

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, 18th February, 2014**, at 7.00 p.m.

PRESENT:

Councillor G. Davidson – Chairman
 " J. Eagles
 " A. Harvey
 " Mrs. S. Hull
 " J. Stockwood

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

Apologies for Absence were accepted from Councillor Mrs. T. Kerry.

2.00 DECLARATIONS OF INTEREST:

Councillor Eagles declared an interest in Folio 7229 , Item 11 – Bingham Methodist Church Grant Aid approval.

3.00 MINUTES:

The Minutes of the meeting held on the 10th December, 2013, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record.

01 Matters Arising

Refer to Action Points, Appendix 'A', attached. The Chairman confirmed that the items relating to Booking Policy, Rent Reviews and Risk Management Review would be referred to the next meeting

4.00 BUDGET REPORT 'A' UP TO 31ST JANUARY, 2014:

The Clerk answered queries from Councillors and it was agreed to

RECOMMEND approval of budget monitoring up to the 31st January, 2014.

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.

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, 18th February, 2014**, at **7.00 p.m.** continued.....

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

A summary of bank line payments was presented and it was agreed to **RECOMMEND** approval.

8.00 **REPORT FROM INTERNAL AUDITOR - REPORT 'E':**

Comments from the internal auditor were noted and petty cash would be computerised from the 1st April, 2014.

9.00 **GRANT AID:**

01 Two Bingham Network Scouts

A request had been received from two Bingham Network Scouts who are undertaking fund-raising for a trip to Japan. It was

RECOMMENDED that the Clerk confirms the total raised to date and, providing the overall total would be achieved, then a maximum grant of £250.00 per scout would be awarded. It was also agreed that the two scouts be referred to Bingham United Charities.

10.00 **RE-PAINTING OF FRONT ELEVATION OF OLD COURT HOUSE:**

A quotation was considered for re-painting of the front elevation of The Old Court House. The recent remedial work carried out in relation to water penetration on the main staircase was also noted.

It was

RECOMMENDED to approve the quotation received for painting of the front elevation of The Old Court House at a cost of £670.00 and note that remedial works had been necessary, due to water penetrating around the main window of the staircase, at a cost of £460.00 for the exterior work and £108.00 for interior re-decorating.

11.00 **B.R.E.A.D. GRANT APPLICATION - UPDATE:**

The Chairman confirmed that Rushcliffe Borough Council had agreed to support the request from Bingham Town Council to release funding to B.R.E.A.D in relation to the community facility project, subject to certain conditions. Councillor Eagles declared an interest and confirmed that there had been amendments to the planning application in relation to provision of car-parking spaces for the offices and shop.

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, 18th February, 2014**, at **7.00 p.m.** continued.....

12.00 **COMMUNITY LED PLANNING - UPDATE:**

The Chairman confirmed that the Special Full Council Meeting held on the 11th February, 2014, had approved the Public Meeting to be held at the Methodist Church on the 31st March, 2014, at 7.00 p.m. This meeting was advertised on the back page of the March edition of the Town News, and posters and letters would be sent to community organisations.

13.00 **CORRESPONDENCE:**

01 Notification received of possible increase in employers' contributions due to a change in Superannuation Rules & Regulations concerning contributions to be paid by both employees and employers on total pay rather than basic pay only, i.e. contributions will, from the 1st April, 2014, be paid on overtime.
Noted.

14.00 **CONFIDENTIAL BUSINESS:**

There was no Confidential Business to report.

As there was no further business to transact, the meeting finished at 7.26 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, 18th February, 2014**, at **7.00 p.m.** continued.....

ACTION POINTS:

AGENDA ITEM	DETAILS	ACTION TO BE TAKEN
Folio 6578 9.03	Review of Booking Policy	Agenda item for future meeting.
	Annual Inspection of sports facilities.	2013 Butt Field and Town Pavilion inspections completed.
	Tenants' rent review	Agenda item for future meeting.
	Town Pavilion	Review of lease and rent review.
6774	Risk Management Review	On-going.
6775	Constitution and Committee Structure Review.	On-going.
	Membership of C.B.W.G.	Outstanding.

BINGHAM TOWN COUNCIL SUMMARY JANUARY 2014

REPORT A cont.

BAL B.FWD	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Community	15	1950	1935	1265	2310	-1045	890
Promotion	5,000.00	6,057.87	1,057.87	23,000.00	21,670.42	1,329.58	2,387.45
Recreation	4,187.00	4,789.60	602.60	25,175.00	15,185.37	9,989.63	10,592.23
Allotment	1,000.00	1,141.00	141.00	1,375.00	668.99	706.01	847.01
Cemetery	5000	6,676.00	1,676.00	4,280.00	2,672.92	1,607.08	3,283.08
Environment	0.00	0.00	0.00	7,090.00	4,494.20	2,595.80	2,595.80
Depot	1350	0.00	-1,350.00	70,500.00	43,528.22	26,971.78	25,621.78
Finance	23,068.00	24,737.73	1,669.73	122,100.00	78,009.80	44,090.20	45,759.93
OCH	10,400.00	11,921.25	1,521.25	25,850.00	20,618.77	5,231.23	6,752.48
TOTALS	50,020.00	57,273.45	7,253.45	280,635.00	189,158.69	91,476.31	98,729.76

Precept 230,615.00 230,615.00 0.00 0.00 0.00 0.00 0.00 0.00

Mayors Charity 0 1,741.07 0 0 583.00 -583.00 1,158.07

Reserves	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Risk Management	2,500.00	0.00	-2500	0.00	0	0	3,500.00
OCH Capital	2,000.00	0.00	-2000	0.00	1880	-1880	1,420.00
Depot	6,000.00	0.00	-6000	0.00	0	0	16,892.82
Allotment	0.00	0.00	0	0.00	0	0	0.00
Environment	500.00	0.00	-500	0.00	0.00	0	500.00
General Reserve	114718.99	0.00	0	0.00	7607.00	-7607	107,111.99
Promotion	0.00	0.00	0	0.00	0	0	0.00
Recreation	11,288.48	0.00	-6000	0.00	-645.00	645	11,933.48
Cemetery	0.00	0.00	0	0.00	0.00	0	0.00
Community Capital	1,500.00	0.00	-500	0.00	0	0	1,500.00
Property Land	36,333.71	0.00	-23000	0.00	-2,085.00	2085	38,418.71
Capital Total	188,034.00	0.00	-40,500.00	0.00	6,757.00	-6,757.00	181,277.00

GRAND TOTAL 188,034.00 90,520.00 59,014.52 -33,246.55 summary 280,635.00 196,498.69 84,136.31 281,164.83

REPORT A

Net Variance column

INCLUDES ACCRUALS FROM 2012/2013

Jan-14

Positive figs. = underspends
Negative figs. = overspends

Community	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
1 CCTV Maintenance	0.00	1,950.00	1,950.00	700.00	2,310.00	-1610.00	340.00
2 Notice Boards	0.00	0.00	0.00	50.00	50.00	50.00	50.00
3 Town Map	15.00	-15.00	-15.00	15.00	15.00	15.00	0.00
4 Trfs. To Com. Reserve	0.00	0.00	0.00	500.00	500.00	500.00	500.00
Community	15.00	1,950.00	1,935.00	1,265.00	2,310.00	-1045.00	890.00

Promotions	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
5 Town Fair	4,000.00	3,713.85	-286.15	7,000.00	5,926.52	1073.48	787.33
6 Christmas Fair	1,000.00	2,063.00	1063	2,500.00	3304.86	-804.86	258.14
7 Christmas Lights	0.00	240.00	240	6,500.00	6,356.36	143.64	383.64
8 Other Promotions	0.00	41.02	41.02	2,000.00	356	1644.00	1,685.02
9 Web Site	0.00	0.00	0	1,500.00	2035	-535.00	-535.00
10 Town News/leaflets	0.00	0.00	0	2,000.00	1704	296.00	296.00
11 Town Guide/Promotions	0.00	0.00	0.00	1,500.00	1,987.68	-487.68	-487.68
Promotions	5,000.00	6,057.87	1,057.87	23,000.00	21,670.42	1329.58	2,387.45

Recreation	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
12 Play Area/Open Spaces	0.00	0	0	4,500.00	3584.21	915.79	915.79
84 Tree/Shrubby Maint.	0.00	0	0	2,500.00	450	2050.00	2,050.00
14 Rent	1,000.00	500.00	-500	175.00	6.16	168.84	-331.16
15 Sports Pitch Maintenance	3,067.00	4,090.50	1023.5	12,000.00	11145	855.00	1,878.50
16 Wayleaves	120.00	199.10	79.1	0.00	0.00	0.00	79.10
77 P3	0.00	0	0	0.00	0.00	0.00	0.00
Trs. To Recreation Reserve	0.00	0	0	6,000.00	6000.00	6000.00	6,000.00
Recreation	4,187.00	4,789.60	602.60	25,175.00	15,185.37	9989.63	10,592.23

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 31ST JANUARY 2014

Allotments	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
17 Allotment Rents	1,000.00	1,141.00	141	380.00	-5.00
18 Water Charges	0.00		0	249.56	250.44
19 Maintenance	0.00		0	39.43	460.57
Allotments	1,000.00	1,141.00	141.00	668.99	706.01

Cemetery	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
20 Rates	0.00		0	565.95	-35.95
21 Water/drainage	0.00		0	108.79	141.21
22 Grave Digging	0.00	640.00	640	720.00	1,420.00
23 Electricity	0.00		0	206.37	293.63
24 Maintenance	0.00	0.00	0	648.21	-148.21
25 Memorials & Fees	5,000.00	6,036.00	1036	423.6	1,612.40
Cemetery	5000.00	6676.00	1676.00	2672.92	1607.08

Environment	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
26 General Maintenance	0.00		0	0.00	640.00
27 Town Floral Displays	0.00		0	4299.2	1,200.80
28 Litter & Dog Bins	0.00		0	195.00	255.00
Trans to Environ. Reserve	0.00		0	500.00	500.00
Environment	0.00	0.00	0.00	4,494.20	2,595.80

BINGHAM TOWN COUNCIL
BUDGET MONITORING
31ST JANUARY 2014

Depot	Receipts			Payments			Net Variance	
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	Net Variance	
29	0.00	0.00	0	4,000.00	2,751.60	1248.40	1,248.40	
Equipment service etc					471.44	-221.44	-221.44	
30	0.00	0	0	250.00	130.00	70.00	70.00	
Depot Maintenance					107.00	193.00	193.00	
31	0.00	0	0	300.00	192.20	-92.20	-92.20	
Mobile phones					208.79	191.21	191.21	
32	0.00	0	0	100.00	35965.56	18484.44	18,484.44	
Alarm					1141.38	358.62	358.62	
33	0.00	0	0	400.00	2560.25	739.75	739.75	
Hand tools & equipment					0	6000.00	6,000.00	
34	0.00	0	0	54,450.00	0	0.00	0.00	
Clothing					-1350	0.00	-1,350.00	
35	0.00	0	0	1,500.00	0	0.00	0.00	
Wages					0	0.00	0.00	
36	0.00	0	0	3,300.00	0	0.00	0.00	
Vehicle Tax/Insurance					0	0.00	0.00	
37	0.00	0	0	6,000.00	0	0.00	0.00	
Fuel					0	0.00	0.00	
38	0.00	0	0	0.00	0	0.00	0.00	
Trans to Depot Res.					0	0.00	0.00	
39	1,350.00	0.00	-1,350.00	70,500.00	43,528.22	26971.78	25,621.78	
Grass Cutting								
Depot	1,350.00	0.00	-1,350.00	70,500.00	43,528.22	26971.78	25,621.78	

Finance	Receipts			Payments			Net Variance	
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	Net Variance	
40	0.00	0	0	73,000.00	60,004.74	12995.26	12,995.26	
Salaries inc Ers cost					1040	960.00	960.00	
41	0.00	0	0	2,000.00	4,840.13	659.87	701.12	
Audit					3,370.57	1629.43	1,629.43	
42	0.00	41.25	41.25	5,500.00	7.00	393.00	393.00	
Office Expenses					2,133.01	366.99	366.99	
43	0.00	0	0	5,000.00	1,908.39	1591.61	1,591.61	
Subscriptions/training					0.00	700.00	700.00	
44	0.00	0	0	400.00	4,705.96	-705.96	-705.96	
Travel/mileage					0.00	23000.00	23,000.00	
45	0.00	0	0	2,500.00	0.00	2500.00	2,500.00	
Civic Expenses					0.00	0.00	0.00	
46	0.00	0	0	3,500.00	0.00	0.00	0.00	
Insurance					0.00	0.00	0.00	
47	0.00	0	0	700.00	0.00	0.00	0.00	
Advertising					0.00	0.00	0.00	
48	0.00	0	0	4,000.00	0.00	0.00	0.00	
Grant Aid					0.00	0.00	0.00	
49	0.00	0	0	23,000.00	0.00	23000.00	23,000.00	
Trans to Prop & Land Res					0.00	0.00	0.00	
50	0.00	0	0	2,500.00	0.00	2500.00	2,500.00	
Trans to Risk Mgmt Res					0.00	0.00	0.00	
51	0.00	0	0	0.00	0.00	0.00	0.00	
Elections					0.00	0.00	0.00	
85	22,568.00	22,568.00	0	0.00	0.00	0.00	0.00	
RBC Transitional Relief					0.00	0.00	0.00	
52	500.00	2,128.48	1628.48	0.00	0.00	0.00	0.00	
Investment Inc					0.00	0.00	0.00	
Finance	23,068.00	24,737.73	1,669.73	122,100.00	78,009.80	44,090.20	45,759.93	

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 31ST JANUARY 2024

Precept	Receipts		Payments		Net Variance	
	Budget	Actual	Budget	Actual	Budget	Actual
76	230,615.00	230,615.00	0	0.00	0.00	0.00
		253,183.00				
Old Court House						
53	0.00	4,681.02	5,600.00	918.98	918.98	918.98
54	0.00	954.19	1,600.00	645.81	645.81	645.81
55	0.00	430.45	750.00	319.55	319.55	319.55
56	0.00	5,544.00	5,500.00	-44.00	-44.00	-44.00
57	0.00	4,430.44	5,000.00	569.56	569.56	569.56
58	0.00	4,502.17	5,000.00	497.83	497.83	497.83
59	0.00	76.50	400.00	323.50	323.50	323.50
60	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00
61	150.00	590.00	0.00	0.00	0.00	440.00
62	8,500.00	9,578.50	0.00	0.00	0.00	1,078.50
63	1,750.00	1,752.75	2.75	0.00	0.00	2.75
Old Court House	10,400.00	11,921.25	1,521.25	20,618.77	5,231.23	6,752.48
Check to Precept submitted	50,020.00	57,273.45	7,253.45	189,158.69	91,476.31	98,729.76
				230,615.00		
Miscell Mayors Charity						
81		1,741.07	0.00	583.00	-583.00	1,158.07

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, 18th February, 2014,**
at **7.00 p.m.** continued.....

Accounts presented 18 February 2014

	9702 Petty cash purchases	Petty Cash	85.40
Bankline	WAGES W46	WAGES W46	339.65
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	70.45
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	17.88
Bankline	Stationery	Viking Payments	131.26
9703	Office vertical blinds	Mick Quinn Blinds	207.00
9704	Boiler repairs	Rowlson Plumbing & Heating Services	127.91
			£979.55

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Accounts presented 18 February 2014

DD	Non domestic rates	RBC	554.00
9682	Flyers	The Print Quarter	499.00
9683	Boiler repair	Row Ison Plumbing Services	759.33
Bankline	WAGES W36	WAGES W36	345.43
Bankline	WAGES W37/M9	WAGES W37/M9	288.55
Bankline	WAGES W38	WAGES W38	3,791.44
Bankline	WAGES W38	WAGES W38	2,060.59
Bankline	WAGES W38	WAGES W38	394.91
Bankline	wages w39	WAGES W39	288.35
DD	BANKLINE CHARGES	Nat West	27.26
DD	Monthly broadband charge	Talk Talk	15.31
DD	Non domestic rates	RBC	57.00
DD	Litter pickers	RBC	23.04
DD	Telephone charges	BT	214.52
DD	Alarm charges	BT	67.20
DD	Alarm charges	BT	67.20
DD	Trade Waste collection	Wastecycle Ltd	54.10
DD	Bank charges	Nat West	29.00
DD	OCH Gas/Elec Bill	Utility Warehouse	599.58
DD	Cem Elec bill	Utility Warehouse	37.60
Bankline	WAGES W40	WAGES W40	288.35
9688	Christmas Fair marshalling	D Holland	90.00
9689	Christmas Fair marshalling	E Malloy	75.00
Bankline	Keyholding	Gener8 Finance Ltd	42.00
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	56.24
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	9.84
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	10.55
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	16.21
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	44.86
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	13.00
Bankline	Christmas competition	Newark Advertiser Co Ltd	300.00
Bankline	Parts	J R Mowers	135.31
Bankline	OCH decorating	Olivers	2,256.00
Bankline	Tree pruning	AT2 Tree Surgery	5,015.00
Bankline	Pitch works phase 3	Prograss	2,400.00
Bankline	Stationery	Viking Payments	160.45
Bankline	Christmas lights installation	Leisure Lites Ltd	3,480.00
Bankline	Christmas Fair stall lighting	Patco Events Ltd	726.00
Bankline	Christmas Fair chair hire	BE Event Hire	132.60
Bankline	Grave digging fees	A Buckingham	380.00
Bankline	Superann M9	NCC Pension Fund	1,087.24
Bankline	Superann M9	NCC Pension Fund	90.90
Bankline	LH AVC's	Prudential	100.00
Bankline	PAYE M9	HMRC	955.76
Bankline	PAYE M9	HMRC	970.68
Bankline	WAGES W41	WAGES W41	288.55
9690	Town Guide distribution	P Ablitt	238.56

Continued...../

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9691	Town Guide distribution	P Stark	264.12
Bankline	Stationery	Viking Payments	51.55
Bankline	Annual Subscription	SLCC	231.00
Bankline	Annual Subscription	Communicorp	75.00
Bankline	Grant aid	Bingham Business Club	163.20
Bankline	Grant aid	PCC of All Saints Bingham	2,250.00
9692	Annual Subscription	CPRE	29.00
9693	Annual Subscription	LCAS	336.00
9694	Grant aid	Friends of Linear Park	196.76
9695	Civic Awards certificates	Bart Luckhurst	192.50
9696	Christmas Fair 1st Aid	Newark Community First Aid	50.00
9697	Bingham Town News	The Print Quarter	136.00
Bankline	WAGES W42	WAGES W42	339.65
Bankline	WAGES W43/M10	WAGES W43/M10	3,445.92
Bankline	WAGES W43/M10	WAGES W43/M10	386.76
Bankline	WAGES W43/M10	WAGES W43/M10	1,640.61
Bankline	Christmas Fair entertainment	Newark Town Band	175.00
Bankline	Christmas lights	Leisure Lites Ltd	1,668.00
Bankline	Internal Audit fee	D G C Slight	80.00
Bankline	PAYE M10	HMRC	829.01
Bankline	PAYE M10	HMRC	736.19
Bankline	Superann M10	NCC Pension Fund	1,087.24
Bankline	Superann M10	NCC Pension Fund	90.90
Bankline	LH AVC's	Prudential	100.00
9698	Crossword prize	Mr P Smith	20.00
9699	Best Kept Village Competition	CPRE	8.00
9700	Temp Event Notice	RBC	21.00
DD	Non domestic rates	RBC	554.00
DD	Non domestic rates	RBC	57.00
DD	BANKLINE CHARGES	Nat West	24.25
DD	Monthly broadband charge	Talk Talk	15.31
DD	Data Protection renewal	ICO	35.00
DD	Trade Waste collection	Wastecycle Ltd	54.10
DD	Bank charges	Nat West	17.85
DD	OCH Gas/Elec Bill	Utility Warehouse	739.07
DD	Cem Elec bill	Utility Warehouse	38.15
Bankline	Stationery	Viking Direct	111.55
Bankline	Christmas Fair barrier hire	GAP Group Ltd	113.40
Bankline	Christmas Tree barrier hire	GAP Group Ltd	108.60
Bankline	Copier charge	Reprotec Connect For	10.48
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	94.93
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	47.32
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	30.67
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	17.59
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	28.18

Appendix 'C' continued.....

REPORT 'C' continued.....

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Cash	Window cleaning	Petty Cash	20.00
Cash	Consumables	Petty Cash	3.55
Cash	Postage	Petty Cash	1.20
Cash	Paper	Petty Cash	0.75
Cash	Card	Petty Cash	5.40
Cash	Mobile phone top up	Petty Cash	20.00
9701	Guttering repairs	P Selby	460.00
Bankline	w ages w 44	Wages w 44	288.35
Bankline	Fuel account	Allstar	163.40
Bankline	Fuel account	Allstar	110.64
Bankline	Fuel account	Allstar	131.35
Bankline	Grave digging fees	A Buckingham	190.00
Bankline	Copier charge	Reprotec Connect For	63.49
Bankline	Copier charge	Reprotec Connect For	33.17
Bankline	Keyholding	Gener8 Finance Ltd	42.00
Bankline	Wages w 45	Wages w 45	288.35
Bankline	Lift service contract	LES Ltd	154.91
Bankline	Decorating	Olivers	108.00
Bankline	Parts	RES Tractors	10.16
Bankline	Workwear	Alexandra	59.98
Bankline	Workwear	Alexandra	75.23
Bankline	Workwear	MG Safety	13.80
Bankline	Barrier Hire	GAP Group Ltd	36.72
			48,517.82

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, 18th February, 2014**,
at **7.00 p.m.** continued.....

BANKLINE TRANSACTIONS - SUMMARY OF BANKLINE PAYMENTS:

P & R	SUPPLIER'S NAME	£ p	DATE OF PYMT	NATWEST PYMT. REF.	
11.02.14	WAGES WK. 35	288.35	02.12.13	184171177	LH
11.02.14	NCC COUNTY SUPPLIES	91.80	06.12.13	184866012	LH
11.02.14	D & R SIMMONS	1,011.60	06.12.13	184866796	LH
11.02.14	D & R SIMMONS	176.40	06.12.13	184866796	LH
11.02.14	COUNTY LIFE	1,435.00	06.12.13	184868798	LH
11.02.14	MG SAFETY LTD	17.40	06.12.13	184868175	LH
11.02.14	GENER8 FINANCE	42.00	11.12.13	185445977	LH
11.02.14	KEN WALLER	1,175.00	11.12.13	185446257	LH
11.02.14	SERCON	17.09	11.12.13	185448192	LH
11.02.14	WAGES WK. 36	345.43	09.12.13	185131384	LH
11.02.14	WAGES WK. 37	6,195.84	12.12.13	VARIOUS	LH
11.02.14	WAGES WK. 38	339.65	12.12.13	185730037	LH
11.02.14	WAGES WK. 39	288.35	12.12.13	185730639	LH
11.02.14	WAGES WK. 40	288.35	06.01.14	188768892	LH
11.02.14	GENER8 FINANCE	42.00	08.01.14	189142587	LH
11.02.14	HANDICENTRE	124.74	08.01.14	189143393	LH
11.02.14	HANDICENTRE	25.96	08.01.14	189143393	LH
11.02.14	NEWARK ADVERT	300.00	08.01.14	189144930	LH
11.02.14	JR MOWERS	90.89	08.01.14	189145399	LH
11.02.14	JR MOWERS	34.00	08.01.14	189145399	LH
11.02.14	JR MOWERS	3.46	08.01.14	189145399	LH
11.02.14	JR MOWERS	6.96	08.01.14	189145399	LH
11.02.14	OLIVERS	2,256.00	08.01.14	189146222	LH

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, 18th February, 2014**,
at 7.00 p.m. continued.....

BANKLINE TRANSACTIONS - SUMMARY OF BANKLINE PAYMENTS continued.....

11.02.14	AT2 TREE SURGERY	5,015.00	08.01.14	189146559	LH
11.02.14	PROGRASS	2,400.00	08.01.14	189147314	LH
11.02.14	VIKING PAYMENTS	160.45	08.01.14	189147627	LH
11.02.14	LEISURELITES	3,480.00	08.01.14	189148051	LH
11.02.14	PATCO EVENTS	726.00	08.01.14	189149241	LH
11.02.14	BE EVENT HIRE	132.60	08.01.14	189149649	LH
11.02.14	A BUCKINGHAM	380.00	08.01.14	189150400	LH
11.02.14	NCC PENSION	1,178.14	08.01.14	189150735	LH
11.02.14	PRUDENTIAL	100.00	08.01.14	189150895	LH
11.02.14	HMRC	1,926.44	08.01.14	189151321	LH
11.02.14	WAGES WK 41	288.55	13.01.14	189706540	LH
11.02.14	HANDICENTRE	52.16	16.01.14	190351779	LH
11.02.14	HANDICENTRE	166.53	16.01.14	190351779	LH
11.02.14	REPROTEC	10.48	16.01.14	190352179	LH
11.02.14	GAP	189.36	16.01.14	190352922	LH
11.02.14	GAP	32.64	16.01.14	190352922	LH
11.02.14	VIKING PAYMENTS	111.55	16.01.14	190353179	LH
11.02.14	WAGES WK 42	339.65	20.01.14	190734109	LH
11.02.14	VIKING PAYMENTS	51.55	23.01.14	191291135	LH
11.02.14	SLCC	231.00	23.01.14	191292036	LH
11.02.14	COMMUNICORP	75.00	23.01.14	191292718	LH
11.02.14	BBC	163.20	23.01.14	191293611	LH
11.02.14	PCC OF ALL SAINTS BINGHAM	2,250.00	23.01.14	191294479	LH
11.02.14	WAGES WK 43	5,473.29	27.01.14	VARIOUS	LH
11.02.14	NEWARK TOWN BAND	175.00	30.01.14	192366913	LH
11.02.14	LEISURELITES	1,668.00	30.01.14	192368164	LH
11.02.14	DGC SLIGHT	80.00	30.01.14	192369347	LH
11.02.14	HMRC	1,565.20	30.01.14	192370713	LH
11.02.14	NCC PENSION FUND	1,178.14	30.01.14	192371497	LH
11.02.14	PRUDENTIAL	100.00	30.01.14	192371788	LH
11.02.14	WAGES WK. 44	288.35	03.02.14	192932783	LH

Appendix 'D' continued.....

REPORT 'D' 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, 18th February, 2014,**
at **7.00 p.m.** continued.....

BANKLINE TRANSACTIONS - SUMMARY OF BANKLINE PAYMENTS continued.....

11.02.14	ALLSTAR BUS SOLS	163.40	05.02.14	193324012	LH
11.02.14	ALLSTAR BUS SOLS	110.64	05.02.14	193324012	LH
11.02.14	ALLSTAR BUS SOLS	131.35	05.02.14	193324012	LH
11.02.14	A BUCKINGHAM	190.00	05.02.14	193324605	LH
11.02.14	REPROTEC	63.49	05.02.14	193324876	LH
11.02.14	REPROTEC	33.17	05.02.14	193324876	LH
11.02.14	GENER8 FINANCE	42.00	05.02.14	193325163	LH
11.02.14	WAGES WK 45	288.35	10.02.14	193895691	LH
		45,606.95			

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, 18th February, 2014,**
at 7.00 p.m. continued.....

REPORT FROM INTERNAL AUDITOR

RECEIVED
22 JAN 2014
2014/0049

POR

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

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

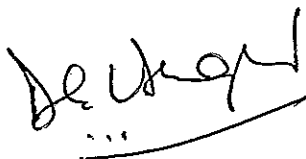
On Friday 17th January 2014, I carried out the internal audit and financial risk assessment in accordance with the guidelines laid down in the latest version of "Governance and Accountability for Local Councils - A Practitioner's Guide (England)".

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. The council is well protected and the Government guidance is being followed.

I discussed with the Clerk the treatment of petty cash expenditure. At present this is done manually and we agreed that it would be better if it were integrated into the computerised accounting package which handles all other income and expenditure. We agreed that she would arrange to have this in place for the start of the new financial year on 1st April 2014.

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 2013/2014 to be signed off, will take place on 27th May 2014.



David G C Slight

21 January 2014