

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, 26th August, 2008, at 7.00 p.m.**

PRESENT:

Councillor F. Purdue-Horan – Chairman
“ F. Kerry
“ J. Eagles
“ Mrs. M. Stockwood

DECLARATIONS OF INTEREST:

There were no Declarations of Interest received.

APOLOGIES:

Apologies for absence were received from Councillors G. Davidson and A. Shelton.

1.00 MINUTES:

The Minutes of the meeting held on the 24th June, 2008, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record, subject to the report of a typing error on a private and confidential item in connection with the staffing review.

2.00 BUDGET REPORT:

The budget position as at 31st July, 2008, was presented and approved.

3.00 ACCOUNTS FOR PAYMENT:

Accounts were presented for payment and approved. (See Appendix 1).

4.00 ACCOUNTS PAID:

Accounts paid since the last meeting were presented and approved. (See Appendix 2). It was noted that no further payments are to be made to Blakedown.

5.00 2007/08 ACCOUNTS - UPDATE:

The Clerk confirmed that additional information had been requested and confirmation of precept figure as Rushcliffe Borough Council had confirmed a different figure to that stated in the Town Council's accounts. The Clerk also confirmed that the difference was transitional relief applied by the Borough.

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6.00 APPLICATIONS FOR GRANT AID:

A request had been received from No 2 Newton Group for £500.00 for publicity and communication activities. It was agreed that the Clerk should request the Group's committee officials' details (names, addresses, contact details, etc.), along with a copy of accounts or bank statements. It was also agreed that this item should be referred to Full Council.

7.00 UPDATE RE. GRANTHAM ROAD NOTICE BOARD PROSECUTION:

After referring to an e-mail from the Council's solicitor confirming the cost to go through the small claims court, it was agreed not to follow this through the courts. It was agreed to arrange for repairs to be made to the notice-board for the most economical cost.

8.00 ENVIRONMENTAL POLICY:

It was unanimously agreed to endorse the approval of the Environment Committee re. the adoption of the Environmental Policy.

9.00 CORRESPONDENCE:

01 Former Co-op Pioneer Outlet

A letter had been received from Lambert Smith Hampton dated 12th May, and it was unanimously agreed not to pursue the offer as it was considered too expensive, bearing in mind the lease would expire in December, 2012, and then be subject to yet another review.

02 Fencing Tenders

This matter had been referred following the opening of tenders by the Chairman of Recreational & Cemetery Committee. This item was deemed to be private and confidential, and, therefore, was addressed after the Press and public left the meeting.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

The following matters are suggested for consideration in the absence of the Press and public. If this is the Committee's wish, it should pass the following resolution:-

"That the press and public be excluded from the remainder of the meeting as publicity of the matters yet to be discussed are prejudicial to the public interest by reason of the confidential nature of the business to be transacted."

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10.00 FENCING TENDERS:

Councillor Kerry gave a brief account and answered queries. It was agreed to accept the tender from Midway Fencing for £37,930.00, subject to ratification at Full Council.

11.00 STAFFING MATTERS - CONTRACT OF EMPLOYMENT:

The Clerk confirmed that staff Contracts of Employment were being drafted at the moment and would be issued once finalised. A draft copy of the basic Contract had been supplied to the Chairman of the Policy & Resources Committee.

12.00 TOWN CLERK'S REPORT C i-iii:

The Clerk confirmed actions taken re I.T. problems that had occurred during the second week of her employment (all as per the reports submitted). It was unanimously agreed to approve items 1 – 4 on the report Ci as follows:-

1. Payment of the new P.C., along with the three years' warranty, be approved.
2. Payment of the laptop be approved.
3. Approval to purchase a caddy for data storage.
4. Approval of the expenses re. transferring of data and installation of same.

5. 01 Website and Hosting of E-mail Facilities

To be referred to the next Promotions Working Party meeting to be held on the 2nd September, 2008. Councillor Mrs. Stockwood confirmed that, previously, Councillor J. Stockwood had written a report on the Town Council's website re. I.T. issues.

02 Report on Digital Camera

It was unanimously agreed to the purchase of a digital camera.

03 Registration of CiLCA Qualification

It was unanimously agreed to register the Town Clerk for this qualification as, without it, the Town Council would not be able to reapply for Quality status.

Continued...../

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PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960. continued.....

13.00 LETTER FROM CARTER JONAS RE. ALLOTMENT SITE - PROPOSAL FOR LAND SWAP, TERMS, ETC.

The Clerk confirmed that the detailed map requested was just an enlarged version of the original. It was estimated that the area for the allotments was 254 yards x 60 yards which would possibly allow for a row of allotments either side with a path in the middle.

The suggested access would have to be from the Derry Lane end as it was thought that access would not be allowed off the main road near to the petrol station. There were lots of queries such as access, layout, area one allotment would cover and fencing. Before a costing could be determined, these questions would have to be answered. It was agreed that the Clerk should contact Rushcliffe Borough Council and Nottinghamshire County Council re. access point which may be allowed.

After a brief discussion, it was agreed that the Clerk should arrange a meeting with Peter Morris and Al Hanagan to identify the type of lease which could be entered into, whether it would be possible to rent, and with a conversion clause to purchase or swap land at a later date. The Town Council would not want to have the expense of fencing off the area only for it to be taken from the Council at a later date.

As there was no further business to transact, the meeting finished at 8.50 p.m.

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CHAIRMAN

Date:

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Accounts for Payment 26.8.08

chq

8233 Severn Trent Water - OCH Water bill	£345.87
8234 RBC - TEN	£21.00
8235 Handicentre (Bingham) Ltd - Repair/maint materials	£26.99
8236 Mr D Holland - Digital camera	£135.94
8237 Banks Amenity Products Ltd - Butt Field seed	£394.05
8238 Arrow Flexible Packaging Ltd - dog poop bags	£130.42
8239 MG Safety Ltd - workwear	£39.76
8240 RBS Invoice Finance Ltd - Key holding (SS)	£59.93
8241 Ian Lockwood - Accounts support	£212.50
8242 Midwest Landscaping Ltd - Butt Field pitch works	£1,076.30
8243 Eon - Cem elec bill	£70.47
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	£2,513.23
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Accounts Paid 26 August 2008

Cheq. No.		
8162	Fuel	Petty Cash 80.00
8162	Postage	Petty Cash 12.96
8162	Min gdn prize	Petty Cash 3.99
8162	Keys/consumables	Petty Cash 33.26
8162	Lam Cem maps	Petty Cash 4.01
8163	Bingham Sports club contract	Wood & Weir 9,171.64
8164	Keyholding service	RBS Invoice Finance Ltd 39.95
8165	Parts	Platts Harris 5.19
8166	Bins/batteries/paste	Handicentre(Bingham) 75.50
8166	Consumables	Handicentre(Bingham) 6.96
8166	washers	Handicentre(Bingham) 0.90
8166	new lock/keys/cleaning materials	Handicentre(Bingham) 47.22
8167	Town Fair entertainer	Dako Flying Angels 120.00
8168	Workwear	Alexandra plc 22.03
	Auto Wages w13	Wages w13 755.96
	Auto Wages w13	Wages w13 72.95
	Auto Wages w13	Wages w13 76.79
	DD Mobile phone bill (contract)	O2 181.49
	DD Monthly broadband charge	Tiscali 17.99
	Auto Wages w14	Wages w14 701.96
	Auto Wages w14	Wages w14 135.95
	Auto Wages w14	Wages w14 67.37
8169	Acting Town Clerk fees	Peter Butcher 2,327.40
8170	Cem hedge pruning	K Riggall 140.00
8171	Mileage claim (orig not rec'd)	A Harvey 20.08
8172	Repairs to Butt Field pavilion	AP White Builders 230.00
8173	Consultancy fees re Butt Field	County VAT Consultancy 150.00
8174	Pitch works Inv 3	Blakedown 929.31
8175	Trade waste	RBC 139.01
8176	Mileage (litter picking)	B Gardner 68.80
8177	Tax/NI M3	HMRC 370.21
8177	Tax/NI M3	HMRC 1,760.49
8178	Playground inspection	Playsafety Ltd 260.85
8179	Diesel oil	Chandlers Oil & Gas 820.39
8180	Sand /Cement	Sercon 5.86
	DD non domestic rates	RBC 647.00
	Auto Wages w15	Wages w15 823.45
	Auto Wages w15	Wages w15 72.95
	Auto Wages w15	Wages w15 67.37
8181	Lift inspection charge	Allianz Engineering 293.75
8182	Town Fair barrier hire	GAP Group 468.83
8183	Stihl Blower & Combi engine	JR Mowers 866.20
8184	Donation for Marshalling at Fair	1936 Newton Squadron ATC 50.00
8185	Dog poop bags	Arrow Packaging 130.42
8186	Fair sundries	Handicentre(Bingham) 52.58
8186	Cleaning sundries	Handicentre(Bingham) 17.94
8186	Round up	Handicentre(Bingham) 39.61
	DD non domestic rates	RBC 57.00
	DD OCH elec bill	Eon 280.00

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Auto Wages w16	Wages w16	803.25
Auto Wages w16	Wages w16	77.66
Auto Wages w16	Wages w16	67.37
8187 New office PC	Computerlink (Leicester) Ltd	345.45
8188 Pitch works	Blakedown	2,239.70
8189 Hanging baskets/f/tower	Plantscape	5,691.70
DD Trade waste	RBC	153.06
8190 Town Fair loo hire	Elliott Loohire	411.25
8191 Office telephones	L Holland	66.59
8193 Accounts support fees	Ian Lockwood	412.50
8194 Fuel	Petty Cash	80.00
8194 postage/consumables	Petty Cash	30.30
8194 photocopying	Petty Cash	2.10
8194 kettle/windows	Petty Cash	24.99
8195 Superannuation M3	NCC	557.01
8195 Superann M3	NCC	87.59
8196 Town Fair entertainer	M Heaton	800.00
8197 Town Fair marquee	Ken Waller	2,000.00
Auto Wages w17	Wages w17/M4	808.32
Auto Wages w17	Wages w17/M4	67.37
Auto Wages w17/M4	Wages w17/M4	2,548.11
8198 SLCC conference	SLCC	52.88
8199 Keyholding service	RBS Invoice Finance Ltd	39.95
8200 Internal auditor fees	Longley & Co	1,615.63
8201 OCH boiler service & toilet repair	Frank Webb	556.78
8202 Annual subs	Focus Health & Safety Ltd	304.81
8203 Fire extinguisher service	Notts Fire & Rescue	60.51
8204 ink cartridges	Abitech Systems	29.99
8205 Acting Town Clerk fees	Peter Butcher	1,500.00
8206 Letterheads	H Jarrow	63.00
8207 Stationery	Viking Direct	40.48
Bank Charges	Nat	55.52
	West	
8208 3rd party funding Butt Field	WREN	1,320.00
8209 Garden competition vouchers	Cash	225.00
8210 Superannuation M4	NCC	1,035.63
8210 Superannuation M4	NCC	66.36
8211 Play equip parts	Wicksteed Leisure	177.43
8212 PC fault diagnosis	Midland Data Networks	52.88
8213 Fuel surcharge	Cannon Hygiene	2.23
8214 OCH access system repair	AST Systems	115.15
8215 Butt Field Goalposts	M3C Sports Supplies Ltd	2,467.66
Auto Wages w18	Wages w18	813.98
Auto Wages w18	Wages w18	92.50
Auto Wages w18	Wages w18	67.44
8216 Butt Field consultancy fees	Agrostis	3,525.00
8217 Mileage Claim (Regional conf)	C Pegg	19.72
8218 Presentation print (PB)	A Hall Photography	30.00
8219 Butt Field access materials	Handicentre(Bingham)	166.28
8220 LH AVC's	Prudential	100.00
Auto Wages w19	Wages w19	872.13
Auto Wages w19	Wages w19	77.24
Auto Wages w19	Wages w19	73.72
Auto Wages w20	Wages w20	835.32
Auto Wages w20	Wages w20	109.58
Auto Wages w20	Wages w20	73.72

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8221 Town News	H Jarrow	110.00
8222 OCH Gas	Eon	363.96
8223 Workwear	Alexandra plc	37.59
8224 Lift call out/repair	TES	135.71
8225 Strimmer head	Henton & Chatell	18.00
8226 Stationery	Viking Direct	271.50
8227 replace water heater/plumbing	Rowlson Plumbing & Heating	234.59
8228 OCH lift service contract	Chubb Security	1,076.53
8230 Fuel	Petty Cash	100.00
8230 Windows/keys	Petty Cash	45.00
8230 Postage/consumables	Petty Cash	54.88
8231 Garden competition trophies	C Pegg	43.88
8232 Crossword prize	Mr A Wright	20.00
		<u>59,148.05</u>