

Minutes of a meeting of the **Resources Committee**
of the Bingham Town Council held in The Old Court House,
Church Street, Bingham, on **Tuesday, 28th February, 2017**,
at **8.15 p.m.**

PRESENT:

Councillor Mrs. S. Hull - Chairman
" A. R. Harvey
" Mrs. T. Kerry
" Mrs. A. Langford
" A. Shelton

IN ATTENDANCE:

Councillor Mrs. E. Hutchison
" F. Purdue-Horan
2 Members of the public

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

An apology for Absence was received from Councillor K. Hayes-Heath.

2.00 DECLARATIONS OF INTEREST:

Councillor Mrs. T. Kerry declared an interest in Folio 8589/21.03, Private & Confidential Matters, Copeland Grove. Councillor Mrs. S. Hull declared an interest in Folio 8588/17, Allotments and Councillor Mrs. E. Hutchison declared an interest in Folio 8589/21.05, Private & Confidential Matters, Bridleway.

3.00 MINUTES:

The Minutes of the meeting held on the 17th January, 2017, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record.

4.00 MATTERS ARISING:

It was noted that a meeting of the Fairs Working Group had been arranged for Tuesday 7th March 2017 at 7pm, not 6pm.

5.00 ACCOUNTS FOR PAYMENT - REPORT 'A' (Folio 8590):

Accounts were presented for payment and it was agreed to

RECOMMEND approval.

Minutes of a meeting of the **Resources Committee**
of the Bingham Town Council held in The Old Court House,
Church Street, Bingham, on **Tuesday, 28th February, 2017**,
at **8.15 p.m.** continued.....

6.00 ACCOUNTS PAID - REPORT 'B' (Folio 8591/8592):

The office was asked to confirm to the next meeting the frequency of the Window Cleaning of the Old Court House.

On completion of the HR matters, it was agreed that a full breakdown of costs were to be presented to the Resources to Committee.

A query in relation to the high costs of the Black bags was raised and it was agreed that the office were to get alternative quotes before re-ordering.

Accounts were presented for payment and it was agreed to

RECOMMEND approval.

7.00 BANKLINE PAYMENTS - REPORT 'C' (Folio 8593):

A summary of bankline payments was presented and it was agreed to

RECOMMEND approval.

8.00 VACANT OFFICE UPDATE:

Members were updated on a viewing from a local business. The interested party had also viewed another local office and were yet to make a decision.

9.00 SUBSCRIPTIONS:

RECOMMENDED to continue with the NALC and ICO memberships.

10.00 CONSTITUTION ISSUES – FINANCIAL STANDING ORDERS

The limits contained with the Financial Regulations were agreed and subject to the alterations it was

RECOMMENDED to adopt the document.

11.00 IT

Councillor Hull updated members that screens had now been added to the quotes and that the laptop owned by the Council had been checked. With an upgrade to the memory, the laptop had been deemed suitable for use rather than replacement.

Councillor Shelton proposed and Councillor Harvey seconded that the option of passports be added for discussion on the next agenda.

The IT quotes received were discussed and it was proposed by Councillor Shelton and seconded by Councillor Harvey to

RECOMMEND Arcsus IT quote and management contract be accepted.

Continued...../

Minutes of a meeting of the **Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 28th February, 2017**, at **8.15 p.m.** continued.....

12.00 **COMMUNITY LED PLAN:**

Updates were noted as follows:

- (a) Business Website – a Communications working group meeting was being arranged to discuss taking the idea forward with the support of local Businesses.
- (b) Community Centre – Working Group meeting to be arranged.
- (c) Cultural Arts – Local community group were working with Aspire
- (d) Planning - Houses – Will be looked at as part of the Neighbourhood Development plan.
- (e) Warners Paddock – Council had now secured and completed the Lease.
- (f) Long Term Planning (Neighbourhood Plan) – The Council were to set up a Neighbourhood Plan. All Councillors were reminded of the Neighbourhood Planning Event and were encouraged to attend.

13.00 **HIRING OF THE OLD COURT HOUSE:**

Members discussed the complaint received about the unavailability of hiring The Old Court House at weekends. Costs would need to be considered but it was agreed to

RECOMMEND that The Old Court House be available to hire at weekends and the office were to approach local caretakers who may be interested in opening and locking the facilities as a first option.

14.00 **PAPERLITE:**

Members discussed the idea of receiving Agenda's and documents via email to save on printing costs and time of staff delivering. It was decided to

RECOMMEND that Paperlite be discussed at Full Council

15.00 **VAN – REPAIRS AND BREAKDOWN COVER:**

Members noted the recent breakdown of the Council Van and costs of approx. £400 to replace the starter motor for a third time. It was agreed that a replacement vehicle would be needed within 6 to 12 months.

It was agreed to ask Mr Roberts to further investigate replacement vehicles suitable for the daily tasks and report back to Resources Committee.

16.00 **USE OF FOBS:**

The use of fobs report was noted and the Office Manager was asked to delete all fobs not in use.

Continued...../

Minutes of a meeting of the **Resources Committee**
of the Bingham Town Council held in The Old Court House,
Church Street, Bingham, on **Tuesday, 28th February, 2017**,
at **8.15 p.m.** continued.....

17.00 **ALLOTMENTS:**

Councillor Kerry Chaired this agenda item.

- (a) Tenancy Agreement – Councillor Kerry updated members of a request made by the Allotments Association to consider a review of the Tenancy Agreements and issue an A5 booklet to all new tenants. The possibility of doubling the first year's fees had also been suggested to cover costs of Allotments left in a poor state.

Members were to be issued with a copy of the current tenancy agreement and the draft from the Allotment Association for discussion at the next meeting of the Council.

- (b) Maintenance – A large tree on the edge of a plot was reported as being unsafe to the neighbouring properties. Although the allotment holder was not requesting complete removal, unless needed, crown lifting and reduction may be required.

RECOMMEND that the office obtain quotes and recommendations for the tree.

The Allotment Association also requested permission to take photographs of every plot, each month, so that when plots fall into disrepair this was documented. Members confirmed that although the Council had no objection to photographs being taken, the Council were unable to give authority and each plot holder would need to be approached and give authority to the Allotments Association to do this.

Standing Orders were suspended to allow a member of the public to speak.

It was commented that the Council's Groundsman had taken pictures of the allotments. Members confirmed that the Council required images to make decisions before sending formal letters to tenants.

Standing Orders were re-instated.

18.00 **TOWN GUIDE:**

Councillor Bird, Chair of the Communications Working Group, required input and opinions from all Councillors.

RECOMMEND that all Councillors contact Councillor Bird with any comments on the current Town Guide.

Continued...../

Minutes of a meeting of the **Resources Committee** of the Bingham Town Council held in The Old Court House, Church Street, Bingham, on **Tuesday, 28th February, 2017**, at **8.15 p.m.** continued.....

19.00 LOCAL CONTRACTORS:

The Staff were updating a list of local contractors and would gather up to date public liability insurance details for all contractors.

A list of regular contracts and payments will be compiled for approval at the next meeting of the Resources Committee.

20.00 GRASS CUTTING AND GROUNDSTAFF:

The Clerk updated members that a meeting had been arranged with Streetwise to discuss the outsourcing of Grass Cutting for the coming spring and summer months.

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

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 AND FINANCE**
- 02 IT**
- 03 LAND AT COPELAND GROVE**
- 04 WARNERS PADDOCK**
- 05 BRIDLEWAY**

As there was no further business to transact, the meeting finished at 10.27 p.m.

..... CHAIRMAN

Date:

Minutes of a meeting of the **Resources Committee**
of the Bingham Town Council held in The Old Court House,
Church Street, Bingham, on **Tuesday, 28th February, 2017,**
at **8.15 p.m.** continued.....

REPORT A

Accounts For Payment 28.02.17

Bankline	Jo Cartmell	£	
			272.25
Bankline	Handicentre	£	
			19.81
Bankline	Handicentre	£	6.35
Bankline	Hays	£	
			174.34
Bankline	Hays	£	
			351.36
Bankline	Hays	£	
			174.34
Bankline	Reprotec	£	
			92.71
Bankline	A Buckingham	£	
			190.00
			£1,281.16

Continued...../

Minutes of a meeting of the **Resources Committee**
of the Bingham Town Council held in The Old Court House,
Church Street, Bingham, on **Tuesday, 28th February, 2017**,
at **8.15 p.m.** continued.....

REPORT B

19/01/2017	Bankline	Photocopying charges	Reprotec Connect For	122.71
19/01/2017	Bankline	Window cleaning	DHazzle	25.00
19/01/2017	Bankline	Christmas Trees	Streetwise Environmental Ltd	81.00
19/01/2017	Bankline	Keyholding	Gener8 Finance Ltd	42.00
19/01/2017	Bankline	Cables	Handicentre (Bingham) Ltd	40.03
19/01/2017	Bankline	Cleaning materials	Handicentre (Bingham) Ltd	37.60
19/01/2017	Bankline	Screws and fence post	Handicentre (Bingham) Ltd	48.94
19/01/2017	Bankline	Prudential AVC	NCC Pension Fund	100.00
19/01/2017	Bankline	PAYE M9	HMRC	873.89
19/01/2017	Bankline	PAYE M9	HMRC	682.93
19/01/2017	Bankline	Superann M9	NCC Pension Fund	1,306.17
19/01/2017	Bankline	Superann M9	NCC Pension Fund	89.04
19/01/2017	Bankline	Crowd Control Barriers	GAP Group Ltd	151.20
19/01/2017	Bankline	donation to Carnarvon Parking Campaign	Carnarvon SPTC	200.00
19/01/2017	Bankline	Grave digging fees	A Buckingham	190.00
27/01/2017	Bankline	Warners Paddock Rent	The Crown Estate	120.00
27/01/2017	Bankline	OHP Management Referral	Medigold	403.20
27/01/2017	Bankline	IT Issues	Pyranet Ltd	216.00
27/01/2017	Bankline	Christmas Holiday Cover	Streetwise Environmental Ltd	24.00
27/01/2017	Bankline	Micro Chain Loop	J R Mowers	18.60
31/01/2017	DD	Gas/elec bill	Utility Warehouse	549.53
31/01/2017	DD	Mobile	Utility Warehouse	23.00
31/01/2017	DD	Cem Elec bill	Utility Warehouse	6.04
31/01/2017	DD	Depot Alarm bill	Utility Warehouse	17.64
31/01/2017	DD	Phone/broadband bill	Utility Warehouse	38.36
25/01/2017	DD	Water bills	Severn Trent Water	128.01
29/01/2017	DD	Water bills	Severn Trent Water	539.10
23/01/2017	DD	Copier lease payment	PeAC UK LTD	289.20
20/01/2017	DD	Subscriptions	ICO	35.00
27/01/2017	Bankline	Removal of Christmas Lights	Leisure Lites Ltd	1,440.00
14/01/2017	DD	Fuel Account	Allstar Business Solutions	79.16
31/01/2017	DD	Trade Waste collection	Wastecycle Ltd	72.55
26/01/2017	Bankline	WAGES M10	WAGES M10	388.21
26/01/2017	Bankline	WAGES M10	WAGES M10	1,836.76
26/01/2017	Bankline	WAGES M10	WAGES M10	3,704.48

Continued...../

Minutes of a meeting of the **Resources Committee**
of the Bingham Town Council held in The Old Court House,
Church Street, Bingham, on **Tuesday, 28th February, 2017,**
at **8.15 p.m.** continued.....

REPORT B Cont.....

09/01/2017	DD	Non domestic rates	RBC	581.00
16/01/2017	DD	Non domestic rates	RBC	59.00
31/01/2017	Bankline	Bank charges	Nat West	9.97
16/01/2017	Bankline	Bank charges	Nat West	12.40
03-02-17	Bankline	Grant Aid	Friends Of Linear Walk	115.50
03-02-17	Bankline	Window cleaning	DHazzle	25.00
03-02-17	Bankline	HR Costs	West HR	2,841.72
03-02-17	Bankline	Memorial Fees	Granart	55.20
03-02-17	Bankline	Election Costs	RBC	4,079.22
03-02-17	Bankline	Stationary	Viking	118.06
03-02-17	Bankline	Grave digging fees	A Buckingham	570.00
03-02-17	Bankline	Lift Servicing	LES Services LTD	175.07
03-02-17	Bankline	Black Bags	Streetwise Environmental Ltd	134.40
03-02-17	Bankline	PAYE M10	HMRC	1,506.00
03-02-17	Bankline	Keyholding	Gener8 Finance Ltd	42.00
03-02-17	Bankline	Superann M10	NCC Pension Fund	1,411.14
03-02-17	Bankline	Prudential AVC	Prudential	100.00
03-02-17		9863 Cemetery Main	P.Selby	880.00
03-02-17		9864 Town News Delivery	St Marys	780.00
				27,415.03

Continued...../

Minutes of a meeting of the **Resources Committee**
of the Bingham Town Council held in The Old Court House,
Church Street, Bingham, on **Tuesday, 28th February, 2017**,
at **8.15 p.m.** continued.....

REPORT C

BANKLINE PAYMENTS TO RESOURCES COMMITTEE 28.02.17

P & R	SUPPLIERS NAME	£ P	Date Paid
28.02.17	Reprotec	£ 122.71	19.1.17
28.02.17	D Hazle	£ 25.00	19.1.17
28.02.17	Streetwise	£ 81.00	19.1.17
28.02.17	Gener8 Finance	£ 42.00	19.1.17
28.02.17	Handicentre	£ 77.63	19.1.17
28.02.17	Handicentre	£ 48.94	19.1.17
28.02.17	Prudential	£ 100.00	19.1.17
28.02.17	HMRC PAYE M9	£ 1,556.82	19.1.17
28.02.17	NCC Pensions	£ 1,395.21	19.1.17
28.02.17	GAP Group Ltd	£ 151.20	19.1.17
28.02.17	Carnarvon SPTC	£ 200.00	19.1.17
28.02.17	T Buckingham	£ 190.00	19.1.17
28.02.17	JAN SALARIES	£ 5,929.45	26.1.17
28.02.17	Crown Estates	£ 120.00	26.1.17
28.02.17	Medigold	£ 403.20	26.1.17
28.02.17	Pyranet	£ 216.00	26.1.17
28.02.17	Streetwise	£ 24.00	26.1.17
28.02.17	J R Mowers	£ 18.60	26.1.17
28.02.17	Leisure Lites	£ 1,440.00	26.1.17
28.02.17	Friends of Linear Walk	£ 115.50	16.2.17
28.02.17	D Hazle	£ 25.00	16.2.17
28.02.17	West HR	£ 2,841.72	16.2.17
28.02.17	Granart	£ 55.20	16.2.17
28.02.17	RBC	£ 4,079.22	16.2.17
28.02.17	Viking	£ 118.06	16.2.17
28.02.17	T Buckingham	£ 570.00	16.2.17
28.02.17	LES Services Ltd	£ 175.07	16.2.17
28.02.17	Streetwise	£ 134.40	16.2.17
28.02.17	HMRC PAYE M10	£ 1,506.00	16.2.17
28.02.17	Gener8 Finance	£ 42.00	16.2.17
28.02.17	NCC Pensions	£ 1,411.14	16.2.17
28.02.17	Prudential	£ 100.00	16.2.17
		£ 23,315.07	