

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, 16th February, 2016**, at **7.00 p.m.**

PRESENT:

- Councillor A. Harvey – Chairman
- “ R. Bird
- “ G. Davidson
- “ J. Stockwood

Also in attendance Councillors F. Purdue-Horan and A. Shelton
1 Press

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

Apologies for Absence and Acceptance were received from Councillors K. Hayes-Heath and Mrs. T. Kerry.

2.00 DECLARATIONS OF INTEREST:

Councillor Shelton declared an interest in Folio 8195, Grant Aid, Friends of Linear Park.

3.00 MINUTES:

The Minutes of the meeting held on the 8th December, 2015, 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 Appendix 'A'.

4.00 BUDGET REPORT 'A':

The Clerk answered any queries in relation to Budget Report 'A' and it was

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

5.00 ACCOUNTS FOR PAYMENT - REPORT 'B':

Accounts were presented for payment and it was agreed to

RECOMMEND approval.

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, 16th February, 2016**, at **7.00 p.m.** continued.....

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 St. Mary & All Saints Church – £500.00 contribution towards clock repairs.

9.00 REVIEW OF POLICIES:

01 Disciplinary Policy. Report 'F'

Subject to inserting examples after "*interrupting the work or the Council*", Item 3.1b, it was agreed to

RECOMMEND approval.

02 Sickness Policy. Report 'G'

It was agreed to

RECOMMEND approval.

It was also agreed to ensure consistencies in wording of similar clauses between both policies.

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, 16th February, 2016**, at **7.00 p.m.** continued.....

10.00 **CAPITAL PROGRAMME:**

01 Committee Responsibilities

02 Bingham Town Council's Overall Responsibilities

The Chairman presented his report which will be reviewed at future meetings. See attached Appendix 'H'.

11.00 **RUSHCLIFFE BOROUGH COUNCIL LOCAL PLAN PART 2: GREEN BELT REVIEW. (DEADLINE 24TH MARCH, 2016):**

It was agreed to refer this item to meeting of the Full Council in March.

12.00 **REVIEW OF TOWN PAVILION LEASE AND RENT:**

It was noted that the Chairman and Vice-Chairman of the Recreational & Cemetery Committee were scheduled to have a meeting with representatives from the Rugby Club prior to the next Recreational & Cemetery Committee meeting on the 22nd March, 2016. Clerk to invoice for £500.00 rent in February, 2016, subject to above negotiations.

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

The Chairman gave an update on the meeting held on the 14th January, 2016. See attached Appendix 'I'. Clerk to chase Network Rail regarding the reason for abandoning the project to upgrade bridge at Bingham Station.

14.00 **LEADER PROGRAMME:**

It was agreed to refer this item to meeting of the Full Council in March.

15.00 **REVIEW OF CONTRACT WITH H.R. CONSULTANT:**

Clerk to liaise with a view to possibility of extending contract (which was originally for a minimum period of three months) by a few months to enable a staff handbook to be prepared.

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, 16th February, 2016**, at **7.00 p.m.** continued.....

16.00 REVIEW OF MAINTENANCE OF THE OLD COURT HOUSE - FRONT ELEVATION WINDOWS

Clerk to obtain quotations for replacement PVCU windows with dividing bars.

17.00 CORRESPONDENCE:

01 Notification of Changes in National Insurance from the 6th April, 2016

Noted.

18.00 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."

The following items were 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**

As there was no further business to transact, the meeting closed at 8.00 p.m.

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CHAIRMAN
Date:

APPENDIX 'A'

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, 16th February, 2016**, at **7.00 p.m.** continued.....

CLERK'S UPDATE:

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	Budget	Actual	Budget	Actual	Variance to budget	Net Variance
Community	0	0	1250	410	840			
Promotion	5,200.00	4,014.00	-1,186.00		21,523.46		1,826.54	640.54
Recreation	4,287.00	3,356.20	-930.80		14,129.12		16,922.88	15,992.08
Allotment	1,000.00	956.65	-43.35		664.15		695.85	652.50
Cemetery	5000	6,652.50	1,652.50		6,185.22		-1,835.22	-182.72
Environment	0.00	9.98	9.98		5,241.18		1,848.82	1,858.80
Depot	1350	-502.32	-1,852.32		48,833.55		21,666.45	19,814.13
Finance	16,590.00	16,594.17	4.17		79,005.94		41,094.06	41,098.23
OCH	10,400.00	16,710.20	6,310.20		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	0.00
Mayors Charity	0	9,962.18	0	0	3,264.00		-3,264.00	6,698.18

	bal. b/fwd		Receipts		Payments		Net Variance	
	Budget	Actual	Budget	Actual	Budget	Actual	Variance to budget	Net Variance
Risk Management	8,500.00	0.00	0.00	0.00	0.00	0	0	8,500.00
OCH Capital	3,480.00	0.00	-1000		0.00	215	-215	3,265.00
Depot	23,794.49	0.00	-5600		0.00	272	-272	23,522.49
Allotment	0.00	0.00	0		0.00	0	0	0.00
Environment	1,500.00	0.00	-500		0.00	0.00	0	1,500.00
General Reserve	162482.1	0.00	0		0.00	0.00	0	162,482.10
Promotion	0.00	0.00	0		0.00	0	0	0.00
Recreation	29,669.48	0.00	-15877		0.00	-645.00	645	30,314.48
Cemetery	0.00	0.00	0		0.00	0.00	0	0.00
Community Capital	2,350.00	0.00	-350		0.00	0	0	2,350.00
Property Land	81,418.71	0.00	-20000		0.00	0.00	0	81,418.71
Capital Total	313,194.78	0.00	-45,827.00		0.00	-158.00	158.00	313,352.78

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					

INCLUDES ACCRUALS FROM 2014/2015

Jan-16

REPORT A

Net Variance column

Positive figs. = underspends

Negative figs. = overspends

Community	Receipts		Payments		Net Variance
	Budget	Actual	Variance to budget	Budget	
CCTV Maintenance	0.00	0.00	0.00	700.00	290.00
Notice Boards	0.00	0.00	0.00	200.00	200.00
Town Map	0.00	0.00	0.00	0.00	0.00
Trs. To Com. Reserve	0.00	0.00	0.00	350.00	350.00
Community	0.00	0.00	0.00	1,250.00	840.00
Promotions	Receipts	Actual	Payments	Budget	Net Variance
Town Fair	4,000.00	2,435.00	-1565	7,000.00	1434.38
Christmas Fair	1,200.00	1,579.00	379	2,750.00	-630.54
Christmas Lights	0.00	0.00	0	6,500.00	7,417.06
Other Promotions	0.00	0.00	0	1,000.00	258
Web Site	0.00	0.00	0	1,500.00	1256
Town News/leaflets	0.00	0.00	0	2,500.00	1638
Market Celebrations	0.00	0.00	0	0.00	0.00
WW1 Commerations	0.00	0.00	0	0.00	0.00
Town Guide/Promotions	0.00	0.00	0.00	2,100.00	2,008.24
Promotions	5,200.00	4,014.00	-1,186.00	23,350.00	21,523.46
Recreation	Receipts	Actual	Payments	Budget	Net Variance
Play Area/Open Spaces	0.00	0.00	0	4,500.00	5144.12
Tree/Shrubbery Maint.	0.00	0.00	0	2,500.00	1275
Rent	1,100.00	581.00	-519	175.00	175
Sports Pitch Maintenance	3,067.00	2,557.00	-510	8,000.00	7535
Wayleaves	120.00	218.20	98.2	0.00	0.00
P3	0.00	0.00	0	0.00	0.00
Trs. To Recreation Reserve	0.00	0.00	0	15,877.00	15,877.00
Recreation	4,287.00	3,356.20	-930.80	31,052.00	14,129.12
Recreation					16922.88
					15,992.08

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 31ST JANUARY 2016

Allotments	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
17 Allotment Rents	1,000.00	956.65	-43.35	329.00	-12.35
18 Water Charges	0.00	0	0	335.15	164.85
19 Maintenance	0.00	0	0	500.00	500.00
Allotments	1,000.00	956.65	-43.35	664.15	695.85
			1,360.00		652.50

Cemetery	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
20 Rates	0.00	0	600.00	588.00	12.00
21 Water/drainage	0.00	0	250.00	110.80	139.20
22 Grave Digging	0.00	0	1,500.00	1,620.00	-120.00
23 Electricity	0.00	0	500.00	62.45	437.55
24 Maintenance	0.00	0	500.00	3,652.97	-3,152.97
25 Memorials & Fees	5,000.00	6,652.50	1,652.5	151	849.00
Cemetery	5,000.00	6,652.50	1,652.50	6,185.22	-182.72
			4,350.00		-1835.22

Environment	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
26 General Maintenance	0.00	9.98	9.98	209.97	440.01
27 Town Floral Displays	0.00	0	5,500.00	4816.21	683.79
28 Litter & Dog Bins	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	5,241.18	1,858.80
			7,090.00		1848.82

BINGHAM TOWN COUNCIL
BUDGET MONITORING
31ST JANUARY 2016

Depot	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
29	0.00	0	0	4,000.00	2,137.25	1,862.75	1,862.75
Equipment service etc	0.00	0	0	400.00	386.66	13.34	13.34
30	0.00	0	0	250.00	204.62	45.38	45.38
Depot Maintenance	0.00	0	0	300.00	147.00	153.00	153.00
31	0.00	0	0	100.00	100.00	0.00	0.00
Mobile phones	0.00	0	0	400.00	255.63	144.37	144.37
32	0.00	0	0	54,450.00	38,451.33	15,998.67	15,998.67
Alarm	0.00	0	0	1,500.00	1,168.31	331.69	331.69
33	0.00	0	0	3,500.00	1,594.99	1,905.01	1,905.01
Hand tools & equipment	0.00	0	0	5,600.00	5,600.00	0.00	0.00
34	0.00	0	0	0.00	0.00	0.00	0.00
Clothing	0.00	0	0	0.00	0.00	0.00	0.00
35	0.00	0	0	0.00	0.00	0.00	0.00
Wages	0.00	0	0	0.00	0.00	0.00	0.00
36	0.00	0	0	0.00	0.00	0.00	0.00
Vehicle Tax/Insurance	0.00	0	0	0.00	0.00	0.00	0.00
37	0.00	0	0	0.00	0.00	0.00	0.00
Fuel	0.00	0	0	0.00	0.00	0.00	0.00
38	0.00	0	0	0.00	0.00	0.00	0.00
Trans to Depot Res.	0.00	0	0	0.00	0.00	0.00	0.00
39	1,350.00	-502.32	-1,852.32	70,500.00	4,487.76	21,666.45	-6,340.08
Grass Cutting	1,350.00	-502.32	-1,852.32	70,500.00	4,487.76	21,666.45	-6,340.08
Depot	1,350.00	-502.32	-1,852.32	70,500.00	48,833.55	21,666.45	19,814.13

Finance	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
40	0.00	0	72,000.00	59,353.32	12,646.68
Salaries inc Ers cost	0.00	0	1,000.00	700	300.00
41	0.00	0	5,000.00	4,192.91	807.09
Audit	0.00	0	5,000.00	2,632.00	2,368.00
42	0.00	0	42	195.55	204.45
Office Expenses	0.00	42.00	400.00	473.83	2026.17
43	0.00	0	2,500.00	1,982.51	17.49
Subscriptions/training	0.00	0	2,000.00	769.16	-69.16
44	0.00	0	5,000.00	3,538.41	1,461.59
Travel/mileage	0.00	0	20,000.00	20,000.00	0.00
45	0.00	0	2,500.00	2,500.00	0.00
Civic Expenses	0.00	0	4,000.00	5,168.25	-1,168.25
46	0.00	0	0.00	0.00	0.00
Insurance	0.00	0	0.00	0.00	0.00
47	0.00	0	700.00	769.16	-69.16
Advertising	0.00	0	5,000.00	3,538.41	1,461.59
48	0.00	0	20,000.00	20,000.00	0.00
Grant Aid	0.00	0	2,500.00	2,500.00	0.00
49	0.00	0	2,500.00	2,500.00	0.00
Trans to Prop & Land Re:	0.00	0	4,000.00	5,168.25	-1,168.25
50	0.00	0	0.00	0.00	0.00
Trans to Risk Mgmt Res	0.00	0	0.00	0.00	0.00
51	0.00	16,090.00	0	16,090.00	0.00
Elections	0.00	16,090.00	0	16,090.00	0.00
85	16,090.00	462.17	-37.83	0.00	0.00
RBC Transitional Relief	16,090.00	462.17	-37.83	0.00	0.00
52	500.00	16,594.17	4.17	79,005.94	-37.83
Investment Inc	500.00	16,594.17	4.17	79,005.94	-37.83
Finance	16,590.00	16,594.17	4.17	41,094.06	41,098.23

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 31ST JANUARY 2016

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

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, 16th February, 2016**, at **7.00 p.m.** continued.....

**Accounts Presented 16th
February 2016**

			£
Bankline	T.Buckingham	Grave digging & Cem. maint.	1290.00
	RBC	Attnmt. Earnings order	544.33
	Saxondale Garage	van repairs	178.00
	T.Buckingham	Grave digging	190.00
	Streetwise	Butt Field pitch maint.	384.00
			<u>2586.33</u>

APPENDIX 'C'

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, 16th February, 2016**,
at **7.00 p.m.** continued.....

Accounts Paid 16th February 2016

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 Services	Personnel Advice and Solutions Ltd	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 & Christmas Fair flyer	The Print Quarter	148.00
Bankline	Christmas Fair flyer	The Print Quarter	404.00
Bankline	Christmas Fair entertainment	Nottingham Concert Band	125.00
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	44.20
Bankline	Cleaning materials	Handicentre (Bingham) Ltd	8.96
Bankline	Cemetery maintenance 3 cuts	Handicentre (Bingham) Ltd	91.74
Bankline	Christmas Tree Materials	Handicentre (Bingham) Ltd	178.32
Bankline	Clothing	Handicentre (Bingham) Ltd	62.58
Bankline	Repair & maint materials	Handicentre (Bingham) Ltd	4.16
9804	Santas Grotto Float	Natwest	100.00
9805	Christmas Fair entertainment	Persiflage Saxophone Quartet	75.00
9806	Christmas Fair marshalling	D Holland	90.00
9807	Christmas Fair marshalling	E Malloy	90.00
9808	Christmas Fair marshalling	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

Continued...../

APPENDIX 'C' continued.....

Minutes of a meeting of the **Policy & Resources Committee**
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at **7.00 p.m.** continued.....

Bankline	Christmas Fair stall lighting	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 Services	Personnel Advice and Solutions Ltd	120.00
Bankline	Tree cuttings - removal & chipping	C Harrison	550.00
Bankline	Advertiser Competition	Advertiser Media Group	300.00
Bankline	Tree Kit sample	Blachere Illuminations	109.68
bankline	Christmas Fair chair hire	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 & Christmas Fair flyer	St Marys Church	750.00
Bankline	Grave digging fees	Cotgrave & District Funeral Service	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 Cleaning/Memorial Bench Cleaning	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 removal	Leisure Lites Ltd	1,560.00
Bankline	Depot Maintenance	Handicentre (Bingham) Ltd	70.13
Bankline	Cemetery maintenance 3 cuts	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 distribution	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 Staff	Streetwise Environmental Ltd	27.66

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, 16th February, 2016,**

Bankline	Grant aid	Bingham RUFC	500.00
Bankline	Grant aid	33rd Nottm Boys Brigade/Girls Association	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 Earnings	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 Back	H McCarthy	100.00
9811	Subscriptions	Local Councils Advisory Service	336.00
9812	Subscriptions	CPRE	36.00
9814	Town Guide distribution	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 renewal	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

 44,012.46

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, 16th February, 2016**,
at **7.00 p.m.** continued.....

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 Ltd	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

APPENDIX '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, 16th February, 2016,**
at **7.00 p.m.** continued.....

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 & Girls' Assos.	347.75	22.01.16	306617328
16.02.16	Friends of Linear Park	196.26	22.01.16	306618268
16.02.16	Bird, R	91.35	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 Earnings Order	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		

Continued.....

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

Document 3.7

STAFF DISCIPLINARY PROCEDURE

Amended March 2016

1. Introduction

1.1 This procedure rests on two basic principles:

- (a) Bingham Town Council (the Council) is entitled to expect employees to maintain reasonable standards of conduct, reliability, efficiency and competence, and
- (b) Employees are entitled to know what standards are expected of them, and to be given a fair hearing before any disciplinary decision is taken. This disciplinary procedure has been drawn up based on these principles and forms part of the terms and conditions of employment.

2. Rules

2.1 Specific rules, as to timekeeping, conduct and working arrangements are set out in each employee's contract of employment. Any significant changes in rules or the Council's policy in enforcing the rules will be communicated in writing to employees concerned.

3. Disciplinary Offences

3.1 An employee will be liable to disciplinary action in the event of:

- a) Persistent failure to perform work satisfactorily.
- b) Poor standards of conduct. This includes, but is not limited to:
 - ▶ Disregarding the rules.
 - ▶ Inappropriate use of emails or the internet.
 - ▶ Interrupting the work of the Council covers any act which prevents The Council from functioning as normal eg. Arson, interfering with vehicles preventing them from being moved as normal etc.
 - ▶ Causing danger to life, property, or inconvenience to fellow employees.
 - ▶ Persistent poor time keeping.
 - ▶ Unauthorised absence without good reason.
 - ▶ Unauthorised use of Council property.
 - ▶ Criminal activity whether in working hours or not.
 - ▶ Adverse impact on work of inappropriate consumption of drugs or alcohol.
 - ▶ Use of mobile phones – personal mobile phones should only be used during break & lunch time. Family members should be asked to contact you via the office number if a family emergency occurs.
 - ▶ Contact with office – the office should be aware of your whereabouts during the day when away from your normal place of work ie. whether cutting grass verges, on play areas, at cemetery, deliveries, collections etc.
 - ▶ No reference to any work undertaken during working hours should be referred to on any social media i.e. twitter, facebook etc. The only spokes person on behalf of BTC is The Mayor or The Clerk.
 - ▶ Any other failure of standards that can be reasonably deemed to impact adversely on the Council's work or reputation.

3.2 Certain offences will warrant summary dismissal with no previous warning. Without limiting the general nature of such offences, the following breaches of conduct may warrant summary dismissal:

- a) Fighting or causing or attempting to cause or threatening injury to another whilst on duty or on Council property.
- b) Causing damage to Council property intentionally or through gross negligence.
- c) Acting in such a way as to prejudice health, safety or hygiene.
- d) Unauthorised disclosure of confidential Council information.
- e) Dishonesty in the performance of duties, including but not limited to:

- ▶ falsifying Council documents,
 - ▶ failure to report and account for monies, materials and equipment,
 - ▶ obtaining Council property on fraudulent orders,
 - ▶ accepting or offering any bribe or secret commission in cash or in kind,
- ▶ knowingly making false statements in connection with Council business or investigations.
- f) Introducing, possessing, using or causing others to use habit-forming drugs, or intoxicating liquor, or being under the influence of such drugs or alcohol whilst on duty or on Council property to such an extent to affect work performance.
- g) Intentionally making false statements when accidents are being investigated, when applying for employment, transfer or reinstatement, or in connection with medical examinations.
- h) Failure to report to the Town Clerk any accident in which the employee is involved or any injuries sustained.
- i) Failure to report to the Town Clerk any contagious or infectious diseases from which the employee suffers that may endanger the health of other employees.
- j) Conviction under Court proceedings that in the Council's opinion renders the employee unsuitable for the duties for which employed.
- K Failure to obey a reasonable instruction issued by another placed in authority over the employee.
- l) Any other breach of discipline not covered above which may justify summary dismissal.

4. Interpretation

- 4.1 It is important that employees should read these disciplinary rules carefully and, if in any doubt as to interpretation, should consult the Town Clerk.

5 Disciplinary Procedure – Applied by the Town Clerk

- 5.1 Minor lapses in behaviour or performance, or failures to comply with required standards, will normally result in an informal oral warning being given to the employee concerned by their line manager. The purpose of this warning is to explain to the employee the way in which expected standards are not being complied with, and to provide assistance in complying with them in the future by explaining what is required, and arranging for other steps such as additional training to be undertaken. An informal warning of this kind is not recorded on the employee's file and is not a prerequisite to formal disciplinary procedure should that prove necessary.
- 5.2 In more serious cases, or where an informal warning has not resulted in improved behaviour or performance, the following procedure will apply:
- a) An investigation will be conducted into the circumstances surrounding the alleged misconduct.
 - b) If, following the investigation, it is considered that there is sufficient cause to justify a disciplinary hearing; the Council will request the holding of a formal disciplinary hearing before The Town Clerk
 - c) The Town Clerk will notify the employee in writing of the time and place of the hearing and the nature of the complaint against the employee. At least five full working day's notice will be given of the hearing together with the evidence that will be referred to at the hearing unless the Council considers there are exceptional reasons why that evidence should not be disclosed to the employee. The notice will also inform the employee of their rights of representation and to call witnesses as set out below.
 - d) The employee, where it is considered necessary or appropriate by the Town Clerk, will be suspended on full (basic) pay pending the disciplinary hearing unless there are exceptional circumstances. Such action does not infer guilt.
 - e) The employee is entitled to be assisted or represented at the disciplinary hearing by a fellow employee or representative of their choice. If facts are in dispute the employee is entitled to put questions to any witnesses called by the Town Clerk, and to ask for additional witnesses to be called provided the Town Clerk considers that such

witnesses are not likely to be intimidated by the employee. The employee will be given an opportunity to draw attention to any mitigating circumstances before any decision as to appropriate disciplinary action is taken.

- f) The Town Clerk will make a written record of the proceedings, any subsequent deliberations, and conclusions. These minutes will be signed by both parties as a true record. The employee will be told the decision and reasoning within 5 working days of the hearing where possible. It may be necessary to adjourn and reconvene the hearing depending on any further information that may arise during the hearing so that further investigations can be carried out.

5.3 The penalties which may be imposed after a formal disciplinary hearing are as follows:

- a) A first formal warning.
- b) A first written warning.
- c) A final written warning.
- d) Demotion.
- e) Dismissal with notice or pay in lieu of notice.
- f) Summary dismissal.

5.4 In less serious cases the penalty will normally be on the first occasion a first formal warning; if the employee again fails to comply with the Council's requirements, this would be followed by a first and then a final written warning, and, if matters still do not improve, dismissal.

5.6 A written record of any disciplinary warning will be kept on the employee's file for a period of 12 months from the date of the disciplinary decision, and will then be removed and not taken into account in any subsequent disciplinary proceedings. This does not apply where a further penalty is imposed during the 12 month period; in such a case the original warning also remains valid until 12 months after the later warning has expired.

5.7 The Council reserves the right to dismiss summarily an employee in cases of proven serious misconduct as defined in the disciplinary rules. Where dismissal would otherwise be justified but the Council agrees there are strong enough mitigating circumstances, a warning at any level in the procedure may be given instead of dismissal.

6. Appeals – Dealt with by Members from this point

6.1 An employee who is aggrieved at any formal disciplinary decision may appeal in writing to the Disciplinary Appeals Committee, within 5 working days of receiving written confirmation of the decision giving reasons for the appeal.

6.2 The Disciplinary Appeals Committee will hear the appeal within 10 working days of notification. The same procedure will apply as for disciplinary hearings. The Town Clerk will attend the hearing in an advisory capacity and in order to take minutes, unless there is a conflict of interest in which case another person agreed by both parties will take minutes.

6.3 If the appeal is successful the Disciplinary Appeals Committee will decide whether any or all of the period between the period of dismissal and reinstatement is to be paid.

6.4 On an appeal, the Disciplinary Appeals Committee may allow the appeal by setting aside the penalty in whole or part or substituting a less severe penalty, or dismiss the appeal. A more severe penalty may not be imposed on appeal.

6.5 The Disciplinary Appeals Committee's decision on an appeal is final. If further evidence becomes known between the Disciplinary Hearing and Appeal Hearing the Disciplinary Hearing may be adjourned but the Disciplinary Hearing will be heard by a different person to the person who heard the original Disciplinary Hearing where practicable.

7 Timescales

7.1 Timescales may be extended, but only by mutual agreement or if exceptional circumstances arise.

8 Town Clerk

- 8.1 If the Town Clerk is subject to disciplinary action, the role of the Town Clerk in this procedure will be undertaken by the Disciplinary Appeals Committee and the role of that Committee will be undertaken by the Council minus the members of the Disciplinary Appeals Committee.
- 8.2 The Council may appoint a third party to act in an advisory capacity when action is being taken or contemplated against the Town Clerk.

Adapted from an Association of Parish & Town Councils' Model

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.
- 1.08 The social security benefits to be taken into account for the calculation of sick pay are those to which an employees 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. 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 February 2016

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.

CAPITAL PROGRAMME

CAPITAL AND ESSENTIAL REVENUE MAINTENANCE REQUIREMENTS				
Identified Need	Capital £	Revenue £	Priority	Notes
Community				
Artificial Christmas Trees	6000			Gen Reserve
Interactive Business Sign	√			Costs to be determined
Entrance signs to Bingham	√			Costs to be determined
Web Site/Social Media Upgrades	√	√		Funding in budget
Additional Notice Boards	√			Part funding in Community reserve
Extend CCTV	√			Seek joint funding with Police
Recreation				
Football Pitch Analyses	√			Recreation Reserve
Play Equipment	√			Costs to be determined
Wynill Site - Possible Scout Headquarters	√			Assessment required
Butt Field - Path maintenance		√		No funding
Pitch works		√		Costs to be determined
3G pitches				
More pitches	√			Business Case required
Amenity Area - Soundbund adjacent to old A46 –		√		Assessment required
Amenity Area - Extend footpath to link up with Linear Walk	√			Assessment required
Amenity Area - East and west of Tythby Road	√			Assessment required
Amenity Area - Langtry Gardens – Planting scheme		√		Assessment required

CAPITAL AND ESSENTIAL REVENUE MAINTENANCE REQUIREMENTS

Identified Need	Capital £	Revenue £	Priority	Notes
Skateboard park	√			Business Case Required
Outdoor exercise equipment for teens and older people	√			Costs to be determined
Cogley Lane – Replacement goal posts		√		Recreation Budget
Cemetery and Churchyard - New cemetery required	√			Business Case Required
Maintain/repair cemetery paths and edging		√		Costs to be determined
Linear Park - Maintain paths and entrance signs		√		Costs to be determined
Allotments - Maintain current site and fences		√		Costs to be determined
Wildlife Area	√			Business Case Required
Town Pavilion - Toilets, maintenance schedules		√		Costs to be determined
Dog Walk Area	√			Business Case Required
Butt Field Sports Pavilion - Maintenance schedules		√		Costs to be determined
Environment				
New access to Butt Field and other future facilities	√			Business Case Required
Accessible Crossing across railway	√			Partnership with Network Rail
Secondary route over railway (eg Moor Lane)	√			Partnership with Network Rail
Newgate/Union Street/Police Station Car Park set up costs and Car Park Changes Negate/Union Street	8000			General Reserve
Contaminated Land - Car park and New access	√			Business Case Required
Long term car park north of Railway Line	√			Business Case Required
Planting/Flower arrangements – Bingham Entrances	√			Costs to be determined
Policy and Resources				
Council Chamber Upgrade	√			Costs to be determined
IT Equip (staff) Upgrade	√	√		IT Reserve
Mobile Phones Upgrade	√	√		IT Reserve
Neighbourhood Plan	√			Costs to be determined

CAPITAL AND ESSENTIAL REVENUE MAINTENANCE REQUIREMENTS

Identified Need	Capital £	Revenue £	Priority	Notes
Community Centre – New Centre North of Railway Line / Manor Hse Project / Old Police Station / Other Sites – professional assessment / RBC Leisure Strategy proposals etc				Business Case Required
Starter Business Centre – North of Railway Line				Business Case Required
Ride-on Mower	√			Costs to be determined
Tractor	√			Business Case Required
New Van	√			Costs to be determined

**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.

BINGHAM AND RADCLIFFE ON TRENT GROWTH BOARD MEETINGActions:

1. PL to liaise with RBC staff to ensure timings on implementation of 3-hour parking etc. are appropriately managed;
2. Long term investments concerning potential long stay and Station parking be considered by BTC in consultation with Network Rail and other parties; and
3. BTC considers its wishes in terms of future investment in car parking and prepares a business case as appropriate.

Radcliffe on Trent Neighbourhood Plan – Update

Update presented on above.

- Recommending improvements to parking at RoT Station. RBC may invest in this proposal
- Request for leisure facilities
- Looking at regeneration of the village centre
- Also looking at small business park in or around the centre, to include low cost starter units
- Referendum would be sometime spring/summer this year.

Actions:

1. Awaiting date of referendum and publishing of final report, but details to be forwarded as soon as known.

Retail Study

Chair reported on Retail Study commissioned by RBC which was being carried out by Kerching Retail.

- Study starting end of January and will cover local areas, including Bingham. Initial findings due circa May.

Updates

The Chair provided updates as follows:

- Tesco – contact made by Tesco to Andrew Pegram at RBC who had been informed that they wished to proceed with a store at the site, but would be resubmitting a revised. application. Details not known at present, but it is thought it may be for a smaller store.
- Land at the Hammerhead, Bingham – RBC would be purchasing the whole of the site (4 acres) and were currently in negotiations with the Crown Estate.
- LEADER Funding – next rounds due to close on 25th January, but there would be other rounds during the year, dates to be confirmed.
- Loans were possible of Parish Council capital investment
- Of original funding granted to Growth Board, £4.8 remained. Any requests for funding from Parishes or other bodies, would require a formal business plan.

Actions:

1. BTC consider potential capital investment / loan investment opportunities for its area and bid as appropriate.

Other Points

- DMB raised the issue of low cost business starter/ incubation units. He was aware of the high demand for both physical and virtual centres and the importance of moving such proposals forward in Bingham. He aimed to come up with some proposals for future investment when time allowed but would welcome input from the Business Clubs and RBC.

ST	Sarah Turner East Mids Trains	DMB	Deputy Mayor, Bingham
RBC	Rushcliffe Borough Council	NCC	Notts County Council
BTC	Bingham Town Council	PL	Peter Linfield

Alan R Harvey

Deputy Mayor and Chair of Policy and Resources Committee