561225
16.02.16	Print Quarter	552.00	15.12.15	300561522
16.02.16	Nottm Concert	125.00	15.12.15	300562594
16.02.16	Handicentre	323.22	15.12.15	300563582
16.02.16	Handicentre	66.74	15.12.15	300563582
16.02.16	PATCO	726.00	06.01.16	303837298
16.02.16	T BUCKINGHAM	190.00	06.01.16	303837880
16.02.16	G W FISHER	1860.00	06.01.16	303838717
16.02.16	LEISURE LIGHTS	4590.00	06.01.16	303839916
16.02.16	LEISURE LIGHTS	15.00	06.01.16	303840538
16.02.16	STREETWISE	888.84	06.01.16	303841152
16.02.16	VIKING DIRECT	59.71	06.01.16	303841584
16.02.16	HMRC	1463.07	06.01.16	303841945
16.02.16	PRUDENTIAL	100.00	06.01.16	303842446
16.02.16	NCC PENSIONS	1363.85	06.01.16	303843244
16.02.16	PERSONNEL ADV	120.00	06.01.16	303843502
16.02.16	C HARRISON	550.00	06.01.16	303843944
16.02.16	ADVERTISER	300.00	06.01.16	303844330
16.02.16	BLACHERE	109.68	06.01.16	303845956
16.02.16	BE EVENT HIRE	94.80	06.01.16	303846254
16.02.16	ALL STAR BUSIN	89.89	06.01.16	303846518
16.02.16	D Hazzle	25.00	18.01.16	305671135
16.02.16	Handicentre	7.73	18.01.16	305671755
16.02.16	Handicentre	96.53	18.01.16	305671755
16.02.16	T Buckingham	290.00	18.01.16	305672315
16.02.16	Gener8 Finance	42.00	18.01.16	305672575
16.02.16	Reprotec	34.11	18.01.16	305672866
16.02.16	St Marys Church	750.00	18.01.16	305673226
16.02.16	Streetwise	66.69	18.01.16	305673522
16.02.16	GAP Group	217.44	18.01.16	305673952
16.02.16	Leisure Lights	1560.00	18.01.16	305675211
16.02.16	SLCC subscription	235.00	18.01.16	305677922
16.02.16	Local Councils Update	100.00	18.01.16	305677157
16.02.16	JAN SALARIES	6017.73	21.01.16	Various
16.02.16	Stark, P	279.84	22.01.16	306615189

16.02.16	Streetwise	247.85	22.01.16	306615821
16.02.16	Streetwise	288.00	22.01.16	306615821
16.02.16	Streetwise	27.66	22.01.16	306615821
16.02.16	Bingham RUFC	500.00	22.01.16	306616700
16.02.16	The 33rd Nott'm Boys' Brigade & G	347.75	22.01.16	306617328
16.02.16	Friends of Linear Park	196.26	22.01.16	306618268
16.02.16	Bird, R	105.97	22.01.16	306618596
16.02.16	VIKING DIRECT	124.07	29.01.16	308001541
16.02.16	A BUCKINGHAM	190.00	29.01.16	308002056
16.02.16	RUSHCLIFFE BC Attachment of Earr	60.67	29.01.16	308004284
16.02.16	The Print Quarter	148.00	29.01.16	308005353
16.02.16	Streetwise	24.00	29.01.16	308006186
16.02.16	Prudential AVC	100.00	29.01.16	308006465
16.02.16	NCC SUPERAN	1253.81	29.01.16	308006920
16.02.16	Saxondale Garage Ltd	230.00	03.02.16	308829430
16.02.16	JR Mowers	5.96	03.02.16	308830693
16.02.16	Allstar Business Sol	55.83	03.02.16	308831049
16.02.16	HMRC	1411.65	03.02.16	308813271
		38486.58		

Report to the Policy & Resources Committee – 16th February 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 2015/16.
2015/2016

Budget available	£5,000.00
Less committed	<u>3,988.41</u>
Amount available	<u>£1,011.59</u>

3. Information

- 3.1 St. Mary & All Saints – Request for donations towards clock repairs at a total cost of £1,536. (as per attached)

Please refer to attached information.

LYNN HOLLAND
TOWN CLERK



BINGHAM TOWN COUNCIL

SICKNESS SCHEME

1.01 The scheme is intended to supplement Statutory Sick Pay and other Benefits so as to maintain **normal pay** during defined periods of absence on account of sickness, disease, accident or assault.

1.02 Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of, or in the course of, employment with a local authority. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme.

1.03 Employees are entitled to receive sick pay for the following periods:-

During first year of service	-	One month's full pay and (after completing four months' service), two months' half pay.
During second year of service	-	Two months' full pay and two months' half pay.
During third year of service	-	Four months' full pay and four months' half pay.
During fourth and fifth year of service	-	Five months' full pay and five months' half pay.
After five years' service	-	Six months' full pay and six months' half pay.

Authorities shall have discretion to extend the period of sick pay in exceptional circumstances.

1.04 The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence, shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

1.05 In the case of full pay periods, sick pay will be an amount which, when added to Statutory Sick Pay and Incapacity Benefit receivable, will secure the equivalent of normal pay.

1.06 In the case of half pay periods, sick pay will be an amount equal to half normal earnings, plus an amount equivalent to Statutory Sick Pay and Incapacity Benefit receivable, so long as the total sum does not exceed normal pay.

1.07 Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.

Continued...../

- 1.08 The social security benefits to be taken into account for the calculation of sick pay are those to which an employee is entitled on the basis that the employee has satisfied so far as is possible:-
- (i) the conditions for the reporting of sickness as required by the Authority;
 - (ii) the claiming of benefits;
 - (iii) the obligation to declare any entitlement to benefits and any subsequent changes in circumstances affecting such entitlement.
- 1.09 An employee who is prevented from attending work because of contact with infectious disease shall be entitled to receive normal pay. The period of absence on this account shall not be reckoned against the employee's entitlements under this scheme.
- 1.10 If an employee abuses the sickness scheme or is absent on account of sickness due, or attributable to, deliberate conduct prejudicial to recovery, or the employee's own misconduct or neglect, or active participation in sport or injury while working in the employee's own time on their own account for private gain, or for another employer, sick pay may be suspended. The Authority shall advise the employee of the grounds for suspension and the employee shall have a right of appeal to the appropriate committee of the Authority. If the Authority decides that the grounds were justified, then the employee shall forfeit the right to any further payment in respect of that period of absence. Repeated abuse of the sickness scheme should be dealt with under the disciplinary procedure. In the event that certain trigger points are reached (refer to attached appendices) the reason for absence will be investigated further and a doctor's note necessary to cover any further absence within next 6 months.
- 2.01 An employee shall not be entitled to claim sick pay under the scheme unless:-
- (i) notification is made **immediately** to the person identified for this purpose by the Authority.
 - (ii) further notification is made as required by the Authority.
 - (iii) a doctor's statement is submitted to the Authority not later than the eighth calendar day of absence.
 - (iv) subsequent doctor's statements are submitted as necessary.
 - (v) in cases where the doctor's statement covers a period exceeding fourteen days, or where more than one statement is necessary, the employee must, before returning to work, submit to the Authority a final statement as to fitness to resume duties.
 - (vi) on return to work, the employee signs a statement detailing the reasons for absence for all absences up to and including seven days.

- 2.02 Should the Council be concerned about the health or attendance of an Employee, the Employee will be asked to give their consent to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act, 1988, where applicable. Any costs associated with the examination should be met by the employing Authority. Where it is necessary to obtain a second medical opinion, it should be provided by an independent medical referee. The Employee concerned does not have to give their consent to this request, however failure to provide consent may be seen as a deliberate act to prevent a reasonable investigation by the Company's Management.
- 2.03 Where, for the purpose of qualifying for sick pay under the scheme, an Authority requires a doctor's statement from an employee, the Authority will reimburse the employee the cost of such a statement on the provision of a receipt.
- 2.04 An employee who falls sick during the course of annual leave shall be regarded as being on sick leave from the date of a doctor's statement. ie on returning to work annual leave cannot be converted to sickness without a doctor's note.
- 2.05 If an employee is off sick immediately prior to or after annual leave then a doctor's note is required, the Authority will reimburse the employee the cost of such a statement on the provision of a receipt.
- 2.06 Where an employee is receiving sick pay under the scheme, sick pay should continue if a public or extra statutory holiday falls during such sickness absence. No substitute public or extra statutory holiday should be given.
- 2.07 Widows and married women exercising their right to be excepted from the payment of full rate National Insurance Contributions shall be deemed to be insured in their own right for all National Insurance benefits.
- 2.08 Disability

If an Employee has become disabled the Council will consider all reasonable adjustments which could be made to where and how the Employee works (please see section below on Access to Work). The Council would need a report from the GP (with consent) to confirm that these adjustments are necessary.

The definition of disability under the Equality Act 2010 is "if you have a physical or mental impairment, which has a substantial long term impact on your day to day activities".

2.09 Access to Work

Access to Work can help the Employees if health or disability affects the way they do their job. It gives the Employee and the Council advice and support with extra costs which may arise because of the disability.

If an employee feels that the type of work done is affected by a disability or health condition that is likely to last for 12 months or more, the Employee should contact the regional Access to Work contact centre to check eligibility.

2.10 Withholding Sick Pay.

If the Council's management has legitimate doubts about whether or not an Employee is genuinely off work due to sickness, a decision may be taken to suspend or stop Sick Pay altogether.

Reasons which would give rise to such doubts could include, but are not limited to:

- 1 An Employee refusing to give their consent to either attending a medical examination, or allowing the Council to contact their Doctor to get a medical report.
- 2 Evidence of the Employee working elsewhere whilst on sick leave
- 3 Evidence that the Employee is not unable to work.

Should an Employee have their Sick Pay either suspended or stopped, they are entitled to ask HMRC for a formal decision regarding the Council's actions.

2.11 Grounds for Formal Disciplinary Action.

The following will be addressed as potential misconduct and addressed through the formal disciplinary procedure:

- 1 Providing false and misleading information to the Council's management regarding sick leave.
- 2 Unauthorised absence
- 3 Unacceptable levels of sick leave for reasons not associated with a chronic health problem, and which are higher than the average number of sick days for other staff.

Any member of staff who is accused of one or more of the above will:

- Have an informal meeting with a member of the management team, during which they will be given an opportunity to provide their account of the alleged misconduct.
- If the manager feels that the allegation needs to be pursued further, the Employee will be invited to a formal disciplinary hearing.
- The invitation letter will provide details of the allegation, the evidence to be used to support it, and inform the Employee of their right to be accompanied by a colleague or Union Representative. The letter will also provide a minimum of two days prior notice.
- During the Disciplinary Hearing, the Employee will be given an opportunity to respond in full to the allegation, and also provide any witnesses or other evidence they feel may help their defence.
- If the manager conducting the Hearing believes that the allegation is proven against the Employee, they may issue a Formal Written Warning as a first course of action.
- If the Employee's misconduct continues, or fails to improve during the live period of the Written Warning, further disciplinary action may be taken which could result in a Final Written Warning and ultimately dismissal.

Adopted by Bingham Town Council on 7th July, 1998.

Reviewed ???????

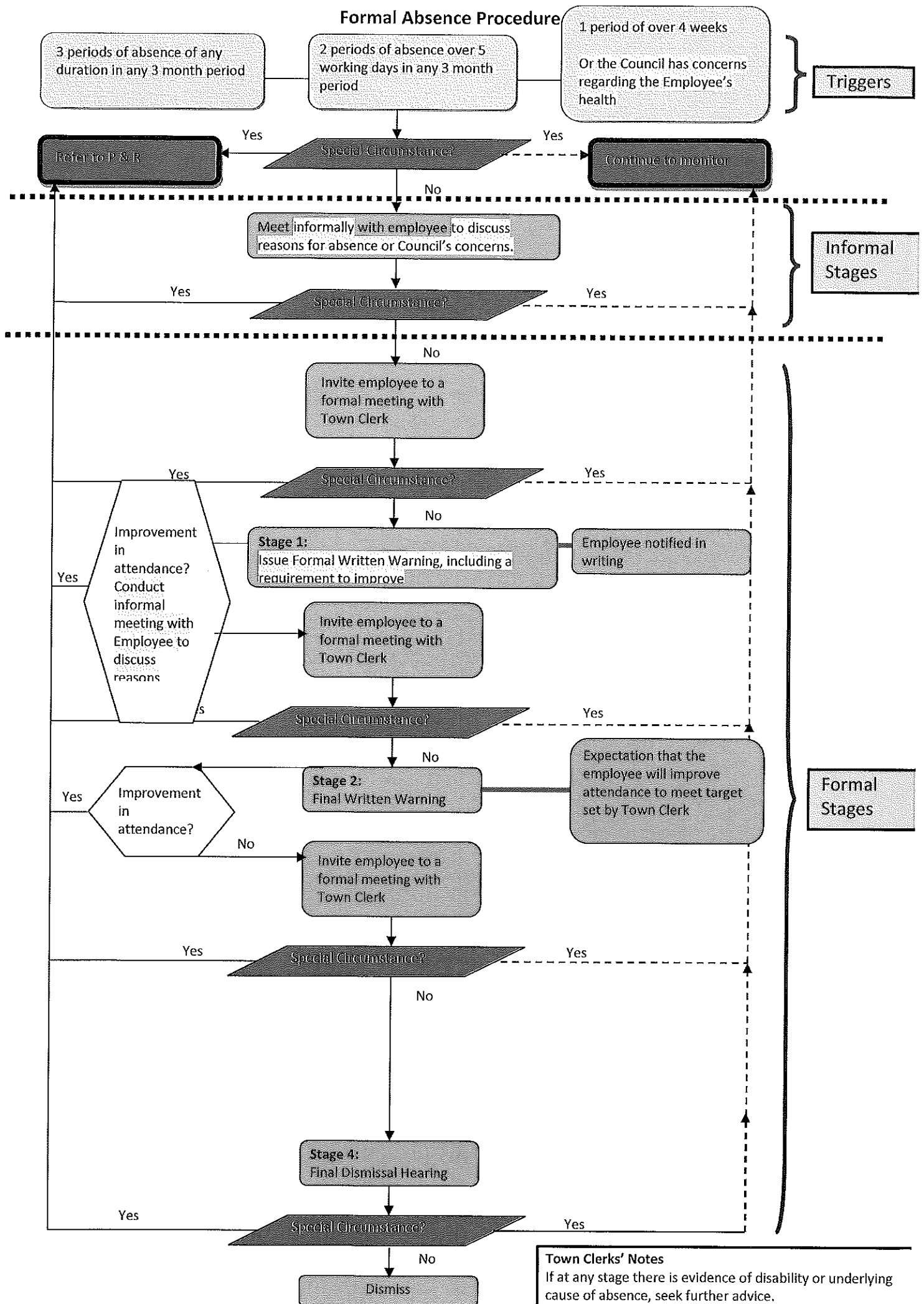
P&R/Emp/BTCSS/LH/CM

BINGHAM TOWN COUNCIL

SICKNESS TRIGGER POINTS

- 3 periods of any duration over a period of 3 months
- 2 periods of absence duration of 5 working days over a period of 3 months
- 1 period of absence duration of over 4 wks.

Formal Absence Procedure



REPORT TO: POLICY & RESOURCES COMMITTEE

DATE: 9 FEBRUARY 2016

FORMATION OF CAPITAL PROGRAM

1. Purpose of Report

- 1.1 The main aim of this report is to commence the formulation of a Capital Program for the Council, as well as to recognize potential projects designed to save money in the longer term.

2 Recommendations

- 2.1 The Committee is requested to give initial consideration to potential projects within its terms of reference that could be included within its Capital Program or Spend to Save Program.

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 service required by NALC, it would seem that there is a general willingness to move forward with a Capital Program at this time. Within the Policy and Resources Work Program I had originally scheduled commencement of this process for March, however, in view of comments and discussions at the last meeting of Policy and Resources Committee, I consider it would be better to bring this item forward a cycle.

4 The Challenge

- 4.1 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.

Important to the delivery of the aspirations of the Town will be:

- to 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;
- to 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;
- to 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);
- to support proposals that stand out as enterprising, creative or industrious;
- to promote sustainable living in successful neighbourhoods; and
- To 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.

4 The Process

4.1 To enable the formation of a Capital Program the Council will need to consider potential capital projects suitable for a medium term plan and in doing so:

- a) Re-evaluate its position on reserves and how they are accumulated and applied;
- b) The process by which the Capital Program may be formulated in terms of our own rules relating to governance and our Financial Standing Orders;
- c) Consideration of a strategic vision and objectives which the Council aims to achieve (both in its own right and jointly with other organisations);
- d) Where grants or loans may be applied;
- e) Prioritising proposed projects. This is particularly important due to the Councils capacity issues.

4.2 This report is primarily focused on the starting point, (a) above.

4.3 The Town Clerk and Responsible Finance Officer, together with the Chair of Policy and Resources should be responsible for ensuring that a capital program is prepared/updated for consideration by the Council. No scheme should be included in the capital program unless it has been through the Policy and Resources Committee and ratified by Full Council. Once approved by Council, the appropriate Council Committee will be responsible for taking in-year decisions on the Capital Project, subject to financial and policy issues being ratified by the Policy and Resources Committee.

5 Next Steps

5.1 As with all processes, the simpler the better, so I would recommend our immediate actions should be as follows:

- Consideration during the January/February committee cycle by each Standing Committee of potential projects from within its own budgets and terms of reference;
- Initial consideration of the Standing Committee suggestions, as well as its own, by Policy and Resources;
- Recommendation by Policy and Resources Committee of an initial Capital Program, together with a timeline for future actions, to Full Council in March;
- Policy and Resources Committee to consider any potential Capital Projects arising from the CLP final report during the March/April cycle and make recommendations to Full Council. At the same time the Committee make suggestions for any necessary changes to Financial Standing Orders and other areas of the Constitution as appropriate; and
- Councillors hold a workshop where they consider the Capital Program and prioritise as appropriate.

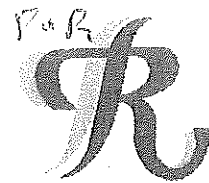
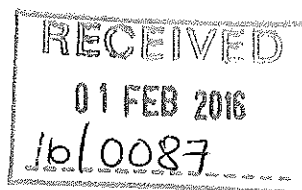
Councillor Alan R Harvey
Chair of Policy and Resources Committee

APPENDIX A

POLICY AND RESOURCES – TERMS OF REFERENCE

1. Responsible for:
 - Approval of committee budgets and issue of precept
 - Finance and approval of capital programme and expenditure
 - Finance and consideration of application of grants from the 'free resource'
 - Payment of accounts, wages and salaries
 - Statement of accounts at half year, end of year and balance sheet
 - Terms and conditions of employment for employees
 - Civic functions
 - Management of the Old Court House, Town Office and meeting rooms
 - Co-ordination of items affecting more than one committee
 - The major issue of a community centre
2. Responsible for funds held in the Finance, Free Resource and Court House Budgets and co-ordination of, and approval for, recommendations on capital expenditure.

When telephoning, please ask for : Planning Policy
Telephone no : 0115 981 9911
Email: localdevelopment@rushcliffe.gov.uk
Our Reference : RM/875
Your Reference :
Date : 29 January 2016



Rushcliffe
Borough Council

Rushcliffe Community
Contact Centre
Rectory Road
West Bridgford
Nottingham
NG2 6BU

Dear Parish Clerk

**RUSHCLIFFE LOCAL PLAN CONSULTATION
GREEN BELT REVIEW CONSULTATION
STATEMENT OF COMMUNITY INVOLVEMENT CONSULTATION**

Consultation deadline: 5pm on Thursday 24 March 2016

We are now preparing the second part of our **Local Plan (Local Plan Part 2)**. It will include further policies and proposals for housing, Green Belt, employment, retail, open spaces, nature conservation and some other matters.

One of the key issues that Local Plan Part 2 needs to address is to identify sites for new housing development around some of Rushcliffe's larger rural town and villages. This is to meet housing targets set by the first part of the Local Plan, which was approved in 2014.

The consultation is to get your views on what should be included in Local Plan Part 2, including where these new homes might be built. An 'Issues and Options' document has been prepared which includes a number of questions that you may wish to use to comment on the consultation.

We are also consulting on a draft **Green Belt Review** (part 2(b)). It will provide supporting information when considering possible revisions to Green Belt boundaries within the rural parts of Rushcliffe.

The **Statement of Community Involvement** (SCI) sets out our approach to community involvement in planning policy preparation and the determination of planning applications. We have produced a new SCI in draft and we are also now consulting on this.

A paper copy of the documents that are relevant to your parish and their associated comments forms are enclosed.

In person
Monday to Friday
8.30am - 5pm
First Saturday of
each month
9am - 1pm

By telephone
Monday to Friday
8.30am - 5pm

Telephone:
0115 981 9911

Email:
customerservices
@rushcliffe.gov.uk

www.rushcliffe.gov.uk

Postal address
Civic Centre
Pavilion Road
West Bridgford
Nottingham
NG2 5FE



All the documents we are consulting on are available to view:

- On the Council's website: www.rushcliffe.gov.uk/planningpolicy
- At Rushcliffe Community Contact Centre, Rectory Road, West Bridgford, Nottingham, NG2 6BU (during normal opening hours); or
- At local libraries in Rushcliffe Borough and at Clifton Library (during normal opening hours)

The consultation for all the documents runs until **Thursday 24 March 2016 at 5pm** and comments can be made:

- Through the Council's online consultation system – <http://rushcliffe-consult.objective.co.uk/portal>
- By email to: localdevelopment@rushcliffe.gov.uk
- By post to: Planning Policy
Rushcliffe Borough Council
Civic Centre
Pavilion Road
West Bridgford
Nottingham. NG2 5FE

We are also holding the following public drop-in events for the consultations at:

Location	Date	Time
Radcliffe on Trent – Grange Hall, Vicarage Lane	Wednesday 10 February	3 to 8pm
Ruddington – St Peter's Rooms, Church Street	Thursday 11 February	3 to 8pm
Keyworth – Village Hall, Elm Avenue	Monday 15 February	3 to 8pm
East Leake – Parish Council Offices, Main Street	Wednesday 17 February	3 to 8pm
Bingham – Town Council Offices, Church Street	Monday 22 February	3 to 7pm
West Bridgford – Lutterell Hall (formerly West Bridgford Community Hall), Church Drive	Tuesday 23 February	2 to 6pm

If you have any questions, please contact Planning Policy by telephone on 0115 981 9911, or email at localdevelopment@rushcliffe.gov.uk

Yours faithfully



Richard Mapletoft
Planning Policy Manager

Enc.

**BINGHAM AND RADCLIFFE ON TRENT GROWTH BOARD MEETING
14 JANUARY 2016**

CHAIRMAN – COUNCILLOR SIMON ROBINSON, RBC

KEY POINTS

Presentation by East Midlands Trains

Presentation by Sarah Turner, Route General Manager responsible for Poacher Line (Grantham to Skegness).

- East Mids franchise runs to 4 March 2018.
- Committed to investing £13m of benefits.
- Immediate step is to look at improving engagement and support. New Service Delivery Manager just appointed for the line.
- Looking to improve stakeholder transparency.
- Network rail just announced that due to Hendon Review Network Rail they are putting several projects on hold, including the accessible footbridge crossing at Bingham.
- Future steps – looking at expenditure on train equipment and ticketing provision.
- RBC would support investment in respect of RoT Station Car Park. and improving customer experience.
- ST requested any info from the parishes that they could use toward their business case for projects along the line

Actions:

1. Contact ST to determine whether Bingham TC can offer any evidential support for future business case; and
2. Contact local MP in the light of Networks Rails recent decisions and to campaign to stop closure of other accesses to north of Bingham.

Car Parking – Bingham

Presentation by Deputy Mayor, Bingham on current situation and steps proposed in respect of car parking in Bingham.

- Current car parking situation noted.
- Framework order now in place. Noted that other authorities had been provided with a brief prior to publication whilst Bingham had not, leading to a large element of confusion.
- Proposal for 3-hour short stay parking needed to be progressed as quickly as possible, although talks with NCC regarding yellow lining and residents parking would need to get underway first. DMB suggested, and it was agreed, that RBC officer effect close liaison with BTC to plan appropriate order dates.
- Chair considered that charging should be introduced for short stay parking, but DMB considered that this would only serve to exacerbate residential parking area problems.
- Long term parking options considered, including the former allotment site and other land to the north of Bingham, in consultation with Network Rail (as had been achieved elsewhere).
- Chair stated that Growth Board would be responsible for assessing all bids through the various funds available and that any bids from the Parish/Town Councils would need to take the form of a business case. RBC had set up a unit to review all bids. Funding bids had already been granted to West Bridgford, Notts Cricket Club, Ruddington and Cotgrave.
- Jonathan Hammond suggested the building of one or more levels at Newgate Street (part underground) to enable further parking. DMB suggested that one or two levels over current two smaller RBC car parks would be more in keeping with street scene, would allow additional retail units on Long Acre and would be visually less intrusive to local residents and the area in general. No plans by RBC at present, but both ideas were noted as possibilities for larger scale investment.

Actions:



Increase in National Insurance following the introduction of the New State Pension – April 2016

Background

You may have seen in the media that the new State Pension is being introduced on 6 April 2016 for those reaching State Pension age after that date. This reform means that the current, complicated, multi layered system of basic and additional State Pensions will ultimately be replaced with a clearer, single pension amount. In the long run, the new State Pension will mean that people will be clearer from a younger age about what they are likely to get from the state towards their overall pension income helping them to plan how best to save for their retirement.

As a consequence of the reforms, contracting-out of the additional State Pension for Defined Benefit schemes will come to an end. Contracting-out meant that employees and employers paid a lower National Insurance (NI) rate and gave up entitlement to additional State Pension in return for a broadly similar amount as part of their occupational pension. Currently most public sector defined benefit pension schemes are contracted-out. The main implication of this reform for scheme members is that from 6th April they will no longer receive the NI rebate. This will mean an increase in employee NI contributions of around 1.4% of earnings between the relevant NI thresholds, set each year by HM Treasury.

The reforms are being introduced on 6th April 2016 and employees will see the change in NI Contribution payments after that date.

Action

As a public service employer, who currently offers a contracted-out defined benefit pension scheme, your employees will be affected by this NI change. To assist you in communicating these changes to your employees we have produced a number of products.

We have worked with departmental colleagues who lead on the main public sector pension schemes to ensure they are aware of these changes and the legal requirements relating to occupational pension schemes. Scheme administrators are required by law to notify members that their scheme is no longer contracted-out, but the requirement does not extend to include notifying them of the implication of this, i.e. the increase in NI contributions following the removal of the NI rebate.

It is worth confirming that this change will not impact upon an individual's occupational pension.

Indeed, the individual's occupational pension will in most cases include an amount that is equivalent to the additional State Pension they would have received if they had paid the higher standard rate of NI.

We suggest that you co-ordinate the communications you plan for your employees with your scheme administrators to ensure a joined up message is delivered to scheme members.

The materials attached include the things you need to know, plus some practical materials for you to use – or if you want to know more details then this pack will point you in the right direction. We've created emails, articles, posters, videos and images – and you're free to use them in whichever way suits you. We have included a factsheet specifically for public sector employees that you could use as a standalone product or you can use the messages in your own communication products to individuals. The key products are available on GOV.UK as part of the new State Pension toolkit at www.gov.uk/government/collections/state-pension-toolkit.

The recommendation from the Cabinet Office is that you begin communications to staff after the Autumn Statement, once NI bandings for 2016/2017 are announced.

If you have any feedback on the products please let us know by contacting state.pensioncomms@dwp.gsi.gov.uk.