

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, 24th June, 2008, at 7.00 p.m.**

**PRESENT:**

Councillor G. Davidson  
" F. Kerry  
" F. Purdue-Horan  
" A. Shelton

**DECLARATIONS OF INTEREST:**

Councillor G. Davidson declared an interest in Folio 5865, Item 4.00 (a) -  
St. Mary's P.C.C. grant aid application.

Councillor F. Kerry declared an interest in Folio 5865, Item 4.00 (a) -  
St. Mary's P.C.C. grant aid application. ..

Councillor A. Shelton declared an interest in Folio 5867, Appendix 1 - British  
Red Cross.

**APOLOGIES:**

An apology for absence was received from Councillor J. Eagles.

**APPOINTMENT OF CHAIRMAN:**

It was **Proposed** by Councillor Kerry, **Seconded** by Councillor Shelton and

**RESOLVED** that Councillor F. Purdue-Horan be appointed Chairman for the  
ensuing year.

**PREVIOUS CHAIRMAN - VOTE OF THANKS:**

The Committee passed a unanimous vote of thanks to Councillor Mrs. M.  
Stockwood for all her hard work and dedication as Chairman of the Committee  
over the last two years.

**APPOINTMENT OF VICE-CHAIRMAN:**

It was **Proposed** by Councillor A. Shelton, **Seconded** by Councillor F. Purdue-  
Horan and

**RESOLVED** that Councillor F. Kerry be appointed Vice-Chairman for the ensuing  
year.

**1.00 MINUTES:**

The Minutes of the meeting held on the 15th April, 2008, having been circulated  
prior to the meeting, were taken as read, approved and signed by the Chairman as  
a correct record.

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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, 24th June, 2008**, at **7.00 p.m.** continued.....

## **2.00**    **MATTERS RELATING TO FINANCE:**

### 01    Budget Report

Ian Lockwood presented the Budget Report covering the first two months of the financial year.

There were no substantive matters arising.

### 02    Accounts for Payment

Accounts were presented for payment and unanimously agreed as set out in Appendix 1.

### 03    Accounts Paid

Other accounts that had been paid since the last meeting were submitted and unanimously approved as set out in Appendix 2.

### 04    Accounts for 2007/2008 Financial Year

The Committee received an update on the closure of last year's accounts which were due to be submitted to the Council's external auditor at the end of July. Prior to then, they were due to be reviewed by the Council's internal auditor.

The unaudited Statement of Accounts, Balance Sheet, Income & Expenditure and working documents were submitted.

One of the areas that external audit would be examining was the Council's approach to managing risks it faced and the steps taken to mitigate those risks. It was considered appropriate for the arrangements to be reviewed. It was

### **RESOLVED** that:-

- (a)    Subject to the findings of the Internal Auditor and the removal of the payment to 'Penguins' from the Section 137 payments, the final accounts be submitted for approval to a special meeting of the Council to be held at 7.00 p.m. on 29th July, 2008.
- (b)    The new Town Clerk be requested to review the Council's risk management arrangements and report further to the next Policy & Resources Committee meeting.

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### **3.00 MATTERS RELATING TO POLICY:**

#### **01 Review of Standing Orders**

The Committee reviewed a revised set of draft Standing Orders that had been circulated to all Councillors on the 11th June, 2008. The draft reflected the work of Councillors G. Davidson, J. Eagles, F. Purdue-Horan and Mrs. M. Stockwood who had been appointed to undertake a review. Three alterations were agreed by the Committee:-

Page 8, Standing Order 21.1. '66' was amended to read '36'

Page 20, paragraph 29. The words "For this reason it should meet at least once a month" were deleted.

Page 20, paragraph 33. All the words in brackets after the last sentence were deleted.

**RESOLVED** that the revised Standing Orders, as amended above, be submitted to Council for adoption

### **4.00 APPLICATIONS FOR GRANT AID:**

#### **(a) Church Clock**

As two Councillors (Councillors Davidson and Shelton) had declared interests in the application from the Parochial Church Council, there was not a quorum available to enable consideration. The Acting Town Clerk advised that the application would be referred to the next meeting of the Council.

#### **(b) Bingham Rugby Club Pavilion Repairs**

Further to Folio 5824/4.03 (d), the Committee received an update on a meeting held between Councillors Kerry, Mrs. M. Stockwood and representatives from the Rugby Club. One of the outcomes was that the Club had invited Councillors to visit the Town Pavilion to view the problems first hand. It was

**RESOLVED** that the Club's invitation be accepted and an evening visit be arranged.

### **5.00 ANNUAL REVIEW OF LEASES AND COUNCIL ASSETS:**

It was

**RECOMMENDED** that the Council should carry out a review of its leases and assets each year by the end of October to assist in preparation for the following year's budget.

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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, 24th June, 2008, at 7.00 p.m.** continued.....

**6.00**     **CORRESPONDENCE:**

01     Proposed Recycling Site at Hill Drive

The Committee received a thirty-nine signature petition registering objections to Rushcliffe Borough Council's decision to place a recycling site outside of 7, Hill Drive. The petition had been originally handed in to Councillor Mrs. M. Stockwood who had forwarded a copy to Rushcliffe Borough Council.

02     Methodist Church Building Scheme

An invitation had been received to send representatives to a meeting to be held on the 17th July, 2008, in the Church Parlour, starting at 7.15 p.m. The invitation had gone to all groups who had used the premises. It was agreed that the invitation be included in the weekly bulletin.

**7.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was

**RESOLVED** that the public and press be excluded from the remainder of the meeting as publicity of business yet to be transacted will be prejudicial to the public interest as it involves receiving advice from outside sources.

**8.00.**     **STAFFING REVIEW**

The Committee considered a report on this matter and

**UNANIMOUSLY RECOMMENDED** to Council that the report's proposals be approved for adoption with effect from the 1st August, 2008.

As there was no further business to transact, the meeting finished at 8.25 p.m.

.....  
CHAIRMAN

Date: .....

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Accounts Presented 24 June 2008

Chq		
	8150 The Print Quarter - Town Fair Programme	450.00
	8151 HM Jarrow - Town News	110.00
	8152 British Red Cross - Town Fair first aid	196.93
	8153 J Hindson - Town Fair marshalling	97.50
	8154 C Priestley - Town Fair marshalling	109.40
	8155 B E Event Hire Ltd - Town Fair hire of chairs	152.75
	8156 Arrow Flexible Packaging Ltd - Dog poop bags	158.62
	8157 Viking Direct - Stationery	22.76
	8158 Wicksteed Leisure Ltd - Play equipment parts/labour	1,693.18
	8159 RBS Invoice Finance Ltd - SS keyholding	39.95
	8160 VOID	
	8161 Peter Butcher - Acting Town Clerk fees	3,902.00
Auto	Wages w12/M3	2,309.35
		<u><b>£9,242.44</b></u>

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Accounts Paid 24 June 2008

Cheq. No.			
8087	Town News	H Jarrow	135.00
8088	Keyholding service	Lloyds TSB	39.95
8089	Tractor & mower service	Platts Harris	1,007.70
8090	Repair/maint materials	Handicentre(Bingham)	69.72
8090	Cleaning materials	Handicentre(Bingham)	7.60
8090	barrier tape	Handicentre(Bingham)	9.98
8091	Drainage rates	Newark IDB	6.06
8092	Refund of allot rent	Mr T Henderson	16.00
8093	Best Kept Village Comp	CPRE	8.00
8094	Superannuation M12	NCC	406.83
8094	Superannuation M12	NCC	90.89
Auto	Wages w3/M1	Wages w3/M1	1,319.86
Auto	Wages w3	Wages w3/M1	67.23
Auto	Wages w3	Wages w3/M1	703.33
8095	Balance of Wynhill retention	Proludic Ltd	1,945.00
8096	VAT only on Linear project work	Groundwork Greater Nottingham	2,542.40
8096	VAT only on Market Sq project	Groundwork Greater Nottingham	987.83
8097	Installation of anti virus & Office 07	Midland Data Networks	446.50
8098	Stationery	Viking Direct	76.54
Auto	Wages w4	Wages w4	775.25
Auto	Wages w4	Wages w4	72.79
Auto	Wages w4	Wages w4	67.23
DD	1st payment on Ransomes mower	ING Lease	7,625.00
DD	Mobile phone bill	BT	31.71
8099	Wynhill roadstone	Sercon	413.26
8100	Acting Town Clerk fees	Peter Butcher	2,400.00
8101	Hire of Methodist hall ATM	Bingham Methodist Church	52.50
8102	Mileage (litter picking)	B Gardner	42.40
8103	Town Clerk job advert	SLCC	90.00
8104	Copier charge	Reprotec Office Solutions	11.48
Auto	Wages w5	Wages w5	67.87
Auto	Wages w5	Wages w5	80.38
Auto	Wages w5	Wages w5	746.90
8105	PAYE m12	HMRC	1,219.99
8105	PAYE M12	HMRC	281.40
DD	Monthly broadband charge	Tiscali	17.99
DD	non domestic rates	RBC	647.00
DD	Copier lease (o/pd see refund)	Siemens Financial Services	182.95
8106	Crossword prize	Mrs J Edwards	10.00
8107	Grant Aid- score board	Bingham CC	411.25
8108	Town News	H Jarrow	110.00
8109	OCH Gas	Eon	1,375.51
8110	Play equip parts	Proludic Ltd	11.28
8111	Superannuation M1	NCC	67.52
8111	Superannuation m1	NCC	450.31

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8112	Fuel	Petty	115.00
		Cash	
8112	Postage	Petty	51.72
		Cash	
8112	Windows	Petty	20.00
		Cash	
8112	Crossword chocs	Petty	8.87
		Cash	
Auto	Wages w6	Wages w6	76.79
Auto	Wages w6	Wages w6	72.95
Auto	Wages w6	Wages w6	724.05
DD	non domestic rates	RBC	57.00
DD	OCH elec bill	Eon	280.00
8113	Accounts support fees	Ian Lockwood	537.50
8114	Suzuki van Tax	Post	180.00
		Office	
8115	Repair/maint materials	Handicentre(Bingham)	39.96
8115	Timber	Handicentre(Bingham)	1.51
8116	Town Clerk job advert	NCC	152.75
8117	Mayoral insignia	Thomas Fattorini Ltd	1,141.13
8118	Local Council Insurance	Allianz Insurance plc	3,540.65
8118	Local Council Insurance	Allianz Insurance plc	1,770.32
8119	PAYE m1	HMRC	1,229.73
8119	PAYE M1	HMRC	279.60
Auto	Wages w7	Wages w7	755.96
Auto	Wages w7	Wages w7	92.84
Auto	Wages w7	Wages w7	67.37
8120	Vacuum parts	Notts County Supplies	37.95
8121	Pressure washer	C Pegg	99.99
8121	2way radios	C Pegg	59.99
8122	CiLCA training fee	Notts ALC	300.00
8123	Keyholding service	Sawley Security	39.95
8124	Hire of excavator	GAP Group	363.22
Auto	Wages w8	Wages w8/M2	86.21
Auto	Wages w8	Wages w8/M2	740.30
Auto	Wages w8/M2	Wages w8/M2	1,490.31
DD	Copier lease (new)	Siemens Financial Services	361.24
8125	Acting Town Clerk fees	Peter Butcher	3,402.70
8126	Accounts annual licence	Scribe 2000	245.00
8127	Wayfinder path clearance	SP Rose	336.40
8128	Tyre repair/disposal/MOT	ATS Euromaster	351.76
8129	Cem elec bill	Eon	63.56
8130	Stationery	Viking Direct	195.12
8131	Town Fair banners/posters	Universal Poster service	313.73
8131	cem map laminates	Universal Poster service	14.10
Auto	wages w9	Wages w9	700.40
Auto	Wages w9	Wages w9	67.37
Auto	Wages w9	Wages w9	72.95
8132	Key cutting	No 1 Mobile Key Cutters	34.02
8133	Fuel	Petty	100.00
		Cash	
8133	Postage	Petty	37.49
		Cash	

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8133	Fair poster photocopying	Petty Cash	8.00
8133	Windows/keyfobs/consumables	Petty Cash	23.55
8134	Fire extinguisher service/refi	Notts Fire & Rescue	27.51
8135	Superannuation M2	NCC	73.32
8135	Superannuation M2	NCC	505.96
8136	Butt Field Remediation cert	GeoDyne	822.50
8137	comp memory upgrade/anti virus	Midland Data Networks	246.75
8138	Alarm fobs	AST Systems	45.65
8139	Copier charge	Reprotec Office Solutions	51.09
8140	Tax/NI M2	HMRC	1,347.32
8140	Tax/NI M2	HMRC	343.55
8141	Accounts support fees	Ian Lockwood	250.00
8142	Town Fair sundries	A George	59.24
Auto	Wages w10	Wages w10	717.62
Auto	Wages w10	Wages w10	79.58
Auto	Wages w10	Wages w10	67.37
8143	Butt Field Sports Club lease f	Nelsons	3,013.50
8144	Spares/parts	JR Mowers	44.42
8145	Vehicle insurance	Heath Lambert	860.50
8146	Phone bill	BT	209.37
8146	Alarm bill	BT	55.15
8146	Alarm bill	BT	55.15
8147	Town Fair band	D Goodwin	300.00
8148	A boards	Timberland Sheds Ltd	100.00
8149	Crossword prize	Mr J Barker	10.00
Auto	Wages w11	Wages w11	207.24
Auto	Wages w11	Wages w11	76.79
Auto	Wages w11	Wages w11	907.40
		Total	<b>£58,366</b>