

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
held in the Council Chamber at The Old Court House, Church Street, Bingham,
on Tuesday 12 June 2018 at 7.30pm

PRESENT:

Councillors: Jane Costello, S Hull, A Shelton, M Stockwood, J Stockwood and F Purdue-Horan.

Also in attendance: Councillor Jim Costello

Officers: S Pyke (Town Clerk) and J Riddle (Deputy Clerk).

1 Member of the Public

1. **ELECTION AND APPOINTMENT OF A CHAIR**

Councillor F Purdue Horan was proposed as Chair by Councillor J Stockwood and seconded by Councillor A Shelton. Councillor F Purdue-Horan was, therefore, duly elected as Chair.

2. **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

3. **ELECTION AND APPOINTMENT OF A VICE CHAIR**

Councillor Jane Costello was proposed as Vice Chair by Councillor J Stockwood and seconded by Councillor M Stockwood. Councillor Jane Costello was, therefore, duly elected as Vice Chair.

4. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5. **MINUTES - POLICY AND RESOURCES**

Folio 8890 – Amendment duplication in the publication scheme, delete ‘was discussed’ as repeated twice.

RECOMMEND: that the minutes of 17 April 2018, Folio 8888-8933 were taken as read, approved and signed by the Chair as a true record, subject to the above amendment.

The Committee voted to discuss item 11 before proceeding with item 6 and standing orders were suspended at 7.37pm to allow a member of the public to speak. Standing orders were re-instated at 7.47pm. (see item 11). The minutes have been produced in agenda order.

6. **BANK RECONCILIATIONS – FOLIOS 9002 - 9005**

- The Reconciliation Report up to 30 April 2018 was presented to Councillors and it was agreed to **RECOMMEND:** approval of the Reconciliation Report.
- The Reconciliation Report up to 31 May 2018 was presented to Councillors and it was agreed to **RECOMMEND:** approval of the Reconciliation Report.

7. **ACCOUNTS PAID REPORT – FOLIOS 9006 - 9008**

A query was raised in related to the Water Plus payment of £4,153.68. The Deputy Clerk confirmed that an account error had occurred with the supplier and a credit of £3,754.49 had been received.

Accounts paid were presented and it was agreed to **RECOMMEND:** approval of £42,330.91.

8. CONFIRMATION OF SUBSCRIPTIONS LIST

The Subscriptions were noted and it was agreed to:

RECOMMEND: renewal of the Clerk and Deputy Clerk's SLCC subscriptions.

9. CONFIRMATION OF THE BUDGET FOR RECENT CEMETERY WORKS

The Committee agreed that the cost for the new fencing and installation of the new memorial kerbs at the Cemetery would be allocated to the Cemetery maintenance budget. It was noted that these costs were additional expenses not usually incurred and this would result in the budget being exceeded but would allow a true picture of the costs to run the Cemetery.

10. CONSIDERATION OF OUTLINE OPTIONS FOR THE DEVELOPMENT OF A LONG-TERM CAR PARKING FACILITY AT THE FORMER ALLOTMENT SITE

RECOMMEND: that discussions with Rushcliffe Borough Council and the Developer for the site take place in relation to the road.

RECOMMEND: that quotes be obtained to provide a feasibility study by an architect/project manager for the proposed car park.

11. CONSIDERATION OF PROGRESSING THE NEIGHBOURHOOD PLAN

A member of the public put forward to progress the plan. The idea centres around the UK being a net importer of energy since 2005. By encouraging the use of renewable energy will help future proof households. Experts are saying that the extent of how serious the energy deficit will be will become clear between 2020 to 2030. A high percentage of Bingham's housing is and will be south facing.

RECOMMEND: that the Clerk liaise with RCAN regarding the budget and information from the initial public consultation on 31 October 2017. Another public consultation date is to be arranged with the assistance of RCAN.

12. REVIEW OF THE STAFF HANDBOOK

A query was raised on Page 28 – first bullet point, clarify the number of weeks.

The Committee agreed that they would like to invite a representative of Ellis Whittam to attend the next Policy and Resources meeting. The Clerk confirmed that she would be working on comparing

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the staff's current policies to the new book before presenting to Committee for adoption of the document.

13. REVIEW AND ADOPTION OF A MEDIA AND RECORDING POLICY – FOLIO 9009 - 9010

RECOMMEND: approval and adoption of the Media and Recording Policy.

14. REVIEW AND ADOPTION OF AN ENVIRONMENTAL POLICY – FOLIO 9011

RECOMMEND: approval and adoption of the Environmental Policy.

15. UPDATE ON HEALTH AND SAFETY

The update on Health and Safety was noted by the Committee.

16. NOTE THE EXEMPTION OF A DATA PROTECTION OFFICER FOR GDPR COMPLIANCE

The Committee noted that there was not a requirement for a Data Protection Officer at the Town Council for GDPR compliance.

17. CONSIDERATION OF THE REQUEST FOR FUNDING FROM:

- a) Bomber County Gateway Trust – This item was deferred to Full Council for discussion.
- b) Methodist Church in support of their Festival of Flowers – The Committee requested that a Grant Aid application form needed to be completed with supporting documents for consideration.

18. NOTICE OF NALC'S ANNUAL CONFERENCE ON 30 AND 31 OCTOBER 2018

The Committee agreed that once an agenda had been issued, it would be considered further.

19. CONFIDENTIAL BUSINESS

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw”

The following matters were discussed:

- 1. Confidential Notes from the Policy and Resources meeting, 17 April 2018

RECOMMEND: that the notes of 17 April 2018 be approved and accepted.

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2. Staff Matters

RECOMMEND: that a member of administrative staff's salary scale be increased from SCP13 to SCP15.

Meeting Closed at: 10.07pm

.....CHAIRMAN

Date:

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7 May 2018 (2018/2019)

Bingham Town Council

	Bank Reconciliation at 30/04/2018		
	Cash in Hand 01/04/2018		418,330.80
	ADD		
	Receipts 01/04/2018 - 30/04/2018		147,530.68
	SUBTRACT		
	Payments 01/04/2018 - 30/04/2018		21,100.08
A	Cash in Hand 30/04/2018 (per Cash Book)		544,761.40
	Cash in hand per Bank Statements		
	Cash 30/04/2018	10.88	
	Nat West Current Account 30/04/2018	25,276.66	
	Nat West Reserve Account 30/04/2018	519,473.86	
			544,761.40
	Less unpresented cheques As attached		0.00
			544,761.40
	Plus unpresented receipts As attached		0.00
B	Adjusted Bank Balance		544,761.40
	A = B Checks out OK		

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Bankline

Statement for account [REDACTED] from 01/04/2018 to 30/04/2018

Short name:	BING TOWN COUNCIL	Currency:	GBP
Alias:	BING TOWN COUNCIL	Account type:	BUSINESS CURRENT
BIC:	[REDACTED]	Bank name:	NATIONAL WESTMINSTER BANK
IBAN:	[REDACTED]	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				25,276.66Cr
30/04/2018	UTILITY WAREHOUSE 6094729/6094729/98	D/D	1,736.88		25,276.66Cr
30/04/2018	102280 605114	BGC		2,109.52	27,013.54Cr



Bankline

Statement for account [REDACTED] from 01/04/2018 to 30/04/2018

Short name:	BINGHAM TOWN CL	Currency:	GBP
Alias:	BINGHAM TOWN CL	Account type:	BUSINESS RESERVE ACC
BIC:	[REDACTED]	Bank name:	NATIONAL WESTMINSTER BANK
IBAN:	[REDACTED]	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				519,473.86Cr
30/04/2018	30APR GRS 21499039	INT		17.44	519,473.86Cr
27/04/2018	RUSHCLIFFE BC	BAC		134,140.00	519,456.42Cr
	OPENING BALANCE				385,316.42Cr
Totals			0.00	134,157.44	

Bingham Town Council

Transactions for Cash

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			STARTING BALANCE		87.19	
24	03/04/2018	PC	Co-op petty cash	-7.23	79.96	
25	11/04/2018	PC	Post Office	-6.96	73.00	
28	17/04/2018	PC	Co-op petty cash	-4.78	68.22	
26	19/04/2018	PC	Post Office	-13.92	54.30	
27	19/04/2018	PC	Co-op petty cash	-2.68	51.62	
29	20/04/2018	PC	Tyre repair/parts	-16.00	35.62	
30	27/04/2018	PC	Co-op petty cash	-12.04	23.58	
31	27/04/2018	PC	Milk/biscuits	-2.20	21.38	
32	27/04/2018	PC	Staff refreshments for GDPR	-10.50	10.88	
			CLOSING BALANCE		10.88	

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6 June 2018 (2018/2019)

Bingham Town Council

Bank Reconciliation at 31/05/2018			
Cash in Hand 01/04/2018			
			418,330.80
ADD			
Receipts 01/04/2018 - 31/05/2018			149,939.73
			568,270.53
SUBTRACT			
Payments 01/04/2018 - 31/05/2018			42,330.91
A	Cash in Hand 31/05/2018 (per Cash Book)		525,939.62
Cash in hand per Bank Statements			
Cash	31/05/2018	180.25	
Nat West Current Account	31/05/2018	26,264.08	
Nat West Reserve Account	31/05/2018	499,495.29	
			525,939.62
Less unrepresented cheques As attached			0.00
			525,939.62
Plus unrepresented receipts As attached			0.00
B	Adjusted Bank Balance		525,939.62
A = B Checks out OK			

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Bankline

Statement for account [REDACTED] from 01/05/2018 to 31/05/2018

Short name:	BING TOWN COUNCIL	Currency:	GBP
Alias:	BING TOWN COUNCIL	Account type:	BUSINESS CURRENT
BIC:	[REDACTED]	Bank name:	NATIONAL WESTMINSTER BANK
IBAN:	[REDACTED]	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				26,264.08Cr
31/05/2018	UTILITY WAREHOUSE 6094729/6094729/98	D/D	820.71		26,264.08Cr



Bankline

Statement for account [REDACTED] from 01/05/2018 to 31/05/2018

Short name:	BINGHAM TOWN CL	Currency:	GBP
Alias:	BINGHAM TOWN CL	Account type:	BUSINESS RESERVE ACC
BIC:	[REDACTED]	Bank name:	NATIONAL WESTMINSTER BANK
IBAN:	[REDACTED]	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				499,495.29Cr
31/05/2018	31MAY GRS 21499039	INT		21.43	499,495.29Cr
08/05/2018	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		499,473.86Cr
	OPENING BALANCE				519,473.86Cr
Totals			20,000.00	21.43	

Bingham Town Council

Transactions for Cash

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			STARTING BALANCE		87.19	
24	03/04/2018	PC	Co-op petty cash	-7.23	79.96	
25	11/04/2018	PC	Post Office	-6.96	73.00	
28	17/04/2018	PC	Co-op petty cash	-4.78	68.22	
26	19/04/2018	PC	Post Office	-13.92	54.30	
27	19/04/2018	PC	Co-op petty cash	-2.68	51.62	
29	20/04/2018	PC	Tyre repair/parts	-16.00	35.62	
30	27/04/2018	PC	Co-op petty cash	-12.04	23.58	
31	27/04/2018	PC	Milk/biscuits	-2.20	21.38	
32	27/04/2018	PC	Staff refreshments for GDPR	-10.50	10.88	
112	02/05/2018		Transfer from Nat West Current Account	189.12	200.00	
92	04/05/2018	PC	Milk	-0.52	199.48	
93	09/05/2018	PC	Milk	-2.20	197.28	
94	16/05/2018	PC	Milk	-0.94	196.34	
95	22/05/2018	PC	Milk/biscuits	-14.99	181.35	
96	31/05/2018	PC	Milk	-1.10	180.25	
			CLOSING BALANCE		180.25	

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Accounts Paid Report 12 June 2018

Town Floral Displays	27/04/2018	Floral Fountain with tiers	Amberol	479.40
Litter & Dog Bins	27/04/2018	Emptying of Cemetery bags	Streetwise Environmental Ltd	294.00
Rent	27/04/2018	Allot rental	RBC	352.00
Website/IT	27/04/2018	i cloud backup	Arcsus	35.84
Website/IT	27/04/2018	ESET Anti virus Renewal	Arcsus	65.99
Website/IT	27/04/2018	Online Services	Microsoft	870.91
Office Expenses	27/04/2018	Scribe assistance	Paul Burdick	98.55
Tax/Insurance	27/04/2018	Fleet Rated Commercial Motor Insurance	WPS Insurance Brokers Service	990.44
Tree/Shrubbery Maint	27/04/2018	Hedge laying	M R J Faulks & Son Ltd	4,248.00
Insurance	27/04/2018	Lift insurance/maintenance	Allianz Insurance plc	449.08
Repairs/Maintenance	27/04/2018	Keyholding & alarm activation	Gener8 Finance Ltd	67.20
Memorials/Fees	27/04/2018	Plaque inscriptions	Granart Ltd	127.20
Repairs/Maintenance	27/04/2018	Window cleaning	D Hazle	25.00
Office Expenses	27/04/2018	Lease payment	Reprotec Connect For	23.89
Grave Preparation	27/04/2018	Grave digging fees	A Buckingham	190.00
Office Expenses	27/04/2018	Whiteboard	Espo	45.60
Office Expenses	27/04/2018	Office furniture	Espo	549.60
Maintenance	27/04/2018	Survey Line Spray	Handicentre (Bingham) Ltd	7.56
Website/IT	27/04/2018	Scribe Software Licence	Scribe 2000 Ltd	462.00
Litter & Dog Bins	27/04/2018	Black bin bags	Streetwise Environmental Ltd	43.50
Equipment & Maintenance	27/04/2018	Hire of Polaris	RES Tractors Ltd	228.60
Equipment & Maintenance	27/04/2018	Miscellaneous	Handicentre (Bingham) Ltd	28.26
Repairs/Maintenance	27/04/2018	Cleaning materials	Handicentre (Bingham) Ltd	40.66
Office Expenses	03/04/2018	Co-op petty cash	Petty Cash	7.23
Office Expenses	11/04/2018	Post Office	Petty Cash	6.96
Office Expenses	19/04/2018	Post Office	Petty Cash	13.92
Office Expenses	19/04/2018	Co-op petty cash	Petty Cash	2.68
Office Expenses	17/04/2018	Co-op petty cash	Petty Cash	4.78
Equipment & Maintenance	20/04/2018	Tyre repair/parts	Boyes petty cash	16.00
Office Expenses	27/04/2018	Co-op petty cash	Petty Cash	12.04
Office Expenses	27/04/2018	Milk/biscuits	Petty Cash	2.20
Office Expenses	27/04/2018	Staff refreshments for GDPR	Petty Cash	10.50
Fuel	16/04/2018	Fuel Account	Allstar Business Solutions	67.56
Non-Domestic Rates	09/04/2018	Non domestic rates	RBC	686.50
Rates	16/04/2018	Non domestic rates	RBC	73.10
Office Expenses	23/04/2018	Copier lease payment	PeAC UK LTD	289.20
Office Expenses	16/04/2018	BANKLINE CHARGES	Nat West	22.00
Grounds Staff	26/04/2018	WAGES m1	WAGES m1	2,914.73
Office Staff	26/04/2018	WAGES m1	WAGES m1	4,579.83

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Caretaker	26/04/2018	WAGES m1	WAGES m1	430.69
Grant Aid	27/04/2018	Grant aid	Bingham Heritage Trails	500.00
Gas/Electric	30/04/2018	Gas/elec bill	Utility Warehouse	1,435.45
Alarm	30/04/2018	Alarm charges	Utility Warehouse	17.64
Mobile Phones	30/04/2018	Mobile telephones	Utility Warehouse	52.01
Office Expenses	30/04/2018	Phone/broadband bill	Utility Warehouse	228.62
Electricity	30/04/2018	Cemetery Electric	Utility Warehouse	3.16
Grave Preparation	03/05/2018	Grave digging fees	A Buckingham	190.00
Christmas& Summer Fair	03/05/2018	Temp Event Notice	RBC	21.00
Christmas& Summer Fair	03/05/2018	Summer fair leaflets	D W Design Limited	138.00
Office Expenses	03/05/2018	Stationery	Espo	83.36
Repairs/Maintenance	03/05/2018	Cleaning materials	Espo	77.34
Grounds Staff	03/05/2018	Superann M 1	NCC Pension Fund	381.79
Office Staff	03/05/2018	Superann M 1	NCC Pension Fund	1,363.61
Caretaker	03/05/2018	Superann M 1	NCC Pension Fund	105.74
Pension Deficit	03/05/2018	Pension Deficit	NCC Pension Fund	467.00
Grounds Staff	03/05/2018	PAYE M 1	HMRC	857.73
Office Staff	03/05/2018	PAYE M 1	HMRC	1,177.01
Website/IT	03/05/2018	Managed Server	Arcsus	90.00
Travel/Mileage Staff	21/05/2018	Travel expenses	Sinead Allan	9.90
Travel/Mileage Staff	21/05/2018	Travel expenses	Sharon Pyke	15.30
Travel/Mileage Staff	21/05/2018	Travel expenses	J Riddle	22.50
Travel/Mileage Staff	21/05/2018	Travel expenses	K Handley	22.05
Audit	21/05/2018	Internal Audit fee	B Woodcock	156.10
Website/IT	21/05/2018	Managed Server	Arcsus	90.00
Website/IT	21/05/2018	Cloud Backup	Arcsus	35.87
Repairs/Maintenance	21/05/2018	Window cleaning	D Hazle	25.00
Office Expenses	21/05/2018	Photocopying charges	Reprotec Connect For	70.91
Website/IT	21/05/2018	Web site hosting	Hrunk	26.33
Town Floral Displays	21/05/2018	Flower displays	Hollybeck Nurseries Ltd	124.97
Christmas& Summer Fair	21/05/2018	Fair expenses	P F Cusack (Tool Supplies) Limited	172.20
Sports Pitch Maintenance	21/05/2018	Sports pitch cutting	Larch Groundwork Limited	600.00
Office Expenses	21/05/2018	OCH Supplies	Viking Payments	10.98
Office Expenses	21/05/2018	OCH Supplies	Viking Payments	47.98
Wayleaves	21/05/2018	Drainage rate	Trent Valley Internal Drainage Board	6.78
Grounds Staff	24/05/2018	WAGES m2	WAGES m2	2,983.56
Office Staff	24/05/2018	WAGES m2	WAGES m2	4,691.91
Caretaker	24/05/2018	WAGES m2	WAGES m2	430.69
Water Charges	02/05/2018	Water bills	Water Plus	4,153.68
Non-Domestic Rates	08/05/2018	Non domestic rates	RBC	689.00
Fuel	14/05/2018	Fuel Account	Allstar Business Solutions	148.38
Water/Drainage	14/05/2018	Water bills	Water Plus	78.66
Rates	14/05/2018	Non domestic rates	RBC	70.00

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Water Rates	17/05/2018	Water bills	Water Plus	420.08
Gas/Electric	31/05/2018	Gas/elec bill	Utility Warehouse	627.85
Office Expenses	31/05/2018	Mobile phone charges	Utility Warehouse	78.00
Electricity	31/05/2018	Cem Elec bill	Utility Warehouse	5.86
Alarm	31/05/2018	Depot Alarm bill	Utility Warehouse	38.81
Office Expenses	31/05/2018	Phone/broadband bill	Utility Warehouse	70.19
Bank Fees	15/05/2018	Bank charges	Nat West	10.80
Mayors Charity	15/05/2018	Mayor's Charity Collection	Ist Vale responders	324.16
Office Expenses	04/05/2018	Milk	Petty Cash	0.52
Office Expenses	09/05/2018	Milk	Petty Cash	2.20
Office Expenses	16/05/2018	Milk	Petty Cash	0.94
Office Expenses	22/05/2018	Milk/biscuits	Petty Cash	14.99
Office Expenses	31/05/2018	Milk	Petty Cash	1.10
				42,330.91

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Bingham Town Council

Media and Recording Policy

Introduction

1. Bingham Town Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s Clerk or, in their absence, the Deputy Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the General Data Protection Regulations 2018, other legislation which may apply and the Council’s Standing Orders and Financial Regulations. The Council’s Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council’s website.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council’s website.

Meetings

6. A meeting of the Council and its Committees are open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s Standing Orders, persons may be required to leave a meeting of the Council and its Committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its Committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council’s Standing Orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its Committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about

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the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or Committee meeting is not permitted unless an adult responsible for them has given permission.

10. Oral reporting or commentary about a Council or Committee meeting by a person who is present at the meeting is not permitted.

11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or Committee meeting and for telephoning their report at their own expense.

12. The Council's Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13. This policy does not seek to regulate Councillors in their private capacity.

14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of Councillors are different to the Council's corporate position and views, they will make this clear.

15. The Council's Clerk, or in their absence, the Deputy Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.

16. Subject to the obligations on Councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, Councillors are free to communicate their position and views.

This Media and Recording Policy was considered by Bingham Town Council at its Policy and Resources Committee meeting on 12 June 2018 and approved by the Town Council at its meeting on 26 June 2018

Minute Reference:

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Bingham Town Council
Environmental Policy Statement

Bingham Town Council recognises that the day-to-day operations can impact both directly and indirectly on the environment. The Council aims to protect and improve the environment through good management and by adopting best practice wherever possible. It will work to integrate environmental considerations into its business decisions and adopt greener alternatives wherever possible, throughout its operations.

In order to discharge its responsibilities, the Council will:

- bring this Environmental Policy Statement to the attention of all stakeholders
- comply fully with all relevant legal requirements, codes of practice and regulations at international, national and local levels
- eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- establish emergency procedures at all locations for dealing with environmental issues
- establish targets to measure the continuous improvement in our environmental performance
- identify and manage environmental risks and hazards
- improve the environmental efficiency of its transport and travel
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- minimise waste and increase recycling within the framework of our waste management procedures
- engage contractors who are able to demonstrate due regard to environmental matters
- prevent pollution to land, air and water
- promote environmentally responsible purchasing
- provide adequate resources to control environmental risks arising from our work activities
- provide suitable training to enable employees to deal with their specific areas of environmental control
- reduce the use of water, energy and any other natural resources
- source materials from sustainable supply, when practicable.

This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

This Environmental Policy Statement was considered by the Policy and Resources Committee at its meeting on 12 June 2018 and approved by the Town Council at its meeting on 26 June 2018.

Minute Reference: