

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 12th April, 2016**, at **7.00 p.m.**

**PRESENT:**

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

**IN ATTENDANCE:**

Councillor Mrs. A. Langford  
 " A. Shelton  
 Borough Councillor Mrs. S. Hull  
 1 Press

**1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:**

There were no Apologies for Absence received.

**2.00 DECLARATIONS OF INTEREST:**

There were no Declarations of Interest received.

**3.00 MINUTES:**

The Minutes of the meeting held on the 16th February , 2016, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record.

01 Matters Arising (including Clerk's Update)

See attached report.

**4.00 BUDGET REPORT 'A':**

The Clerk answered any queries in relation to Budget Report 'A'. The Clerk confirmed the attached would form the basis of year-end accounts, subject to accruals etc., and it was

**RECOMMENDED** that approval be given to budget monitoring up to the 31st March, 2016.

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 12th April, 2016**, at **7.00 p.m.** continued.....

**5.00**     **ACCOUNTS FOR PAYMENT - REPORT 'B':**

Accounts were presented for payment and it was agreed to

**RECOMMEND** approval.

**6.00**     **ACCOUNTS PAID - REPORT 'C':**

Accounts paid since the last meeting were presented and it was agreed to

**RECOMMEND** approval.

**7.00**     **BANKLINE PAYMENTS - REPORT 'D':**

A summary of bankline payments was presented and it was agreed to

**RECOMMEND** approval.

**8.00**     **GRANT AID - REPORT 'E':**

It was agreed to

**RECOMMEND** approval of the following grant aid:-

01    Bingham Neighbourhood Watch – £100.00 Hire of room in Old Court House.

**9.00**     **VACANT OFFICE AT THE OLD COURT HOUSE:**

It was noted that the solicitors are leaving their office and, therefore, there is office space available to rent.

It was

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

**10.00**    **INTERNAL AUDIT REPORT - REPORT 'F':**

The Clerk confirmed that a different auditor was being sourced for next year's accounts.

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 12th April, 2016**, at **7.00 p.m.**

**11.00**      **NEIGHBOURHOOD PLAN WORKING GROUP:**

The Chairman gave a brief synopsis of the difference between a Community Led Plan and a Neighbourhood Development Plan.

It was

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

**12.00**      **RECOMMENDATIONS FROM RECREATIONAL & CEMETERY COMMITTEE:**

01      **Review of Town Pavilion Lease and Rent**

In line with the Recreational & Cemetery Committee minutes dated 26th January, 2016, it was

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

02      **Support for a Long-Term Solution for Bingham Scout Accommodation**

In line with the Recreational & Cemetery Committee minutes dated 26th January, 2016, it was

**RECOMMENDED** that, in principle, support be given for a long-term solution for Bingham Scout accommodation.

**13.00**      **RUSHCLIFFE BOROUGH COUNCIL LOCAL ECONOMIC GROWTH BOARD FOR BINGHAM & RADCLIFFE - UPDATE:**

The Chairman gave brief update on the recent meeting. Kerching Retail Study results are not yet publicly available but the Committee noted that retail leakage out of Bingham to Newark, Nottingham and Grantham is a key issue and that loyalty card schemes were not recommended. It was also noted that Rushcliffe Borough Council's Leisure Strategy under review with a revised report expected in March, 2017. The transfer of the hammerhead site from Crown Estate to Rushcliffe Borough Council should be completed in the summer.

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 12th April, 2016**, at **7.00 p.m.** continued.....

**14.00**     **ANNUAL TOWN MEETING, 26TH APRIL, 2016, AT THE OLD COURT HOUSE:**

A suggestion was made that for 2017, community groups be invited to give presentations and Civic Award recipients presented with their awards at the meeting. It was agreed to include on a future Agenda.

**15.00**     **REVIEW OF CONSTITUTION, COUNCIL POLICIES AND EMERGENCY PLAN:**

On reviewing the above documents, Councillors were invited to inform the Clerk of any changes they wished to be considered.

In relation to the Emergency Plan, the Clerk to contact Nottinghamshire County Council regarding lack of response to the water crisis and that a list of vulnerable people should be kept updated.

**16.00**     **RESPONSE FROM HERITAGE LOTTERY FUND RE. REQUEST FOR A MEETING TO DISCUSS COMMUNITY FACILITY ADJACENT TO THE MANOR HOUSE:**

The response from the Heritage Lottery Fund was that a grant would not be forthcoming until nearer 2020/21. It was, therefore,

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

**17.00**     **COUNCILLOR ATTENDANCE AT STANDING COMMITTEES:**

It was acknowledged that attendance by Councillors at both Standing Committees and Full Council was good and that Councillors should be congratulated.

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 12th April, 2016**, at **7.00 p.m.** continued.....

**18.00 (a) FRONT ELEVATION WINDOWS OF THE OLD COURT HOUSE - QUOTATIONS:**

The Clerk confirmed that only one quotation for £4,830.00 had been received at this stage. Two further quotations to be obtained, and, if received, be referred to Full Council.

**18.00 (b) STAFF HANDBOOK:**

Councillors were invited to refer comments to the Clerk.

**19.00 CORRESPONDENCE:**

01 Academy Trusts Re. Toothill and Robert Miles Junior Schools

Letters in relation to the above were noted. Councillors were asked respond direct.

**20.00 CONFIDENTIAL BUSINESS - PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960)**

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

"In view of the confidential nature of the business about to be transacted, the Press and public be excluded from the remainder of the meeting."

Continued...../

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 12th April, 2016**, at **7.00 p.m.** continued.....

**20.00**     **CONFIDENTIAL BUSINESS - PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) continued.....**

The following items were discussed:-

- 01   TERMS OF REFERENCE RE. PARKING ON POLICE STATION SITE - UPDATE**
  
- 02   TERMS OF REFERENCE RE. WARNER'S Paddock - UPDATE**
  
- 03   STAFFING MATTERS**

As there was no further business to transact, the meeting closed at 8.55 p.m.

.....  
CHAIRMAN  
Date: .....

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 12th April, 2016**, at **7.00 p.m.** continued.....

**CLERK'S UPDATE:**

<b>DETAILS</b>	<b>ACTION TO BE TAKEN</b>
<b>Review of Booking Policy</b>	<b>Undertaken 20th October, 2015.</b>
<b>Tenants' Rent Review</b>	<b>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.</b>
<b>Town Pavilion / Butt Field Sports Pavilion</b>	<b>Annual Review of lease and rent reviews covered by leases.</b>
<b>Membership of C.B.W.G.</b>	<b>Chair and Vice-Chair of Community Committee; Mayor and Deputy Mayor, plus Chairman of Policy &amp; Resources Committee.</b>

Continued...../

**BINGHAM TOWN COUNCIL SUMMARY MARCH 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	4,154.00	-1,046.00	23,350.00	21,774.91	1,575.09	529.09
Recreation		4,287.00	4,366.20	79.20	31,052.00	14,624.12	16,427.88	16,507.08
Allotment		1,000.00	1,045.40	45.40	1,360.00	1,218.99	141.01	186.41
Cemetery		5000	9,892.50	4,892.50	4,350.00	7,848.33	-3,498.33	1,394.17
Environment		0.00	9.98	9.98	7,090.00	5,436.18	1,653.82	1,663.80
Depot		1350	1,732.00	382.00	70,500.00	58,834.51	11,665.49	12,047.49
Finance		16,590.00	16,686.82	96.82	120,100.00	92,655.37	27,444.63	27,541.45
OCH		10,400.00	17,221.45	6,821.45	26,250.00	23,568.66	2,681.34	9,502.79
<b>TOTALS</b>		<b>43,827.00</b>	<b>55,108.35</b>	<b>11,281.35</b>	<b>285,302.00</b>	<b>226,371.07</b>	<b>58,930.93</b>	<b>70,212.28</b>

Precept		241,475.00	241,475.00	0.00	0.00	0.00	0.00	0.00
Mayors Charity		0	10,012.18	0	0	3,264.00	-3,264.00	6,748.18

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	8,500.00
OCH Capital	3,480.00	1,000.00	0.00	-1000	0.00	215	-215	3,265.00
Depot	23,794.49	5,600.00	0.00	-5600	0.00	272	-272	23,522.49
Allotment	0.00	0.00	0.00	0	0.00	0	0	0.00
Environment	1,500.00	500.00	0.00	-500	0.00	0.00	0	1,500.00
General Reserve	162482.1	0.00	0.00	0	0.00	0.00	0	162,482.10
Promotion	0.00	0.00	0.00	0	0.00	0	0	0.00
Recreation	29,669.48	15,877.00	0.00	-15877	0.00	-645.00	645	30,314.48
Cemetery	0.00	0.00	0.00	0	0.00	0.00	0	0.00
Community Capital	2,350.00	350.00	0.00	-350	0.00	0	0	2,350.00
Property.Land	81,418.71	20,000.00	0.00	-20000	0.00	0.00	0	81,418.71
<b>Capital Total</b>	<b>313,194.78</b>	<b>45,827.00</b>	<b>0.00</b>	<b>-45,827.00</b>	<b>0.00</b>	<b>-158.00</b>	<b>158.00</b>	<b>313,352.78</b>

<b>GRAND TOTAL</b>	<b>313,194.78</b>	<b>89,654.00</b>	<b>65,120.53</b>	<b>-34,545.65</b>	<b>285,302.00</b>	<b>229,477.07</b>	<b>55,824.93</b>	<b>390,313.24</b>
--------------------	-------------------	------------------	------------------	-------------------	-------------------	-------------------	------------------	-------------------



INCLUDES ACCRUALS FROM 2014/2015			Mar-16			REPORT A			checkin col.
						Net Variance column			
						Positive figs. = underspends			
						Negative figs. = overspends			
Community		Receipts		Payments		Net Variance			
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
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	
<b>Community</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,250.00</b>	<b>410.00</b>	<b>840.00</b>	<b>840.00</b>	
Promotions		Receipts		Payments		Net Variance			
		Budget	Actual		Budget	Actual			
Town Fair	5	4,000.00	2,575.00	-1425	7,000.00	5,565.62	1434.38	9.38	
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	7,660.51	-1160.51	-1,160.51	
Other Promotions	8	0.00		0	1,000.00	266	734.00	734.00	
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/Promotior	11	0.00		0.00	2,100.00	2,008.24	91.76	91.76	
<b>Promotions</b>		<b>5,200.00</b>	<b>4,154.00</b>	<b>-1,046.00</b>	<b>23,350.00</b>	<b>21,774.91</b>	<b>1575.09</b>	<b>529.09</b>	
Recreation		Receipts		Payments		Net Variance			
		Budget	Actual		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	1,081.00	-19	175.00	350	-175.00	-194.00	
Sports Pitch Maintenar	15	3,067.00	3,067.00	0	8,000.00	7855	145.00	145.00	
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	
<b>Recreation</b>		<b>4,287.00</b>	<b>4,366.20</b>	<b>79.20</b>	<b>31,052.00</b>	<b>14,624.12</b>	<b>16427.88</b>	<b>16,507.08</b>	

<b>Allotments</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Variance</b>
		Budget	Actual		Budget	Actual		
Allotment Rents	17	1,000.00	1,045.40	45.4	360.00	331.50	28.50	73.90
Water Charges	18	0.00		0	500.00	490.09	9.91	9.91
Maintenance	19	0.00		0	500.00	397.40	102.60	102.60
<b>Allotments</b>		<b>1,000.00</b>	<b>1,045.40</b>	<b>45.40</b>	<b>1,360.00</b>	<b>1,218.99</b>	<b>141.01</b>	<b>186.41</b>
<b>Cemetery</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Variance</b>
		Budget	Actual		Budget	Actual		
Rates	20	0.00		0	600.00	588.00	12.00	12.00
Water/drainage	21	0.00		0	250.00	223.91	26.09	26.09
Grave Digging	22	0.00		0	1,500.00	1,900.00	-400.00	-400.00
Electricity	23	0.00		0	500.00	73.86	426.14	426.14
Maintenance	24	0.00		0	500.00	4,858.56	-4358.56	-4,358.56
Memorials & Fees	25	5,000.00	9,892.50	4892.5	1,000.00	204	796.00	5,688.50
<b>Cemetery</b>		<b>5000.00</b>	<b>9892.50</b>	<b>4892.50</b>	<b>4350.00</b>	<b>7848.33</b>	<b>-3498.33</b>	<b>1394.17</b>
<b>Environment</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Variance</b>
		Budget	Actual		Budget	Actual		
General Maintenance	26	0.00	9.98	9.98	640.00	209.97	430.03	440.01
Town Floral Displays	27	0.00		0	5,500.00	4816.21	683.79	683.79
Litter & Dog Bins	28	0.00		0	450.00	410.00	40.00	40.00
Trans to Environ. Reserve		0.00		0	500.00		500.00	500.00
<b>Environment</b>		<b>0.00</b>	<b>9.98</b>	<b>9.98</b>	<b>7,090.00</b>	<b>5,436.18</b>	<b>1653.82</b>	<b>1,663.80</b>

Depot			Receipts			Payments			Net Variance	
			Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
Equipment service etc		29	0.00		0	4,000.00	3,096.11	903.89	903.89	
Depot Maintenance		30	0.00		0	400.00	400.28	-0.28	-0.28	
Mobile phones		31	0.00		0	250.00	242.94	7.06	7.06	
Alarm		32	0.00		0	300.00	161.70	138.30	138.30	
Hand tools & equipmer		33	0.00		0	100.00	0.00	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	47314.5	7135.50	7,135.50	
Vehicle Tax/Insurance		36	0.00		0	1,500.00	1168.31	331.69	331.69	
Fuel		37	0.00		0	3,500.00	1707.28	1792.72	1,792.72	
Trans to Depot Res.		38	0.00		0	5,600.00		5600.00	5,600.00	
Grass Cutting		39	1,350.00	1,732.00	382	0.00	4,487.76	-4487.76	-4,105.76	
<b>Depot</b>			<b>1,350.00</b>	<b>1,732.00</b>	<b>382.00</b>	<b>70,500.00</b>	<b>58,834.51</b>	<b>11665.49</b>	<b>12,047.49</b>	12047
<hr/>										
Finance			Receipts			Payments			Net Variance	
			Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
Salaries inc Ers cost		40	0.00		0	72,000.00	71,240.01	759.99	759.99	
Audit		41	0.00		0	1,000.00	775	225.00	225.00	
Office Expenses		42	0.00		0	5,000.00	4,524.28	475.72	475.72	
Subscriptions/training		43	0.00	42.00	42	5,000.00	2,998.00	2002.00	2,044.00	
Travel/mileage		44	0.00		0	400.00	207.15	192.85	192.85	
Civic Expenses		45	0.00		0	2,500.00	952.60	1547.40	1,547.40	
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	4,038.41	961.59	961.59	
Trans to Prop & Land R		49	0.00		0	20,000.00		20000.00	20,000.00	
Trans to Risk Mgmt R		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	554.82	54.82	0.00		0.00	54.82	
<b>Finance</b>			<b>16,590.00</b>	<b>16,686.82</b>	<b>96.82</b>	<b>120,100.00</b>	<b>92,655.37</b>	<b>27,444.63</b>	<b>27,541.45</b>	27541

Precept		76	241,475.00	241,475.00	0	0.00	0.00	0.00	0.00	
				257,565.00						
<b>Old Court House</b>			<b>Receipts</b>			<b>Payments</b>			<b>Net Variance</b>	
			Budget	Actual		Budget	Actual			
Caretakers wages		53	0.00		0	5,600.00	5,614.75	-14.75	-14.75	
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	4,535.44	1464.56	1,464.56	
Repairs & Maint		58	0.00	77.47	77.47	5,500.00	5,752.63	-252.63	-175.16	
Equipment		59	0.00		0	400.00	4.07	395.93	395.93	
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	4,913.25	3163.25	0.00		0.00	3,163.25	
<b>Old Court House</b>			<b>10,400.00</b>	<b>17,221.45</b>	<b>6,821.45</b>	<b>26,250.00</b>	<b>23,568.66</b>	<b>2,681.34</b>	<b>9,502.79</b>	9502
<b>Check to Precept submitted</b>			<b>43,827.00</b>	<b>55,108.35</b>	<b>11,281.35</b>	<b>285,302.00</b>	<b>226,371.07</b>	<b>58930.93</b>	<b>70,212.28</b>	
						<b>241,475.00</b>				
						120737.5				
						<b>8,045.00</b>				
Miscell Mayors Charity		81		<b>10,012.18</b>	<b>0.00</b>	<b>0.00</b>	<b>3,264.00</b>	<b>-3264.00</b>	<b>6,748.18</b>	6,748

**APPENDIX 'B'**

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 12th April, 2016**, at **7.00 p.m.** continued.....

**ACCOUNTS PRESENTED**

VIKING DIRECT	Stationery	50.11
VIKING DIRECT	Stationery	49.84
VIKING DIRECT	Stationery	85.04
STREETWISE	Checking play area/bins	396.00
STREETWISE	Cut Butt Field	180.00
STREETWISE	Cut Wynhill/Soundbund	227.11
NOTTS. ALC	Subs	1292.37
W.P.S. INSURERS	Insurance	971.38
RBC	T.E.N	21.00
PERSONNEL ADVICE & SOLST.		120.00
PERSONNEL ADVICE & SOLST.		120.00
D.HAZLE	Window Clean	25.00
ALLSTAR	Fuel	70.65
RBC	Allotments	352.00
		<u><u>3960.50</u></u>

Continued...../

Minutes of a meeting of the **Policy & Resources Committee**  
of the Bingham Town Council held in The Old Court House,  
Church Street, Bingham, on **Tuesday, 12th April, 2016,**  
at **7.00 p.m.** continued.....

Date	Cheque No	Description	Supplier	Total
18/02/2016	Bankline	Cemetery maintenance 3 cuts	A Buckingham	1,200.00
18/02/2016	Bankline	Grave digging fees	A Buckingham	90.00
18/02/2016	Bankline	Attachment Of Earnings	Rushcliffe Borough Council	544.33
18/02/2016	Bankline	VAN repairs	Saxondale Garage	178.00
18/02/2016	Bankline	Grave digging fees	A Buckingham	190.00
18/02/2016	Bankline	Pitch Maintenance	Streetwise Environmental Ltd	384.00
01/02/2016	DD	Cemetery water bill	Severn Trent Water	113.11
01/02/2016	DD	Allotment water bill	Severn Trent Water	154.94
15/02/2016	Bankline	BANKLINE CHARGES	Nat West	16.40
25/02/2016	Bankline	WAGES M11	WAGES M11	3,227.49
25/02/2016	Bankline	WAGES M11	WAGES M11	4,953.02
25/02/2016	Bankline	WAGES M11	WAGES M11	394.55
29/02/2016	DD	Gas/elec bill	Utility Warehouse	637.74
29/02/2016	DD	Mobile	Utility Warehouse	23.00
29/02/2016	DD	Cemetery Electric	Utility Warehouse	6.18
29/02/2016	DD	Alarm charges	Utility Warehouse	17.64
29/02/2016	DD	Phone/broadband bill	Utility Warehouse	52.43
29/02/2016	DD	Trade Waste collection	Wastecycle Ltd	140.14
29/02/2016	DD	Trade Waste collection	Wastecycle Ltd	66.36
01/03/2016	Bankline	Solicitor costs	Fraser Brown	300.00
01/03/2016	Bankline	OCH Plumbing repairs	Rowlson Plumbing & Heating Services	122.60
01/03/2016	Bankline	Keyholding	Gener8 Finance Ltd	42.00
29/02/2016	Bankline	Bank charges	Nat West	24.55
05/02/2016	PC	Allot deposit refunds	Petty Cash	2.50
24/02/2016	PC	Postage	Petty Cash	1.68
26/02/2016	PC	Civic Reception flowers/refreshments	Petty Cash	17.52
07/03/2016	Bankline	Financial Audit	D Slight	75.00
07/03/2016	Bankline	Personnel Management Services	Personnel Advice and Solutions Ltd	120.00
07/03/2016	Bankline	Superann M11	NCC Pension Fund	1,170.07
07/03/2016	Bankline	Superann M11	NCC Pension Fund	84.33
07/03/2016	Bankline	PAYE M11	HMRC	845.71
07/03/2016	Bankline	PAYE M11	HMRC	482.48
07/03/2016	Bankline	Prudential AVC	Prudential	100.00
07/03/2016	9815	Civic Awards certificate	Bart Luckhurst	192.50
14/03/2016	Bankline	Civic Reception catering	Creative Flavours Catering Ltd	322.50
14/03/2016	Bankline	Mower Service/repairs/parts	J R Mowers	590.13
14/03/2016	Bankline	Dog bin emptying	Streetwise Environmental Ltd	234.00
14/03/2016	Bankline	Christmas lights Electric	Eon	228.03
14/03/2016	Bankline	Fuel Account	Allstar Business Solutions	78.91

Continued...../

## APPENDIX 'C' continued....

Minutes of a meeting of the **Policy & Resources Committee**  
of the Bingham Town Council held in The Old Court House,  
Church Street, Bingham, on **Tuesday, 12th April, 2016,**  
at **7.00 p.m.** continued.....

14/03/2016	Bankline	Photocopying charges	Reprotect Connect For	64.85
14/03/2016	Bankline	Window cleaning	DHazzle	25.00
14/03/2016	Bankline	Mower	Handicentre (Bingham) Ltd	6.70
14/03/2016	Bankline	Service/repairs/parts Equipment repairs	Handicentre (Bingham) Ltd	17.54
14/03/2016	Bankline	Depot Maintenance	Handicentre (Bingham) Ltd	16.35
14/03/2016	Bankline	Batteries	Handicentre (Bingham) Ltd	3.79
14/03/2016	Bankline	Cleaning materials	Handicentre (Bingham) Ltd	4.88
14/03/2016	Bankline	Allotment repairs	Handicentre (Bingham) Ltd	20.88
18/03/2016	Bankline	Grant aid	PCC of All Saints Bingham	500.00
18/03/2016	Bankline	Lease payment	Jas Martin & Co	175.00
18/03/2016	Bankline	Memorial kerb plaque	Granart Ltd	63.60
18/03/2016	Bankline	Keyholding	Gener8 Finance Ltd	42.00
15/03/2016	Bankline	Bank charges	Nat West	12.00
23/03/2016	Bankline	PAYE M12	HMRC	882.49
23/03/2016	Bankline	PAYE M12	HMRC	482.68
23/03/2016	Bankline	Superann M 12	NCC Pension Fund	1,232.10
23/03/2016	Bankline	Superann M 12	NCC Pension Fund	87.37
23/03/2016	Bankline	Prudential AVC	Prudential	100.00
15/03/2016	9816	Allotment repairs	P Selby	380.00
15/03/2016	9816	OCH Repairs	P Selby	250.00
15/03/2016	9817	Best Kept Village Competition entry	CPRE	8.00
02/03/2016	PC	Travel expenses	Trent Barton	5.80
02/03/2016	PC	Travel expenses	Trent Barton	5.80
17/03/2016	PC	Key Cutting	No1 Mobile Key Cutting	2.50
31/03/2016	Auto	Bank charges	Nat West	11.31
31/03/2016	Bankline	WAGES M12	N Roberts	1,497.15
31/03/2016	Bankline	WAGES M12	WAGES m12	3,483.32
31/03/2016	Bankline	WAGES M12	WAGES m12	408.72
31/03/2016	DD	Trade Waste collection	Wastecycle Ltd	68.50
31/03/2016	DD	Alarm charges	Utility Warehouse	17.64
31/03/2016	DD	Mobile	Utility Warehouse	23.00
31/03/2016	DD	Phone/broadband bill	Utility Warehouse	39.22
31/03/2016	DD	Gas bill	Utility Warehouse	365.80
31/03/2016	DD	Electric	Utility Warehouse	166.49
31/03/2016	DD	Electric	Utility Warehouse	5.79
		<b>Total</b>		<b>27,900.11</b>

Continued...../

Minutes of a meeting of the **Policy & Resources Committee**  
of the Bingham Town Council held in The Old Court House,  
Church Street, Bingham, on **Tuesday, 12th April, 2016**,  
at **7.00 p.m.** continued...

P & R	SUPPLIER'S NAME	£ p	DATE OF PYMT	NATWEST PYMT. REF.
12.04.16	Gap Group	23.04	11.02.16	310798823
12.04.16	D Hazle	25.00	11.02.16	310799090
12.04.16	Lift & Engineering	166.73	11.02.16	310799806
12.04.16	St Johns Ambulance	300.00	11.02.16	310802163
12.04.16	British Red Cross	139.20	11.02.16	310803081
12.04.16	Gener8 Finance	42.00	11.02.16	310803239
12.04.16	Reprotec	35.23	11.02.16	310803641
12.04.16	Handicentre	55.88	11.02.16	310803891
12.04.16	A BUCKINGHAM	1290.00	18.02.16	311300844
12.04.16	RUSHCLIFFE BC Attachment of E	544.33	18.02.16	311301173
12.04.16	SAXONDALE GARAGE	178.00	18.02.16	311301555
12.04.16	A BUCKINGHAM	190.00	18.02.16	311300844
12.04.16	STREETWISE ENVIRONMENTAL L	384.00	18.02.16	311302041
12.04.16	Fraser Brown	300.00	29.02.16	313188004
12.04.16	Rowlson Plumbing	122.60	29.02.16	313188774
12.04.16	Gener8 Finance	42.00	29.02.16	313189157
12.04.16	D Slight	75.00	04.03.16	314142892
12.04.16	Personnel Advice	120.00	04.03.16	314144176
12.04.16	NCC Superann	1254.40	04.03.16	314144600
12.04.16	HMRC	1328.19	04.03.16	314145054
12.04.16	Prudential AVC	100.00	04.03.16	314145631
12.04.16	Reprotec	64.85	11.03.16	315349301
12.04.16	Allstar Business Solutions	78.91	11.03.16	315349741
12.04.16	JR MOWERS	590.13	11.03.16	315350041
12.04.16	CREATIVE FLAVOURS CATERING	322.50	11.03.16	315350736
12.04.16	Streetwise	234.00	11.03.16	315351121
12.04.16	E.on	228.03	11.03.16	315351333
12.04.16	Dhazle	25.00	11.03.16	315351527
12.04.16	Handicentre	63.44	11.03.16	315351907
12.04.16	Handicentre	6.70	11.03.16	315351907
12.04.16	MARCH SALARIES	5389.19	31.03.16	Various
12.04.16	PC of All Saints Bingham	500.00	17.03.16	316298820
12.04.16	Jas. Martin & Co	175.00	17.03.16	316299989
12.04.16	Granart Limited	63.60	17.03.16	316300494
12.04.16	Gener8 Finance Limited	42.00	17.03.16	316301180
12.04.16	HMRC PAYE	1365.17	22.03.16	
12.04.16	Prudential AVC	100.00	22.03.16	
12.04.16	NCC Pensions	1319.47	22.03.16	
		<b>17283.59</b>		

Continued...../



Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 12th April, 2016**, at **7.00 p.m.** continued...

## Report to the Policy & Resources Committee – 12<sup>th</sup> April 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 2016/17.

<b>Budget available</b>	<b>£5,000.00</b>
<b>Less committed</b>	<b><u>NIL</u></b>
<b>Amount available</b>	<b><u>£5,000.00</u></b>

#### 3. Information

3.1 Bingham Neighbourhood Watch – request for room hire charges for 2016 at OCH, Council Chamber £100.

3.2 Bingham District Girlguiding – request for funds towards cost of coaches for a trip. Cost £825 (no further documentation received to date).

Please refer to attached information.

**LYNN HOLLAND**

**TOWN CLERK**

Minutes of a meeting of the **Policy & Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 12th April, 2016**, at **7.00 p.m.** continued...

**3 Fernbeck Cottages, Tippings Lane, Farnsfield, Nottinghamshire NG22 8EP**

**Bingham Town Council**  
**Internal audit and financial risk assessment report**

On Friday 19 February 2016, I carried out the internal audit and financial risk assessment in accordance with the guidelines laid down in the latest version of "Governance and Accountability for Local Councils - A Practitioner's Guide (England)".

I am pleased to report, once again, that the accounts themselves and the financial procedures and controls in place are sound and robust.

I again looked in detail at the procedures for the payment of purchase invoices together with the relevant council minutes, payment authorisation lists, bank statements and the purchase invoices themselves. I also examined in detail the payment of salaries. I was particularly keen to establish that the two part-time employees who have taken over the role previously filled by Claire Pegg were following all relevant procedures. This is indeed the case and the council is well protected and the Government guidance is being followed.

Finally I would like to thank the Clerk for her help when I was conducting the audit. We have already agreed that the audit of the final accounts to enable the Annual Return for 2015/2016 to be signed off, will take place on 22 April 2016.

David G C Slight

27 February 2016