

Minutes of a meeting of the **Resources Committee**  
of the Bingham Town Council held in The Old Court House,  
Church Street, Bingham, on **Tuesday, 30th May, 2017,**  
at **7.15 p.m.**

**PRESENT:**

Councillor Mrs. S. Hull - Chairman  
" A. R. Harvey  
" Mrs. E. Hutchison  
" Mrs. A. Langford  
" J. Stockwood  
" A. Shelton

**IN ATTENDANCE:**

Councillor R. Bird

**1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:**

An apology for Absence was received from Councillor Mrs. T. Kerry.

**2.00 APPOINTMENT OF CHAIR**

Councillor Mrs S. Hull was **PROPOSED** by Councillor A. R. Harvey and was **SECONDED** by Councillor Mrs. A. Langford. Councillor Mrs. S. Hull, was therefore, duly elected as Chair.

**3.00 APPOINTMENT OF VICE CHAIR**

Councillor Mrs E. Hutchison was **PROPOSED** by Councillor A. R. Harvey and was **SECONDED** by Councillor Mrs. A. Langford. Councillor Mrs. E. Hutchison, was therefore, duly elected as Vice Chair.

**4.00 APPOINTMENTS TO WORKING GROUPS**

Representatives of the Resources Committee were agreed as follows:

Events Working Group – Councillor Mrs. E. Hutchison, Councillor Mrs. A. Langford  
Constitution Working Group – Councillor A. R. Harvey  
Neighbourhood Plan Working Group – Councillor Mrs S. Hull  
Community Facilities Working Group – Councillor Mrs. E. Hutchison  
Communications Working Group – Councillor A. R. Harvey

**5.00 DECLARATIONS OF INTEREST**

Councillor Mrs S. Hull declared an interest in any item relating to Allotments and Councillor Mrs E. Hutchison declared an interest in any items relating to Butt Field including Item 12, Grant Aid Application.

**6.00 MINUTES**

The Minutes of the meeting held on the 28th February, 2017, Folios 8585/8593 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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**7.00**      **MATTERS ARISING**

Members were updated that the Van was still being investigated, the Office was asked to put consideration to an electric vehicle when considering options.

IT was requested to be added to the next agenda until the committee can be sure we have no outstanding IT issues.

A full breakdown on the HR costs would be provided to the next meeting of the Resources Committee.

The key fobs giving access to the building were noted as being updated.

The Office Manager confirmed that the contractor's list was in place and public liability insurance was in place for all contractors now employed.

**8.00**      **ACCOUNTS FOR PAYMENT - REPORT 'A' (Folio 8661):**

Accounts were presented for payment and it was agreed to

**RECOMMEND** approval of £18,701.51

**9.00**      **ACCOUNTS PAID - REPORT 'B' (Folio 8662/8664):**

Accounts paid were presented and it was agreed to

**RECOMMEND** approval of the two amounts of £19,308.70 and £32,386.25

**10.00**      **BANKLINE PAYMENTS - REPORT 'C' (Folio 8665/8666):**

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

**RECOMMEND** approval of £42,529.99

**11.00**      **VACANT OFFICE UPDATE:**

Members were updated that the local business that had expressed an interest had decided not to proceed at this time. The options of using the ground floor meeting room as additional office space and conversion on the vacant office to a meeting room was discussed. It was agreed that the new Town Clerk could explore all options for the building and prepare options to the Resources Committee.

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**12.00**      **GRANT AID APPLICATION**

The grant aid application from the Bingham U3A Croquet Club was considered and it was agreed to:-

**RECOMMEND** to offer a grant aid amount of £200 towards the cost of a new Croquet Set.

**13.00**      **FINANCIAL STANDING ORDERS**

Members considered the option of adding the Resources Committee as a power to authorise payments. It was agreed that with a four week cycle for the Full Council meetings this change would not be necessary.

**14.00**      **DATA PROTECTION POLICY**

Any data protection policy was considered to be better placed in the standing orders with reference to it in the Financial Regulations.

**15.00**      **INTERNAL AUDITOR RECOMMENDATIONS**

The Office Manager updated members that she had spoken with the insurers about the increased amount of fidelity insurance. The amounts were £500,000 or £1 million in cover. The higher option covered the Council and was expected to increase next year's premium by approximately £72. The insurers had increased it for the rest of this year without additional cost.

**16.00**      **HIRING OF THE OLD COURT HOUSE**

a) Diabetes Group – a request had been made for the diabetes group within Bingham to use the Council Chamber one Wednesday a month for one and a half hours without rental fees to help the group to continue to meet. It was agreed to:-

**RECOMMEND** the use, free of costs for a period of 1 year.

b) Room Hire Costs - It was agreed that the current charges should not be altered.

c) Weekend Hiring – Members were updated that no local caretakers had expressed an interest in opening the Old Court House. It was agreed that the Community Facilities working group can discuss options further with the new Town Clerk.

**17.00**      **CHRISTMAS LIGHTS**

The Events working group are looking into costs of the Christmas lights within Bingham and have met with three companies to provide lighting options that come within the Budget. One quote is still outstanding and the Events Group will report any amounts for payment to the Resources Committee.

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**18.00**      **PITCH IMPROVEMENT PLAN**

The pitch improvements report was discussed by members and it was noted that the Council have responsibility to maintain the pitches to the standards in their contract with the FA Foundation. It was agreed to consider a comparison cost between purchase and hiring of the equipment needed. It was agreed that the Office and Ground staff are to work to gain hire costs so these can be considered at the next meeting of the Full Council due to the closing date of the pitch improvement plan grants.

**19.00**      **COMMUNITY PAYBACK PROJECT**

Members agreed that the scheme was to be kept in mind for future projects but no current work would fit with the criteria required.

**20.00**      **GRASS CUTTING AND GROUNDSTAFF:**

The Office Manager updated members that the Council are still awaiting the contract amounts from Via East Midlands for this year's cuts and the areas will be re-measured before next year.

The extra areas that the Ground staff are currently maintaining were also discussed and it was agreed that the Council needed to see more than a month of the financial and visual impact of having an extra member of staff. It was therefore agreed to:-

**RECOMMEND** that the Temporary Ground Staff be retained and a report at the next meeting of the Resources Committee would then provide enough information to provide a recommendation to Council.

**21.00**      **C.C.T.V**

Councillor Bird updated members that he had visited the office after reports of the CCTV not providing clear images. He reported that reading number plates and facial recognition was difficult owing to the quality of the images.

It was agreed that Councillor Bird would talk to local officers for their opinions on camera locations and quality before proceeding to getting quotes.

**22.00**      **CORRESPONDENCE**

The Office Manager updated members that the vehicle insurance had been renewed and the new staff were all insured to drive the vehicles.

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**23.00      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    WEBSITE**

As there was no further business to transact, the meeting finished at 9.46 p.m.

..... CHAIRMAN

Date: .....

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**REPORT A**

Accounts Presented 30th May 2017	Report A
Bankline Reprotec	£ 103.54
Bankline Handicentre	£ 111.34
Bankline Handicentre	£ 59.75
Bankline RBC	£ 21.00
Bankline J Cartmell	£ 50.75
Bankline Arcsus	£ 90.00
Bankline Arcsus	£ 12.66
Bankline Castle Associates	£ 96.72
Bankline D Hazle	£ 25.00
Bankline Granart	£ 57.60
Bankline Methodist Centre	£ 97.50
Bankline The Band Boutique	£ 200.00
Bankline D Hazle	£ 25.00
Bankline Streetwise	£ 432.00
Bankline HMRC M1	£ 871.59
Bankline NCC Pensions	£ 1,085.17
Bankline Barrie Woodcock	£ 138.27
Bankline Streetwise	£ 54.00
Bankline Streetwise	£ 1,494.00
Bankline Streetwise	£ 1,284.00
Bankline Tea At Marias	£ 227.50
Bankline Arcsus	£ 309.65
Bankline Gener8 Finance	£ 67.20
Bankline Alexandra	£ 38.16
Bankline Trent Valley Drainage	£ 6.65
Bankline Microsoft	£ 875.52
Bankline Alexandra	£ 43.20
Bankline Alexandra	£ 114.30
Bankline J Cartmell	£ 1,032.06
Bankline Reprotec	£ 54.88
Bankline Handicentre	£ 90.35
Bankline Notts Fire Safety	£ 106.38
Bankline Printwise	£ 279.00
Bankline ROSPA	£ 373.80
Bankline Scribe	£ 462.00
Bankline Gener8 Finance	£ 92.40
Bankline Streetwise	£ 1,386.00
Bankline Arcsus	£ 5,632.57
	<u>£ 18,701.51</u>

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Accounts Paid 30th May 2017			REPORT B	carried from 4th April
22/02/2017	DD	Gas/elec bill	Utility Warehouse	677.64
22/02/2017	DD	Mobile	Utility Warehouse	23.00
22/02/2017	DD	Cemetery Electric	Utility Warehouse	6.18
22/02/2017	DD	Depot Alarm bill	Utility Warehouse	17.64
22/02/2017	DD	Telephone charges	Utility Warehouse	51.02
14/02/2017	DD	Fuel Account	Allstar Business Solutions	95.84
06/02/2017	DD	Water bills	Severn Trent Water	181.76
28/02/2017	DD	Trade Waste	Wastecycle Ltd	162.00
28/02/2017	DD	Trade Waste	Wastecycle Ltd	72.55
17/02/2017	Bacs	Bank charges	Nat West	9.60
23/02/2017	Bankline	WAGES M11	WAGES m11	3,641.91
23/02/2017	Bankline	WAGES M11	WAGES m11	1,688.11
23/02/2017	Bankline	WAGES M11	WAGES m11	388.21
28/02/2017	Bacs	Bank charges	Nat West	28.01
01/02/2017	PC	Petty Cash	Postage	1.74
02/02/2017	PC	Petty Cash	Postage	5.90
10/03/2017	Bankline	Workwear	Alexandra	28.79
10/03/2017	Bankline	Workwear	Alexandra	38.16
10/03/2017	Bankline	WAGES M11	HMRC	937.49
10/03/2017	Bankline	WAGES M11	HMRC	522.83
10/03/2017	Bankline	Prudential AVC	Prudential	100.00
10/03/2017	Bankline	Superann M10	NCC Pension Fund	1,314.62
10/03/2017	Bankline	Superann M10	NCC Pension Fund	82.98
10/03/2017	Bankline	Keyholding	Gener8 Finance Ltd	42.00
10/03/2017	Bankline	Christmas Fair stall	Ken Waller Market Stalls	810.00
10/03/2017	Bankline	VAN repairs	Saxondale Garage	420.00
10/03/2017	Bankline	Christmas Fair staff	Streetwise Environ Ltd	748.80
10/03/2017	Bankline	Meeting Room Hire	Methodist Centre	20.00
10/03/2017	Bankline	Removal dead grass	Butt Field Sports Club	370.81
10/03/2017	Bankline	Annual membership	NALC	1,327.63
10/03/2017	Bankline	Photocopying	Reprotec Connect For	101.26
10/03/2017	Bankline	Legal advice	Browne Jacobson LLP	1,626.60
10/03/2017	Bankline	Cleaning materials	Handicentre (Bingham) Ltd	18.11
10/03/2017	Bankline	General equipment	Handicentre (Bingham) Ltd	77.60
10/03/2017	Bankline	WAGES M11	Jo Cartmell	566.50
10/03/2017	Bankline	HR Consulting	West Human Resources Consultancy	4,275.24
10/03/2017	Bankline	Lance telescopic	SCH (Supplies) Limited	174.17
10/03/2017	Bankline	Emptying of rubbish	Streetwise Environ Ltd	432.00
10/03/2017	Bankline	Emptying of bins	Streetwise Environ Ltd	234.00
10/03/2017	Bankline	Window cleaning	DHazzle	25.00
01/03/2017	Bankline	WAGES M11	Jo Cartmell	272.25
01/03/2017	Bankline	Screws & fence post	Handicentre (Bingham) Ltd	10.83

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**REPORT B Cont.....**

01/03/2017	Bankline	Cleaning materials	Handicentre (Bingham) Ltd	8.98
01/03/2017	Bankline	Gloves & shelf brack	Handicentre (Bingham) Ltd	6.35
01/03/2017	Bankline	Minute taker	Hays	174.34
01/03/2017	Bankline	Minute taker	Hays	351.36
01/03/2017	Bankline	Minute taker	Hays	174.34
01/03/2017	Bankline	Photocopying	Reprotec Connect For	92.71
01/03/2017	Bankline	Grave digging fees	A Buckingham	190.00
01/03/2017	PC	Petty Cash postage	Petty Cash	1.27
29/03/2017	Bankline	Photocopier paper	Office Outlet	13.79
29/03/2017	Bankline	Grave digging fees	A Buckingham	190.00
29/03/2017	Bankline	Heater	Bingham Electrical Services	139.00
29/03/2017	Bankline	Miscellaneous	Viking Direct	256.66
29/03/2017	Bankline	Seasonal Illuminat	Eon	286.59
29/03/2017	Bankline	WAGES m12	WAGES m12	402.38
29/03/2017	Bankline	WAGES m12	WAGES m12	1,628.26
29/03/2017	Bankline	WAGES m12	WAGES m12	6,096.37
29/03/2017	DD	Fuel Account	Allstar Business Solutions	11.26
29/03/2017	Bacs	Bank charges	Nat West	8.00
31/03/2017	Bacs	Bank charges	Nat West	5.00
31/03/2017	DD	Trade Waste	Wastecycle Ltd	74.69
31/03/2017	DD	Gas/elec bill	Utility Warehouse	524.58
31/03/2017	DD	Mobile	Utility Warehouse	17.84
31/03/2017	DD	Cemetery Electric	Utility Warehouse	5.31
31/03/2017	DD	Depot Alarm bill	Utility Warehouse	17.64
31/03/2017	DD	Phone/Broadband	Utility Warehouse	50.20
31/03/2017	PC	Petty Cash Postage	Petty Cash	15.36
31/03/217	PC	Petty Cash Postage	Petty Cash	14.99
				<b>32,386.25</b>

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**REPORT B Cont.....**

Accounts Paid 5th May 2017 Report B From 1st April 2017

05/04/2017	Bankline	Insurance	Zurich Muncipal	-2,154.37
05/04/2017	Bankline	Insurance	Zurich Muncipal	2,154.37
05/04/2017	Bankline	Insurance	Zurich Muncipal	-1,109.82
05/04/2017	Bankline	Insurance	Zurich Muncipal	1,109.82
03/04/2017	Bankline	Tractor & Mower repa	J R Mowers	60.60
03/04/2017	Bankline	Tractor & Mower repa	J R Mowers	836.28
03/04/2017	Bankline	Lease payment	Jas Martin & Co	175.00
03/04/2017	Bankline	Keyholding	Gener8 Finance Ltd	42.00
03/04/2017	Bankline	Legal advice	Castle Associates	400.00
03/04/2017	Bankline	Catering	Tea at Marias	227.50
20/04/2017	Bankline	Allotment Annual Rent	RBC	352.00
20/04/2017	Bankline	Civic Awards	Christine Palethorpe	230.00
20/04/2017	Bankline	HR Consulting	West Human Resourc	1,224.11
20/04/2017	Bankline	WAGES m1	HMRC	1,966.37
20/04/2017	Bankline	WAGES m1	HMRC	507.63
20/04/2017	Bankline	Prudential AVC	Prudential	100.00
20/04/2017	Bankline	Grass Cutting	Streetwise Environ	1,440.00
20/04/2017	Bankline	Tractor & Mower repa	J R Mowers	32.80
20/04/2017	Bankline	Play area repairs	Wicksteed Leisure	1,270.75
20/04/2017	Bankline	Insurance	Allianz Insurance plc	444.62
20/04/2017	Bankline	Emptying of Dog Bins	Streetwise Environ	24.00
19/04/2017	Bankline	PAYE M 1	NCC Pension Fund	1,707.82
20/04/2017	Bankline	PAYE M 1	NCC Pension Fund	86.01
20/04/2017	Bankline	Motor insurance	WPS Insurance	1,095.47
27/04/2017	Bankline	WAGES m1	WAGES m1	2,031.70
27/04/2017	Bankline	WAGES m1	WAGES m1	425.89
27/04/2017	Bankline	WAGES m1	WAGES m1	2,223.49
08/04/2017	9866	Civic Reception	Zinnia	120.00
08/04/2017	9867	Civic Awards certs	Bart Luckhurst	308.00
08/04/2017	9868	Wynhill tree pruning	K Riggall	140.00
28/04/2017	DD	Trade Waste	Wastecycle Ltd	72.55
28/04/2017	DD	Trade Waste	Wastecycle Ltd	34.14
18/04/2017	DD	Fuel Account	Allstar Business	104.27
18/04/2017	DD	Non domestic rates	RBC	622.37
18/04/2017	DD	Non domestic rates	RBC	59.00
24/04/2017	DD	Copier lease payment	PeAC UK LTD	289.20
28/04/2017	DD	Gas bill	Utility Warehouse	460.85
28/04/2017	DD	Mobile	Utility Warehouse	15.00
28/04/2017	DD	Cem Elec bill	Utility Warehouse	6.18
28/04/2017	DD	Depot Alarm bill	Utility Warehouse	17.64
28/04/2017	DD	Phone/broadband bill	Utility Warehouse	55.92
18/04/2017	Bankline	Bank charges	Nat West	14.40
28/04/2017	Bankline	Bank charges	Nat West	23.64
03/04/2017	PC	Petty Cash purchases	Boyes petty cash	5.32
19/04/2017	PC	Petty Cash purchases	Sainsburys	30.85
19/04/2017	PC	Petty Cash purchases	Aldi Petty Cash	14.90
20/04/2017	PC	Petty Cash purchases	Co-op	10.43

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**19,308.70**

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### REPORT C

Resources	SUPPLIERS NAME	£P	Date Paid
05.05.17	FEB SALARIES	£ 5,718.23	22.2.17
05.05.17	Jo Cartmell	£ 272.25	2.3.17
05.05.17	Handicentre	£ 19.81	2.3.17
05.05.17	Handicentre	£ 6.35	2.3.17
05.05.17	Hays	£ 174.34	2.3.17
05.05.17	Hays	£ 351.36	2.3.17
05.05.17	Hays	£ 174.34	2.3.17
05.05.17	Reprotec	£ 92.71	2.3.17
05.05.17	T Buckingham	£ 190.00	2.3.17
05.05.17	Alexandra	£ 28.79	10.3.17
05.05.17	Alexandra	£ 38.16	10.3.17
05.05.17	HRMC PAYE M11	£ 1,460.32	10.3.17
05.05.17	Prudential	£ 100.00	10.3.17
05.05.17	NCC Pensions	£ 1,397.60	10.3.17
05.05.17	Gener8 Finance	£ 42.00	10.3.17
05.05.17	Ken Waller	£ 810.00	10.3.17
05.05.17	Saxondale Garage	£ 420.00	10.3.17
05.05.17	Streetwise	£ 748.80	10.3.17
05.05.17	Methodist Centre	£ 20.00	10.3.17
05.05.17	Butt Field Sports Club	£ 370.81	10.3.17
05.05.17	NALC	£ 1,327.63	10.3.17
05.05.17	Reprotec	£ 101.26	10.3.17
05.05.17	Browne Jacobson	£ 1,626.60	10.3.17
05.05.17	Handicentre	£ 95.71	10.3.17
05.05.17	Jo Cartmell	£ 566.50	10.3.17
05.05.17	West HR	£ 4,275.24	10.3.17
05.05.17	SCH (Supplies) Limited	£ 174.17	10.3.17
05.05.17	Streetwise	£ 432.00	10.3.17
05.05.17	Streetwise	£ 234.00	10.3.17
05.05.17	D Hazle	£ 25.00	10.3.17
05.05.17	E Hutchison	£ 13.79	29.3.17
05.05.17	T Buckingham	£ 190.00	29.3.17
05.05.17	Bingham Electrical	£ 139.00	29.3.17
05.05.17	Viking	£ 256.66	29.3.17
05.05.17	EON	£ 286.59	29.3.17

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**REPORT C cont.....**

05.05.17	MARCH SALARIES	£	8,127.01	29.3.17
05.05.17	Castle Associates	£	400.00	3.4.17
05.05.17	Gener8 Finance Ltd	£	42.00	3.4.17
05.05.17	JAS Martin	£	175.00	3.4.17
05.05.17	JR Mowers	£	836.28	3.4.17
05.05.17	JR Mowers	£	60.60	3.4.17
05.05.17	Tea at Marias	£	227.50	03.04.17
05.05.17	WPS Insurance	£	1,095.47	20.04.17
05.05.17	NCC Pensions	£	1,793.83	20.04.17
05.05.17	Streetwise	£	24.00	20.04.17
05.05.17	Allianz	£	444.62	20.04.17
05.05.17	Wicksteed Leisure	£	1,270.75	20.04.17
05.05.17	JR Mowers	£	32.80	20.04.17
05.05.17	Streetwise	£	1,440.00	20.04.17
05.05.17	Prudential	£	100.00	20.04.17
05.05.17	HMRC Paye	£	2,474.00	20.04.17
05.05.17	West HR	£	1,224.11	20.04.17
05.05.17	C Palethorpe	£	230.00	20.04.17
05.05.17	RBC	£	352.00	20.04.17

£ 42,529.99