

Minutes of a meeting of the Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 29th August at 7.30pm

**PRESENT:**

Councillors; S Hull (Chair), A R Harvey, E Hutchison, A Shelton, J Stockwood and  
R Bird (sub for A Langford)

Also Present

Councillors; J Costello and F Purdue-Horan

Officers: S Pyke – Town Clerk

J Riddle – Office Manager

1. **APOLOGIES FOR ABSENCE AND ACCEPTANCE**

Apologies for absence were received and accepted from Councillors T Kerry, and A  
Langford.

2. **DECLARATIONS OF INTEREST**

Councillor Hutchison – declared a non-pecuniary interest in any items relating to Butt Field  
Kitchen

3. **MINUTES**

The Minutes of the Resources Committee meeting held on the 25 July 2017 Folios  
8690/8695 having been circulated prior to the meeting were taken as read, approved and  
signed by the Chair as a true record subject to the following amendment requested by  
Councillor Harvey and agreed by the committee:

Folio 8690 – Agreed that Councillor Harvey would liaise with Councillor Kerry (not direct with  
the Chair of the Community Parks Project)

4. **BANK RECONCILIATION REPORT FOLIO 8709/8710**

The Reconciliation Report was presented to Councillors and it was agreed to

**RECOMMEND** approval of the Reconciliation Report.

5. **ACCOUNTS FOR PAYMENT REPORT FOLIO 8711**

Accounts were presented for payment and it was agreed to

**RECOMMEND** approval of £7,047.89

6. **ACCOUNTS PAID REPORT FOLIO 8712**

Accounts paid were presented and it was agreed to

**RECOMMEND** approval of £19,114.92

Councillors asked that the office request cleaning products were itemised by the current supplier to be able to understand if cheaper products could be sourced.

7. **APPROVAL OF PAYMENTS**

Invoices from Zurich Municipal Insurance and DAO Structural Limited were presented and it was agreed to

**RECOMMEND** approval of the payments of £3,201.72 to Zurich Municipal Insurance and £2,700.00 to DAO Structural Limited.

8. **BUDGET STATEMENT REPORT FOLIO 8713**

The Budget statement to end June 2017 was presented and it was agreed to

**RECOMMEND** approval of the budget statement.

Councillors requested the office prepare a full Budget report for the next Resources meeting highlighting each cost code.

9. **PITCH MAINTANANCE RESPONSIBILTIES**

Councillor Hutchison commented that Councillor Kerry was attending a meeting with the Football Association and Butt Field, but that it was not a meeting for Bingham Town Council. It was a monitoring meeting that Butt Field attend every few years to review the running of the club and if the Football Association can assist them in any way. Councillor Hutchison confirmed that Butt Field had invited the Mayor to attend the meeting out of respect. It would be respectful to therefore ask Butt Field who they would like to attend, rather than the Football Association requesting Councillor Kerry.

Councillors agreed that if the meeting was not in reference to Bingham Town Council and was to monitor Butt Field Sports Club, a Councillor's presence was not required.

Councillor Hutchison updated members that she was continuing to gather quotes for the costs of hiring, buying or leasing equipment for use on Butt Field.

It was agreed that as the lead Councillor for Leisure, Councillor Kerry would be asked to seek independent advice on sports pitch maintenance works at Butt Field on behalf of the Council.

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**10. FINANCIAL IMPLICATIONS OF GRASS CUTTING**

Councillors noted the Clerk's report about the outsourcing of Grounds Works with the staff shortage.

Councillor Hutchison commented on the importance of cross training all grounds staff to use all equipment.

**11. DATA PROTECTION LEGISLATION**

The Town Clerk informed members of a Data Protection Course that she had provisionally requested two spaces for Bingham Town Council. Councillor Bird agreed to attend with the Town Clerk.

Councillors suggested that the Town Clerk could seek advice from Rushcliffe Borough Council and Nottinghamshire County Council on their plans to manage the new legislation. The Data Protection officers at these Councils could possibly provide assistance to smaller Councils.

**12. SLCC NATIONAL CONFERENCE**

Members were informed that the Town Clerk and Office Manager intended to attend the SLCC national conference in Hinckley on 18th and 19th October 2017. The Town Clerk advised members that both staff attending would enable more information to be gained by separating for parts of the conference and it would be a useful tool for the Office Manager to gain insight and information that would help with the ILCA qualification.

The costs were confirmed at £115 per day, per delegate. A total cost to the Council of £460.00

A vote was taken and it was agreed to

**RECOMMEND** approval of both the Office Manager and Town Clerk attending the conference.

Meeting Closed at: 9:00pm

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CHAIRMAN

Date: .....

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**Bingham Town Council**

**Bank Reconciliation at 31/07/2017**

Cash in Hand 01/04/2017

**ADD**

Receipts 01/04/2017 - 31/07/2017

**SUBTRACT**

Payments 01/04/2017 - 31/07/2017

**A Cash in Hand 31/07/2017**

(per Cash Book)

Cash in hand per Bank Statements

Cash	31/07/2017	93.77
Nat West Current Account	31/07/2017	19,983.67
Nat West Reserve Account	31/07/2017	479,256.35

Less unrepresented cheques  
As attached

Plus unrepresented receipts  
As attached

**B Adjusted Bank Balance**

**A = B Checks out OK**

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Bankline

Short name: BING TOWN COUNCIL Currency: GBP  
Alias: BING TOWN COUNCIL Account type: BUSINESS CURRENT  
BIC: ██████████ Bank name: NATIONAL WESTMINSTER BANK  
IBAN: ██████████ Bank branch: BINGHAM

Date	Narrative	Type	Debit	Credit	Ledger balance
	<b>CLOSING BALANCE</b>				<b>19,983.67Cr</b>
31/07/2017	UTILITY WAREHOUSE 6094729/6094729/98	D/D	337.25		19,983.67Cr
31/07/2017	30JUN A/C 81492286	CHG	14.39		20,320.92Cr
31/07/2017	FARRELLY D T INFINITY BAR 10% VIA MOBILE - LVP	DPC		85.00	20,335.31Cr
	<b>OPENING BALANCE</b>				<b>20,250.31Cr</b>
<b>Totals</b>			<b>351.64</b>	<b>85.00</b>	



Bankline

Short name: BINGHAM TOWN CL Currency: GBP  
Alias: BINGHAM TOWN CL Account type: BUSINESS RESERVE ACC  
██████████ Bank name: NATIONAL WESTMINSTER BANK  
██████████ Bank branch: BINGHAM

Date	Narrative	Type	Debit	Credit	Ledger balance
	<b>CLOSING BALANCE</b>				<b>479,256.35Cr</b>
31/07/2017	31JUL GRS 21499039	INT		4.16	479,256.35Cr
	<b>OPENING BALANCE</b>				<b>479,252.19Cr</b>
<b>Totals</b>			<b>0.00</b>	<b>4.16</b>	

**Bingham Town Council**

**Transactions for Cash**

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>		<b>69.65</b>	
44	03/04/2017	PC	Petty Cash purchases	-5.32	64.33	
45	19/04/2017	PC	Petty Cash purchases	-30.85	33.48	
46	19/04/2017	PC	Petty Cash purchases	-14.90	18.58	
47	20/04/2017	PC	Petty Cash purchases	-10.43	8.15	
106	24/05/2017	PC	Petty Cash purchases	-3.00	5.15	
155	21/06/2017	PC	Petty Cash purchases	-0.94	4.21	
156	28/06/2017	PC	Petty Cash purchases	-1.00	3.21	
157	28/06/2017	PC	Petty Cash postage	-1.30	1.91	
93	20/07/2017		Transfer from Nat West Current Account	98.09	100.00	
210	20/07/2017	PC	Petty Cash purchases	-1.25	98.75	
211	31/07/2017	PC	Petty Cash purchases	-4.98	93.77	
			<b>CLOSING BALANCE</b>		<b>93.77</b>	

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Accounts For Payment Report

Granart	Memorial Plaque	£ 3.60
D Hazle	Window Cleaning	£ 5.00
Streetwise	Cemetery Cutting	£1,080.00
Streetwise	NCC Areas Cutting	£1,080.00
Reprotec	Photocopying Charges	£ 52.09
Handicentre	Timber supplies	£ 34.82
Handicentre	Cleaning/Depot Materials	£ 135.41
Gap Group	Transformer Hire	£ 12.00
Gap Group	Dehumidifier Hire	£ 96.00
TBuckingham	Grave Digging Fees	£ 190.00
Streetwise	App of Herbicide Butt Field	£1,386.00
Streetwise	NCC Areas Cutting	£1,440.00
Streetwise	Cemetery Cutting	£1,284.00
C Palethorpe	Civic Service Harpist Deposit	£ 50.00
Arcsus	Managed Server fees	£ 90.00
Arcsus	Cloud back up fees	£ 28.97

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£7,047.89

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Accounts Paid 29th August 2017

27/07/2017	Bankline	Special helmet set	J R Mowers	94.00
27/07/2017	Bankline	Repairs to Mower	J R Mowers	389.22
27/07/2017	Bankline	Repairs to Mower	J R Mowers	97.32
27/07/2017	Bankline	Square Line Tin	J R Mowers	43.50
27/07/2017	Bankline	Repairs to tractor	J R Mowers	198.82
27/07/2017	Bankline	Scews	Handicentre	46.90
27/07/2017	Bankline	Cleaning materials	Handicentre (Bingham) Ltd	22.31
27/07/2017	Bankline	Depot Equipment	Handicentre (Bingham) Ltd	100.25
27/07/2017	Bankline	Works arising from annual insp	AT2 Tree Surgery	3,093.00
27/07/2017	Bankline	WAGES M4	WAGES M4	3,120.98
27/07/2017	Bankline	WAGES M4	WAGES M4	397.54
27/07/2017	Bankline	WAGES M4	WAGES M4	4,469.43
24/07/2017	DD	Copier lease payment	PeAC UK LTD	289.20
28/07/2017	DD	Trade Waste collection	Wastecycle Ltd	80.16
31/07/2017	Bankline	Bank charges	Natwest	14.39
31/07/2017	DD	Gas/elec bill	Utility Warehouse	239.53
31/07/2017	DD	Mobile	Utility Warehouse	15.00
31/07/2017	DD	Cem Elec bill	Utility Warehouse	6.69
31/07/2017	DD	Depot Alarm bill	Utility Warehouse	17.64
31/07/2017	DD	Phone/broadband bill	Utility Warehouse	58.39
20/07/2017	PC	Petty Cash purchases	Co-op	1.25
31/07/2017	PC	Petty Cash purchases	Iris Blue	4.98
18/07/2017	Bankline	Emptying of rubbish bags	Streetwise Environmental Ltd	216.00
07/08/2017	Bankline	Contract of Employment	West Human Resources Consultancy	888.18
07/08/2017	Bankline	Cloud Backup	Arcsus	29.42
07/08/2017	Bankline	Managed Server	Arcsus	90.00
07/08/2017	Bankline	Membership	SICC	93.00
07/08/2017	Bankline	Repair/Maint goods	J R Mowers	323.18
07/08/2017	Bankline	Grant aid	U3A	200.00
07/08/2017	Bankline	Singer	Lisa Hendricks	200.00
07/08/2017	Bankline	Keyholding	Gener8 Finance Ltd	42.00
07/08/2017	Bankline	Grounds Maintenance Supp	Streetwise Environmental Ltd	130.50
07/08/2017	Bankline	Superann M 4	NCC Pension Fund	1,387.57
07/08/2017	Bankline	Superann M 4	NCC Pension Fund	97.60
07/08/2017	Bankline	Superann M 4	NCC Pension Fund	362.52
07/08/2017	Bankline	PAYE M4	HMRC	1,193.44
07/08/2017	Bankline	PAYE M4	HMRC	905.01
07/08/2017	Bankline	Bingham Town News	The Print Quarter	156.00

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**£19,114.92**

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**BINGHAM TOWN COUNCIL SUMMARY JUNE 2017**

<b>BAL B.FWD</b>		<b>Receipts</b>			<b>Payments</b>		
		<b>Budget</b>	<b>Actual</b>	<b>Variance to budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance to budget</b>
<b>Community</b>		0	0	0	1250	0	1250
<b>Promotion</b>		6,000.00	1,406.00	4,594.00	21,500.00	2,070.33	19,429.67
<b>Recreation</b>		4,367.00	175.32	4,191.68	30,175.00	633.15	29,541.85
<b>Allotment</b>		1,000.00	0.00	1,000.00	1,360.00	352.00	1,008.00
<b>Cemetery</b>		7500	2,400.50	5,099.50	7,520.00	3,469.86	4,050.14
<b>Environment</b>		0.00	0.00	0.00	4,050.00	123.25	3,926.75
<b>Depot</b>		2000	0.00	2,000.00	73,020.00	15,585.40	57,434.60
<b>Finance</b>		100.00	12.19	87.81	101,500.00	13,493.39	88,006.61
<b>Mayor's Charity</b>		0.00	72.71	-72.71	0.00	360.22	-360.22
<b>Property Devel</b>		0.00	0.00	0.00	16,350.00	0.00	16,350.00
<b>OCH</b>		9,500.00	4,138.50	5,361.50	25,650.00	6,753.70	18,896.30
<b>TOTALS</b>		<b>30,467.00</b>	<b>8,205.22</b>	<b>22,261.78</b>	<b>282,375.00</b>	<b>42,841.30</b>	<b>239,533.70</b>