

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, 19th June, 2012**, at **7.30 p.m.**

PRESENT:

Councillor A. Harvey
 " Mrs. T. Kerry
 " Councillor Mrs. J. Marshall (substitute for Councillor M. Barham)
 " F. Purdue-Horan
 " J. Stockwood
 " Mrs. M. Stockwood

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

Apologies for Absence and Acceptance were received from Councillor M. Barham, also acceptance of substitute member, Councillor Mrs. J. Marshall, for Councillor Barham.

2.00 DECLARATIONS OF INTEREST:

There were no Declarations of Interest received.

3.00 APPOINTMENT OF CHAIRMAN:

Councillor F. Purdue-Horan, **Proposed** by Councillor Mrs. M. Stockwood and **Seconded** by Councillor Mrs. J. Marshall, was duly elected as Chairman for the ensuing year.

4.00 APPOINTMENT OF VICE-CHAIRMAN:

Councillor M. Barham, **Proposed** by Councillor F. Purdue-Horan and **Seconded** by Councillor J. Stockwood, was duly elected as Vice-Chairman for the ensuing year.

5.00 MINUTES:

The Minutes of the meeting held on the 17th April, 2012, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record, subject to amendment of Folio 6738, Item 12.02, as follows:-

"....acceptance of a quotation of £3,240.33 for drainage works as a result of the recent drain survey".

01 Matters Arising

Refer to Action Points, Appendix 'A', attached.

6.00 BUDGET REPORT 'A':

The Clerk answered any queries in relation to budget monitoring and it was

RECOMMENDED approval of budget monitoring up to the 31st May, 2012.

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, 19th June, 2012**, at **7.30 p.m.** continued.....

7.00 ACCOUNTS FOR PAYMENT - REPORT 'B':

Accounts were presented for payment; the Clerk answered any queries and it was agreed to

RECOMMEND approval.

8.00 ACCOUNTS PAID - REPORT 'C':

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

RECOMMEND approval.

9.00 RECREATIONAL & CEMETERY COMMITTEE REFERRALS:

01 Distribution of Hard Core

It was agreed to

RECOMMEND approval to have existing hard core on the Butt Field car park distributed by Rushcliffe Borough Council into the potholes. Clerk to obtain quotations in relation to scraping off of car park and access road. She also confirmed that a firm was visiting the site during week commencing 25th June, 2012, with a view to supplying a quotation.

10.00 RISK MANAGEMENT POLICY REVIEW:

Councillor Harvey reported that this item was being addressed and a report will be submitted to the next meeting.

11.00 LENGTHSMAN SCHEME

Discussions had been held at a previous Environment Committee meeting. However, at this stage, there were no firm recommendations. Additional details were requested and it was agreed to defer to a future meeting.

12.00 NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS - MEMBERSHIP:

It was

RECOMMENDED joining N.A.L.C. with a view to paying seventy-five per cent of the annual fee (£868.23 for part year) due to joining part way through the year.

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13.00 B.R.U.F.C. LEASE FOR TOWN PAVILION AND GROUNDS - WORKING PARTY:

It was agreed that the following members make up a working party to review the B.R.U.F.C. lease:-

Councillor J. Stockwood – Chairman
 " P. Abbey
 " Mrs. T. Kerry
 " F. Purdue-Horan

14.00 THE OLD COURT HOUSE:

01 Asbestos

The Clerk confirmed that a quotation for £850.00 had been received for work in relation to work on two outhouse ceilings; the work to be undertaken on the 3rd July, 2012.

15.00 DEPOSITS - UPDATE:

The Chairman confirmed that interest rates were being monitored.

16.00 BUSINESS CARDS FOR BINGHAM TOWN COUNCILLORS:

It was agreed to source business cards for Town Councillors.

17.00 COMMITTEE STRUCTURE - REVIEW:

Following a brief discussion, it was agreed to form a Working Group to consider and review the current Committee Structure and remit, with a task to submit any recommendations to Council at a future date. The following members form the Working Group :- Councillors Mrs. T. Kerry, Purdue-Horan, all Policy & Resources Committee members, plus two other Councillors. The Chairman of Policy & Resources Committee to speak with other Councillors to confirm interested parties. The Constitution and Standing Orders also to be reviewed with comparisons to other Town Councils of a similar size

18.00 CORRESPONDENCE:-

01 Audit Commission

Letter received from Audit Commission advising that Grant Thornton Accountants have been appointed as External Auditors.

02 Bingham Bowling Club

Letter of thanks received. Noted.

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, 19th June, 2012** at **7.30 p.m.** continued.....

19.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

PRIOR TO THE COMMENCEMENT OF THE FOLLOWING BUSINESS, THE FOLLOWING 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 STAFFING MATTERS**
- 02 THE OLD COURT HOUSE**
- 03 BINGHAM TOWN COUNCIL**

As there was no further business to transact, the meeting finished at 8.45 p.m.

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CHAIRMAN

Date:

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at **7.30 p.m.** continued.....

AGENDA ITEM	DETAILS	ACTION TO BE TAKEN
	Review of Services & Localism	Agreed to hold meetings with R.B.C. and N.C.C. re. delivery of services/Localism Bill. Lengsthman Scheme. On-going.
Folio 6578/9.03	Review of booking policy	Agenda item for future meeting.
	Annual inspection of sports facilities.	
	Tenants' rent review.	Agenda item for future meeting.
	Town Pavilion	Review of lease and rent review
P. & C. O.C.H.	Asbestos survey	Clerk to obtain quotes for asbestos survey
	O.C.H. - Police	To move in 12th June, 2012; payments received for 2012/13.
6701	Review of interest rates.	On-going
6701	Consideration of business cards for Town Councillors.	Defer to future meetings
6701	E-mailing agendas, etc. to Councillors for a trial period.	Defer to future meeting

BAL B.FWD	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Community	15	0	-15	1265	0	1265	1250
Promotion	5,000.00	2,112.00	-2,888.00	20,450.00	1,359.65	19,090.35	16,202.35
Recreation	4,187.00	155.46	-4,031.54	23,175.00	6.16	23,168.84	13,137.30
Allotment	1,000.00	860.00	-140.00	1,375.00	375.00	1,000.00	860.00
Cemetery	5000	2,719.00	-2,281.00	4,280.00	707.24	3,572.76	1,291.76
Environment	0.00	0.00	0.00	6,090.00	163.02	5,426.98	5,426.98
Depot	1350	-1,496.52	-2,846.52	77,050.00	6,754.28	70,295.72	67,449.20
Finance	500.00	0.74	-499.26	119,600.00	9,912.25	109,687.75	109,188.49
OCH	10,400.00	2,670.00	-7,730.00	27,350.00	4,895.35	22,454.65	14,724.65
TOTALS	27,452.00	7,020.68	-20,431.32	280,635.00	24,172.95	255,962.05	229,530.73

Precept	253,183.00	126,591.50	-126,591.50	0.00	0.00	0.00	-126,591.50
Mayors Charity	0	0.00	0	0	0.00	0.00	0.00

Reserves	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Risk Management	1,000.00	0.00	-2500	0.00	0	0	1,000.00
OCH Capital	1,300.00	0.00	-2000	0.00	0	0	1,300.00
Depot	10,892.82	0.00	-6000	0.00	842.5	-842.5	10,050.32
Allotment	0.00	0.00	0	0.00	0	0	0.00
Environment	0.00	0.00	-500	0.00	0.00	0	0.00
General Reserve	151666.84	0.00	0	0.00	485	-485	151,181.84
Promotion	0.00	0.00	0	0.00	0	0	0.00
Recreation	0.00	5,248.48	-751.52	0.00	-645.00	645	5,893.48
Cemetery	0.00	0.00	0	0.00	0.00	0	0.00
Community Capital	1,000.00	0.00	-500	0.00	0	0	1,000.00
Property Land	19,954.26	0.00	-23000	0.00	-2,624.16	2624.16	22,578.42
Capital Total	185,813.92	5,248.48	-35,251.52	0.00	-1,941.66	1,941.66	193,004.06

GRAND TOTAL	185,813.92	67,952.00	12,269.16	280,635.00	22,231.29	257,903.71	422,534.79
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summary

INCLUDES ACCRUALS FROM 2011/2012

May-12

REPORT A

Net Variance column

Positive figs. = underspends

Negative figs. = overspends

Community	BAL B.FWD	Receipts			Payments			Net Variance
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
CCTV Mainte	1	0.00		0.00	700.00		700.00	700.00
Notice Board	2	0.00		0.00	50.00		50.00	50.00
Town Map	3	15.00		-15.00	15.00		15.00	0.00
Trs. To Com.	4	0.00		0.00	500.00		500.00	500.00
Community		15.00	0.00	-15.00	1,265.00	0.00	1,265.00	1,250.00

Promotions		Receipts			Payments			Net Variance
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Town Fair	5	4,000.00	1,580.00	-2420	7,500.00	201.00	7299.00	4,879.00
Christmas Fai	6	1,000.00	0.00	-1000	2,500.00	21	2479.00	1,479.00
Christmas Ligt	7	0.00		0	6,500.00		6500.00	6,500.00
Other Promot	8	0.00	532.00	532	2,500.00	387.65	2112.35	2,644.35
Web Site	9	0.00		0	250.00	0	250.00	250.00
Town News/In	10	0.00		0	1,200.00	750	450.00	450.00
Town Guide/In	11	0.00		0.00	0.00		0.00	0.00
Promotions		5,000.00	2,112.00	-2,888.00	20,450.00	1,359.65	19090.35	16,202.35

Recreation		Receipts			Payments			Net Variance
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Play Area/Op	12	0.00	0.00	0	5,000.00	6.16	4993.84	4,993.84
Fees	13	0.00	0.00	0	0.00	0.00	0.00	0.00
Rent	14	1,000.00	0.00	-1000	175.00	0	175.00	-825.00
Sports Pitch M	15	3,067.00	0.00	-3067	12,000.00	0	12000.00	8,933.00
Wayleaves	16	120.00	155.46	35.46	0.00	0	0.00	35.46
P3	77	0.00	0.00	0	0.00		0.00	0.00
Trs. To Recreation Reserve		0.00	0.00	0	6,000.00		6000.00	6,000.00
Recreation		4,187.00	155.46	-4,031.54	23,175.00	6.16	23168.84	13,137.30

Allotments		Receipts			Payments			Net Variance
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Allotment Re	17	1,000.00	860.00	-140	375.00	375.00	0.00	-140.00
Water Charge	18	0.00	0.00	0	500.00		500.00	500.00
Maintenance	19	0.00	0.00	0	500.00		500.00	500.00
Allotments		1,000.00	860.00	-140.00	1,375.00	375.00	1000.00	860.00

Cemetery		Receipts			Payments			Net Variance
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Rates	20	0.00	0.00	0	530.00	111.25	418.75	418.75
Water/drainage	21	0.00	0.00	0	250.00		250.00	250.00
Grave Diggings	22	0.00	0.00	0	1,500.00	-150.00	1650.00	1,650.00
Electricity	23	0.00		0	500.00	0.00	500.00	500.00
Maintenance	24	0.00		0	500.00	-0.01	500.01	500.01
Memorials &	25	5,000.00	2,719.00	-2281	1,000.00	746	254.00	-2,027.00
Cemetery		5000.00	2719.00	-2281.00	4280.00	707.24	3572.76	1291.76

Environment		Receipts			Payments			Net Variance
		Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
General Main	26	0.00	0.00	0	640.00	0.00	640.00	640.00
Town Floral C	27	0.00	0.00	0	4,500.00	0	4500.00	4,500.00
Litter & Dog F	28	0.00	0.00	0	450.00	163.02	286.98	286.98
Trans to Environ. Reserve		0.00	0.00	0	500.00	0.00	500.00	500.00
Environment		0.00	0.00	0.00	6,090.00	163.02	5426.98	5,426.98

Depot	Receipts			Payments		Net Variance		
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget		
Equipment se	29	0.00	0.00	0	4,000.00	0.00	4000.00	4,000.00
Depot Mainte	30	0.00		0	250.00	-0.01	250.01	250.01
Mobile phone	31	0.00		0	200.00	49.98	150.02	150.02
Alarm	32	0.00		0	300.00	0.00	300.00	300.00
Hand tools &	33	0.00		0	100.00	0.00	100.00	100.00
Clothing	34	0.00		0	400.00	0.00	400.00	400.00
Wages	35	0.00		0	61,000.00	5699.61	55300.39	55,300.39
Vehicle Tax/lt	36	0.00		0	1,500.00	895.03	604.97	604.97
Fuel	37	0.00		0	3,300.00	109.67	3190.33	3,190.33
Trans to Dept	38	0.00		0	6,000.00	0	6000.00	6,000.00
Grass Cutting	39	1,350.00	-1,496.52	-2846.52	0.00	0.00	0.00	-2,846.52
Depot		1,350.00	-1,496.52	-2,846.52	77,050.00	6,754.28	70295.72	67,449.20

Finance	Receipts			Payments		Net Variance		
	Budget	Actual		Budget	Actual			
Salaries inc Et	40	0.00	4.00	4	73,000.00	9,008.47	63991.53	63,995.53
Audit	41	0.00		0	2,000.00	0	2000.00	2,000.00
Office Expens	42	0.00	-6.30	-6.3	5,500.00	638.45	4861.55	4,855.25
Subscriptions	43	0.00			2,500.00	254.99	2245.01	2,245.01
Travel/mileage	44	0.00			400.00	5.30	394.70	394.70
Civic Expense	45	0.00			2,500.00	5.00	2495.00	2,495.00
Insurance	46	0.00			3,500.00	0.00	3500.00	3,500.00
Advertising	47	0.00		0	700.00	0.04	699.96	699.96
Grant Aid	48	0.00		0	4,000.00	0.00	4000.00	4,000.00
Trans to Prop	49	0.00		0	23,000.00	0.00	23000.00	23,000.00
Trans to Risk	50	0.00			2,500.00	0.00	2500.00	2,500.00
Elections	51	0.00			0.00	0.00	0.00	0.00
Investment In	52	500.00	3.04	-496.96	0.00	0.00	0.00	-496.96
Finance		500.00	0.74	-499.26	119,600.00	9,912.25	109,687.75	109,188.49

Precept	76	253,183.00	126,591.50	-126591.5	0.00	0.00	0.00	-126,591.50
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Old Court House	Receipts			Payments		Net Variance		
	Budget	Actual		Budget	Actual			
Caretakers w/	53	0.00		0	5,600.00	854.09	4745.91	4,745.91
Insurance	54	0.00		0	1,600.00	0	1600.00	1,600.00
Water rates	55	0.00		0	750.00	0.00	750.00	750.00
Non domestic	56	0.00		0	5,500.00	1,080.00	4420.00	4,420.00
Gas/Elec	57	0.00		0	5,000.00	1,175.44	3824.56	3,824.56
Repairs & Ma	58	0.00		0	5,000.00	435.82	4564.18	4,564.18
Equipment	59	0.00		0	400.00	0.00	400.00	400.00
Trans to OCH	60	0.00		0	2,000.00	0.00	2000.00	2,000.00
Civil ceremon	61	150.00	150.00	0	1,500.00	1,350.00	150.00	150.00
Tenants rents	62	8,500.00	2,438.00	-6062	0.00	0.00	0.00	-6,062.00
Room hire	63	1,750.00	82.00	-1668	0.00	0.00	0.00	-1,668.00
Old Court House		10,400.00	2,670.00	-7,730.00	27,350.00	4,895.35	22,454.65	14,724.65

Check to Precept submitted		27,452.00	7,020.68	-20,431.32	280,635.00	24,172.95	255962.05	229,530.73
					253,183.00			

Miscell Mayor	81		0.00	0.00	0.00	0.00	0.00	0.00
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REPORT '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, 19th June, 2012**
at **7.30 p.m.** continued.....

Accounts presented 19 June 2012

Chq		
9541 SLCC - VAT course		£114.00
BANKLIN Platts Harris - equipment familiarisation		£275.68
E		
BANKLIN Viking Direct - stationery		£125.77
E		
		<u>£515.45</u>

Continued...../

Minutes of a meeting of the **Policy & Resources Committee**
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Church Street, Bingham, on **Tuesday, 21st June, 2011,**
at **7.30 p.m.** continued.....

Accounts Paid 19 June 2012

9513	Playground inspection training	RCAN	35.00
BACS	Repair/Main Goods	Handicentre (Bingham) Ltd	81.33
DD	Non domestic rates	RBC	540.00
BACS	Legal fees	Nelsons	420.00
BACS	Fire Marshall course	Notts Fire & Rescue Service	215.99
BACS	Fly tipping removal	RBC	19.50
BACS	Groundsman advert	Newark Advertiser Co Ltd	347.66
BACS	Motor insurance	WPS	895.03
BACS	OCH Lift insurance	Allianz Insurance plc	337.45
DD	BANKLINE CHARGES	Nat West	15.80
DD	Non domestic rates	RBC	56.25
BACS	Tyre repair/parts	ATS Euromaster Ltd	160.63
BACS	Stationery	Viking Direct	175.42
BACS	Road Salt	NCC	60.00
BACS	Grass Cutting Contract	White Lodge Groundcare	300.00
BACS	Repair/Main Goods	Handicentre (Bingham) Ltd	23.34
BACS	Repair/Main Goods	Handicentre (Bingham) Ltd	2.54
BACS	Repair/Main Goods	Handicentre (Bingham) Ltd	17.13
BACS	Repair/Main Goods	Handicentre (Bingham) Ltd	15.30
BACS	Repair/Main Goods	Handicentre (Bingham) Ltd	1.55
BACS	OCH Alteration works	Chris Taylor Joinery	1,740.00
BACS	Alarm System handover charge	Chubb Electronic Security	978.00
BACS	Superann M12	NCC Pension Fund	1,127.56
BACS	Superann M12	NCC Pension Fund	124.20
BACS	LH AVC's	Prudential	100.00
DD	Monthly broadband charge	Talk Talk	15.31
BACS	Copier charge	Reprotec Connect For	15.14
BACS	Drainage rate	Trent Valley Internal Drainage Board	6.16
BACS	Keyholding	Gener8 Finance Ltd	81.60
BACS	Hill Drive allotment rent	RBC	375.00
BACS	Plumbing to new kitchen	Julian Selby	492.50
Autopay	WAGES W3/M1	WAGES W3	3,126.24
Autopay	WAGES W3	WAGES W3	91.28
Autopay	WAGES W3	WAGES W3	403.18
DD	Trade Waste collection	Wastecycle Ltd	62.64
DD	OCH Gas/Elec Bill	Utility Warehouse	660.57
DD	Tractor Lease	HFGL	582.00
9515	Mayor's Charity Donation	The Stroke Association	550.00
9516	Donation towards defibrillator	BTYFC	601.00
9517	GPoC Training	LRALC	40.00
Autopay	WAGES W4	WAGES W4	83.18
Autopay	WAGES W4	WAGES W4	473.90
Autopay	WAGES W4	WAGES W4	81.28
9518	Floor covering	L Holland	40.00
9520	Petty Cash purchases	Petty Cash	21.47

Continued.....

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9521	Memorial seat	Furnitubes	583.20
9522	Memorial kerb & tower plaques	Granart Ltd	96.00
9523	Fuel Account	Arval Business Partners	131.60
Autopay	WAGES W5	WAGES W5	83.18
Autopay	WAGES W5	WAGES W5	81.28
Autopay	WAGES W5	WAGES W5	406.95
Autopay	WAGES W6	WAGES W6	83.18
Autopay	WAGES W6	WAGES W6	81.28
Autopay	WAGES W6	WAGES W6	446.13
Autopay	WAGES W7	WAGES W7	83.18
Autopay	WAGES W7	WAGES W7	91.28
Autopay	WAGES W7	WAGES W7	460.55
Autopay	WAGES W8/M2	WAGES W8/M2	101.28
Autopay	WAGES W8/M2	WAGES W8/M2	1,610.90
Autopay	WAGES W8/M2	WAGES W8/M2	3,247.03
DD	Copier lease payment	Siemens Financial Servicesq	239.40
DD	Non domestic rates	RBC	540.00
Bankline	PAYE M2	HMRC	865.98
Bankline	PAYE M2	HMRC	702.46
Bankline	LH AVC's	Prudential	100.00
Bankline	OCH Alteration works	Chris Taylor Joinery	429.00
Bankline	OCH Alteration works - plumbing	Julian Selby	72.50
Bankline	Superann M12	NCC Pension Fund	1,078.95
Bankline	Superann M12	NCC Pension Fund	82.80
Bankline	Accounts Licence renewal	Scribe 2000 Ltd	294.00
Bankline	Stationery	Viking Direct	107.04
Bankline	Town Fair Posters	Universal Print Service Ltd	216.00
DD	Non domestic rates	RBC	55.00
DD	BANKLINE CHARGES	Nat West	20.90
DD	Monthly broadband charge	Talk Talk	15.31
DD	Dog bin emptying	RBC	163.02
DD	Tractor Lease	HFGL	582.00
DD	Trade Waste collection	Wastecycle Ltd	45.82
DD	OCH Gas/Elec Bill	Utility Warehouse	575.91
9534	Hanging baskets	Plantscape	4856.64
9535	Tractor repairs	RES Tractors	58.18
9536	Top Soil	Sercon Building Supplies	126.00
9537	Photocopying	Toot Hill School	40.00
9538	PA System/Training	Mrs L Holland	254.92
9539	Fuel Accounts	Arval Business Partners	259.65
9540	Memorial plaque	Granart Ltd	48.00
Bankline	Play area gate	Wicksteed Leisure	192.00
Bankline	clothing	MG Safety Ltd	32.40
Bankline	PAYE M2	HMRC	1,725.81
Bankline	LH AVC's	Prudential	100.00
Bankline	Superann M2	NCC Pension Fund	1,161.75
Bankline	Copier charge	Reprotec Connect For	14.33
Bankline	Town Fair portals	William G Search Ltd	300.00
Bankline	Jubilee Band	Dr D K Border	400.00
Bankline	Internal Audit	D Slight	160.00

39,154.22