



**BINGHAM TOWN COUNCIL**

*The Old Court House  
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To: Councillors: R Bird  
Jane Costello  
S Hull  
A Shelton  
J Stockwood  
F Purdue-Horan

Note: All other Councillors are invited to attend and may take part as permitted by Standing Orders.

11 April 2018

Dear Councillor,

You are hereby summoned to attend a meeting of the Policy and Resources Committee of the Bingham Town Council to be held in the Council Chamber at The Old Court House, Church Street, Bingham on Tuesday 17 April 2018 at 7.30pm.

Please note there is a Planning Committee starting at 7pm.

Yours sincerely,

Sharon Pyke  
Town Clerk

A G E N D A

1. To receive apologies for absence & acceptance
2. To receive any Declarations of Interest
3. To sign the minutes of the Policy and Resources meeting held on the 20 February 2018 (Appendix A)
4. To verify the Bank Reconciliations:  
To 28 February 2018 (Appendix B)  
To 31 March 2018 (Appendix C)
5. To verify Accounts Paid Report (Appendix D)
6. To note the unaudited figures for year ending 31 March 2018 (Appendix E)
7. To recommend payments in excess of £2,000
  - Hedge laying and clearance of bushes
8. To receive a GDPR update:
  - Data Audit
  - Data Protection Officer
  - Privacy Notice for Councillors and staff (Appendix F)
  - Privacy Notice for members of the public (Appendix G)
  - Letters
9. To recommend adopting the following new policies:
  - Privacy Notice for Councillors and staff
  - Privacy Notice for members of the public
  - Subject Access (Appendix H)
  - Mayor's Allowance (Appendix I)
10. To recommend adopting the following updated policies:
  - Health and Safety (Appendix J)
  - Statement of Internal Control (Appendix K)
11. To recommend adopting the Health and Safety Handbook and Manual (Appendix L)  
(Appendix M)
12. To recommend adopting the new model Standing Orders 2018 and to suggest amendments in order that they better serve the Council (Appendix N)
13. To make recommendations relating to the updating of the following policies
  - Financial Regulations (Appendix O)
  - Media Recording (Appendix P)
  - Freedom of Information (Appendix Q)
  - Information Security (Appendix R)
  - Parish Travelling and Subsistence Allowance (Appendix S)
  - Publication Scheme (Appendix T)

Meeting of the Policy and Resources Committee of the Bingham Town Council  
to be held in the Council Chamber at The Old Court House, Church Street, Bingham  
on Tuesday 17 April 2018 at 7.30pm

14. To review dates of proposed Council and Committee meetings for the forthcoming Civic year (Appendix U)
15. To consider the updated quotations received to repair the cemetery fence (Appendix V)
16. To consider a review of the Council's legal advice services
17. To consider a grant application from Calverton and Bingham Swimming Club (Appendix W)
18. To consider any response to the Unauthorised Encampment Consultation (Appendix X)
19. Confidential Business  
Public Bodies (Admission to Meetings) Act 1960:-  
To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."

The following matters will be discussed:

- a. Confidential notes from the Committee meeting held on 20 February 2018
- b. Land possession and leases
- c. Staffing matters