

PRESENT:

Councillors: R Bird, F Purdue-Horan, G Williams, J Stockwood, J Best, A Shelton, M Stockwood, P Moskwa, M Monni, V Leach, T Wallace, J Lewis and W Stapleton.

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

Also in attendance: 5 Public, Cllr L Howitt

1. DECLARATIONS OF ACCEPTANCE OF OFFICE

The outgoing Mayor, Jane Costello opened the meeting.

All declarations of acceptance of office have been made.

2. TOWN MAYOR

The outgoing Mayor, Jane Costello, invited nominations for Town Mayor.

Councillor J Stockwood was **PROPOSED** as Mayor by Councillor P Moskwa and **SECONDED** by Councillor J Best. Councillor J Stockwood was, therefore, duly elected and signed the Declaration of Acceptance of Office and took the Chair.

3. APOLOGIES

There were no apologies for absence, all Councillors were in attendance.

4. DEPUTY MAYOR

Councillor A Shelton was **PROPOSED** as Deputy Town Mayor by Councillor M Stockwood and **SECONDED** by Councillor G Williams. Councillor A Shelton was, therefore, duly elected and signed the Declaration of Acceptance of Office.

5. DECLARATIONS OF INTEREST

Councillor P Moskwa declared an interest in item 17 as Chair of the Bingham Community Parks Project. Councillors F Purdue-Horan, J Stockwood, T Wallace, R Bird and A Shelton all declared an interest in item 15 as members of the Neighbourhood Plan Steering Committee.

6. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

A query was raised in relation to the current situation with Orchard Park Play Area and if the contractor would be considered as a supplier for future play areas. The Mayor responded that ground works were being undertaken to enable the play area to be opened later in the month. Negotiations were taking place in relation to the delays and issues with the installation and it was hoped that a further enhancement to the park of additional equipment would be made to compensate for the circumstances.

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

The Mayor also explained that the supplier would be considered for future works as tender submissions are anonymised within the ESPO framework used.

7. MINUTES

RESOLVED: that the Minutes of the Extra-Ordinary Full Council meeting held on 30 April 2019 (Folios 9281-9283), having been circulated prior to the meeting, were taken as read, approved and signed by the Mayor

8. COMMITTEE MINUTES

a) Planning Minutes 30 April 2019

RESOLVED: that the minutes be noted.

9. MAYORS ANNOUNCEMENTS

The outgoing Mayor, Jane Costello welcomed new Councillors and wished them well and thanked her friends for their assistance in raising funds for her chosen charity.

The Mayor, presented a cheque for £1,073.30 to Jane Costello for Women's Aid Integrated Services.

The Mayor confirmed that his nominated Charity for 2019/20 was Bingham Penguins.

The Mayor then presented previous Mayor badges to Councillor R Bird and Jane Costello.

10. GENERAL POWER OF COMPETENCE

RESOLVED: that the Council meets the requirements to hold the General Power of Competence.

11. CO-OPTION

RESOLVED: that the Council follow the co-option policy to advertise the casual vacancy for 28 days.

12. COUNCILLORS REPORTS

Councillor R Bird confirmed that he had attended the Police Priority Setting Meeting on 25 April 2019. The priorities set were traffic issues, drugs, burglaries and for dogs being released around livestock.

13. COUNTY AND BOROUGH COUNCIL REPORTS

County Councillor F Purdue-Horan

A recycling centre site in the vicinity of the A46 between Bingham and Cotgrave has been identified and negotiations were ongoing, it was hoped that an announcement could be made in the not too distant future.

14. CLERK'S REPORT

The Clerk's report was **NOTED** by the Council.

15. NEIGHBOURHOOD PLAN (FOLIOS 9290 and 9291)

- a) The report was **NOTED** by the Council
- b) The Strategic Statement was **NOTED** by the Council

16. PLANNING

The Council considered planning application 19/00815/FUL for OS Field 5335, Moorbridge Road, Bingham for a new build warehouse, manufacturing area, ancillary accommodation and associated external works (revised scheme)

RESOLVED: to object to the application pending additional information in relation to the mitigation of highways considerations such as the accumulation of traffic, additional parking pressures and the flow of delivery and collections.

17. ORCHARD PLAY PARK

Phase 1, the remedial groundworks was taking place so that the play area could be opened later in the month. Phase 2 of additional equipment was still in discussions. Councillor Leach asked for it to be noted that an open event was to be arranged later in the summer once all works had been completed.

RESOLVED: that Councillors J Stockwood and P Moskwa continue to progress the phase 2 negotiations with the supplier.

18. FINANCIAL REPORT (FOLIOS 9292 TO 9296)

The report was **NOTED** but would be updated to reflect queries raised, as a result of transcribing omissions and a transfer to reserves not correctly recorded.

19. INTERNAL AUDITORS REPORT

The Council **NOTED** that there were no matters arising from the internal auditor's report.

20. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (FOLIO 9297 TO 9299)

- a) Assertions in the Annual Governance Statement were read out
RESOLVED: that assertions were considered and the Council's response agreed
- b) Signing of the Annual Governance Statement
RESOLVED: that the Annual Governance Statement be signed by The Mayor and the Clerk, as Responsible Financial Officer
- c) Review the Annual Accounting Statement
RESOLVED: that the Annual Accounting Statement be accepted

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

d) Approval of the Annual Accounting Statement

RESOLVED: that the Annual Accounting Statement be approved and signed by The Mayor and the Clerk

21. EXERCISE OF PUBLIC RIGHTS

The dates for public inspection of the accounts from 17 June to 26 July 2019 were **NOTED**.

22. STANDING ORDERS

It was agreed that no alterations were to be made and these would be considered after the new Councillors had time to review them.

23. FINANCIAL REGULATIONS

It was agreed that no alterations were to be made and these would be considered after the new Councillors had time to review them.

24. TERMS OF REFERENCE

A discussion centred around numbers of Councillors on committees. It was agreed that no alterations be made to the numbers at this time and this would be further discussed over the coming months. No alterations were made to the terms of reference.

- a) Planning Committee - No alterations were made
- b) Community and Environment – No alterations were made
- c) Recreation and Amenities – No alterations were made
- d) Policy and Resources – No alterations were made

25. COMMITTEE MEMBERS (FOLIO 9300)

RESOLVED: that the Committee membership was agreed.

26. SUBSTITUTES

RESOLVED: that a Conservative Councillor would act as substitute for another Conservative Councillor and non-Conservative Councillors would act as a substitute for another non-Conservative Councillor, in the event that a meeting could not be attended.

27. MEETING DATES (FOLIO 9301 to 9302)

RESOLVED: that the meeting calendar be agreed, subject to the Policy and Resources Committee on 28 May 2019, being altered to 04 June 2019.

28. OUTSIDE BODIES OR AGENCIES

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

RESOLVED: that a letter be sent to Rushcliffe Borough Council, requesting an additional Councillor be added to the Bingham Growth Board as a representative for Bingham Town Council.

It was also agreed that the Deputy Mayor would deputise for the Mayor in the event of his absence. The Bingham Town Sports Committee representative may be agreed after the Councillor co-option vacancy is filled.

Bingham Growth Board	The Mayor
Police Priority Setting	Councillor R Bird
Positive Futures	Councillor V Leach
Bingham Town Sports Committee	
Bingham Friends of Linear Park	Deputy Mayor
Bingham Town Twinning Association	The Mayor
Plastic Free Bingham	Councillor M Monni

29. LAND AND ASSET REGISTER

Councillor M Stockwood pointed out the Consort's chain should be added to the asset register.
RESOLVED: that the land and asset register be accepted, noting the above inclusion.

30. SUBSCRIPTIONS

RESOLVED: that subscriptions to the Information Commissioner's Office, National Allotment Society and the Town Clerk and Deputy Town Clerk's Society of Local Council Clerk's subscriptions, be accepted.

31. DIRECT DEBITS AND STANDING ORDERS

RESOLVED: that the Direct Debits to Utility Warehouse, Gener8 Finance, Wastecycle, Rushcliffe Borough Council, ICO and PEAC be accepted.

32. PAY SCALES

RESOLVED: to accept the NJC pay scales for 2019 and 2020.

33. BANK MANDATE

RESOLVED: to remove former Councillors from the bank mandate and to add Councillors J Stockwood, M Monni and V Leach as signatories.

34. INVOICES

RESOLVED: to approve the payment of £2,193.10 to Amberol.

35. CORRESPONDENCE

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

- a) British Legion D Day – Invitation to the Mayor to attend the D-Day Commemorations
- b) Radcliffe On Trent Advice Group – an invitation to attend their AGM was **NOTED** and would be distributed to all Councillors
- c) Needham Street Car Park – the alterations beginning 20 May 2019 were **NOTED**.
- d) Eaton Place Clock – the original design was from a competition and the clock was created and fitted via a Nottinghamshire County Council local award scheme grant so there was no desire to replace the clock
- e) Churchyard wall – damage to the Churchyard wall was **NOTED**.

36. 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:-

01 Confidential Notes from Council meeting 30 April 2019

RESOLVED: That the notes be approved.

02 Consider progression of the Staff Review

RESOLVED: that it be reviewed at the next meeting of Policy and Resources

Meeting Closed at: 21.26pm

.....CHAIRMAN

Date:

BINGHAM NEIGHBOURHOOD PLAN STEERING COMMITTEE
REPORT ON PROGRESS

30 April 2019

The NPSC first met in January 2019. At this meeting Peter Allen was appointed chairman, Karen Peters the Treasurer and Cllr John Stockwood agreed to act as secretary for the one meeting only. Nikki Thomas became the full time secretary at the February meeting.

The committee consists of 15 members. Meetings are held in the Council Chamber on the last Monday of the month unless there are conflicting dates – such as bank holidays.

The meetings so far have mostly been devoted to business matters regarding set up and procedure, but important decisions and one major step have been taken:

- The launch of the NPSC will be at the Bingham Summer Fair on 8th June and the first public consultation will be carried out then. A stall has been hired and paid for.
- A news release has been put in the Buttercross and items sent to other news outlets.
- The NPSC will adopt the same logo and colour scheme as the Community-led Plan SG to demonstrate continuity.
- A bank account has been opened and a grant from the BTC has been paid into it.
- The NPSC has agreed to set up its own website and this has been commissioned. It will be launched in time for the Summer Fair.
- The Strategic Statement that will form the practical and philosophical basis for all future work has now been agreed and adopted unanimously by the NPSC. This is an important step and one that in NP committees elsewhere in Rushcliffe has been hard to achieve. It will now go to the BTC for councillors to scrutinise it and vote on adoption.
- We have decided that when the NPSC reaches agreement on any topic or policy it will be put to the BTC for discussion among councillors and adoption.
- Minutes of monthly meetings will be put on the NPSC website when they have been approved by the committee.
- The NPSC has decided that we will not commission a consultant until we have formed our ideas on the policies that we wish to develop, but we will ask RBC for help from a planner at an early stage.
- A draft list of Objectives has been drawn up. It is based on the Strategic Statement and information gleaned from other NPs completed within Rushcliffe. Discussion about this and decisions about the next steps will form the basis for the May meeting.

Peter Allen

Chairman NPSC

20 April 2019.

BINGHAM NEIGHBOURHOOD PLAN

The statement given below was adopted unanimously by the Neighbourhood Plan Steering Committee on 29th April 2019. It provides the practical and philosophical basis for the Neighbourhood Plan for Bingham that is now under development.

STRATEGIC STATEMENT

Any further major development in Bingham should be confined to the areas north of the railway line and east of Carnarvon Primary School. All green spaces within the built-up area, whether currently protected or not, should be preserved for public benefit.

All future development should facilitate the transition for Bingham from being a dormitory town towards being a more self-sufficient community that can serve as a commercial, employment and recreational hub for itself and the wider area around the town. It should be designed to ensure that the two halves of Bingham, north and south of the railway line, form a single entity.

The infrastructure (shops, industrial and other commercial areas, recreational facilities, schools, health service, transport links, broadband provision, charging points etc.) should be an integral part of the overall plan and developed at the same time as the housing. In addition, an employment strategy should be drawn up alongside the housing plan that reflects local needs and provides for all levels of ability.

The balance within the new housing provision must reflect the current and projected demographic structure of the community with accommodation for the retired and low waged integral to the plan.

All elements of the plan should be designed with the flexibility to adapt to predicted needs 30 to 50 years in the future. This should take into account the need to improve energy efficiency, anticipated changes arising from global warming, changes in the way power is generated and delivered to homes and businesses and in the provisions for personal transport.

April 2019

(Updated) Financial Report for year ended 31 March 2019

Overview

In February 2018, the Council set its budget at £299,780, it ended the year having spent (including transfers to reserves) £422,963.73, an overspend of £123,156.73. Fortunately, an uplift in estimated receipts reduced the amount of the overspend to £112,634.06.

The attached spreadsheet provides a detailed breakdown. The variations below serve as a headline to the detail contained within the spreadsheet.

Variations

There were fluctuations across budget headings; which is not unusual with overspends being counterbalanced by underspends in other areas. The main overspends are detailed below.

1. During budget planning for 31 March 2019, one of the Council's strategic objectives was to refurbish 3 of the town play areas: Carnarvon, Wychwood and Cogley Lane. The plan at the outset was to seek funding from external sources. To expedite the refurbishment programme, as grant funding applications take time, the Council resolved to 100% fund the refurbishment of Carnarvon play park from reserves.

Cost: £63,997.70

2. Toward the end of last year, there were problems with the drains at the Old Court House. Following a drain scan it became apparent that significant repair work was required. The building was closed to the public. This was unbudgeted expenditure.

Drain Repairs: £10,303.67

Tarmac work to Old Court House drive: £4,375.00

Toilet hire: £4,960.00

3. The grounds maintenance of Butt Field pitches was outsourced as part of the Football Association's Pitch Improvement Plan. There was additional expenditure over and above the budget.

Additional Cost: £8,425.00

4. A staff review was undertaken. An action plan has yet to be agreed but it should contribute toward reducing the residual risk levels related to staff contained in the Risk Register. This was unbudgeted expenditure from reserves.

Cost: £4,550.00

Total: £96,611.37

Reserves

Whilst the overspend has reduced the reserves; with total reserves of £350,879.10, the Council maintains a healthy status.

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

Bingham Town Council

Year End Report

31-Mar-19

Final Budgets including adjustments for 2017/2018 and End of Yr Creditors/Debtors and Payments in Advance

Estimated Receipts	Est Year End 31 March 2019	Receipts At Yr End	CC ID	Cost Centre	2018/2019 Budget	Est Year End 31 March 2019	Payments At Yr End
<u>COMMUNITY & ENVIR COMM</u>							
COMMUNITY & EVENTS							
£ 6,000.00	£ 4,200.00	£ 4,132.50	1	CHRISTMAS/SUMMER FAIRS	£ 9,000.00	£ 9,100.00	£ 8,086.52
			2	CHRISTMAS LIGHTS	£ 6,500.00	£ 6,500.00	£ 6,080.86
	£ 675.25	£ 675.25	3	CHRISTMAS TREE	£ 500.00	£ -	£ 342.96
			4	OTHER PROMOTIONS	£ 2,000.00	£ -	£ -
			5	TOWN NEWS/LEAFLETS	£ 2,000.00	£ 1,200.00	£ 1,275.27
			6	TOWN GUIDE/PROMO	£ -	£ -	£ -
			7	CIVIC EVENTS & EXPENSES	£ 3,000.00	£ 1,500.00	£ 1,300.78
					£ 23,000.00	£ 18,300.00	£ 17,086.39
ENVIRONMENT							
			12	CCTV MAINTENANCE	£ 425.00	£ 775.00	£ 750.74
			13	GENERAL MAINTENANCE	£ 300.00	£ -	£ -
			14	TOWN AND FLORAL DISPLAY	£ 3,000.00	£ 3,085.00	£ 3,084.24
			15	LITTER & DOG BINS	£ 900.00	£ 1,300.00	£ 1,153.93
			16	TRANS TO ENV/CCTV RESERVE	£ 500.00	£ 500.00	£ 500.00
					£ 5,125.00	£ 5,660.00	£ 5,488.91
<u>RECREATION COMMITTEE</u>							
ALLOTMENTS							
£ 1,000.00	£ 1,000.00	£ 1,175.67	20	RENT	£ 360.00	£ 360.00	£ 357.00
	£ 3,754.49	£ 3,754.49	21	WATER CHARGES	£ 250.00	£ 4,022.00	£ 4,053.77
			22	MAINTENANCE	£ 500.00	£ 3,285.00	£ 3,289.50
					£ 1,110.00	£ 7,667.00	£ 7,700.27
CEMETERY							
			26	RATES	£ 650.00	£ 650.00	£ 703.10
			27	WATER/DRAINAGE	£ 300.00	£ 350.00	£ 352.60
			28	GRAVE PREPARATION	£ 1,750.00	£ 2,500.00	£ 3,709.53
			29	ELECTRICITY	£ 100.00	£ 80.00	£ 70.95
			30	MAINTENANCE	£ 1,000.00	£ 5,400.00	£ 5,289.55
£ 8,000.00	£ 9,000.00	£ 14,518.15	31	MEMORIALS & FEES	£ 1,000.00	£ 3,500.00	£ 3,384.56
					£ 4,800.00	£ 12,480.00	£ 13,510.29
RECREATION							
			35	LINEAR PARK	£ 1,000.00	£ 1,000.00	£ 781.00
			36	TRANSFER TO LINEAR PARK RES	£ 3,000.00	£ 3,000.00	£ 3,000.00
			37	PLAY AREA/OPEN SPACE MAINT	£ 8,000.00	£ 7,000.00	£ 2,139.67
£ 1,960.00	£ 1,960.00	£ 1,960.00	38	RENT	£ 300.00	£ 300.00	£ 100.00
£ 3,067.00	£ -		39	SPORTS PITCH MAINTENANCE	£ 8,000.00	£ 15,000.00	£ 16,425.00
£ 200.00	£ 220.76	£ 220.76	40	WAYLEAVES	£ -	£ 7.00	£ 6.78
			41	TREE/SHRUB MAINTENANCE	£ 4,000.00	£ 2,500.00	£ 2,338.00
			42	TRANSFER TO RECREATION RES	£ 5,000.00	£ 5,000.00	£ 5,000.00
					£ 29,300.00	£ 33,807.00	£ 29,790.45
RECREATION EQUIPMENT							
		£ 87.30	46	EQUIPMENT & MAINTENANCE	£ 4,500.00	£ 5,000.00	£ 4,716.96
			47	MOBILE PHONES	£ 300.00	£ 600.00	£ 520.07
			48	VEHICLE TAX/INSURANCE	£ 1,500.00	£ 1,500.00	£ 990.44
			49	FUEL	£ 2,500.00	£ 1,750.00	£ 1,546.66
			50	TRANSFER TO RECR EQUIP RES	£ 5,000.00	£ 5,000.00	£ 5,000.00
					£ 13,800.00	£ 13,850.00	£ 12,774.13
<u>POLICY & RESOURCES COMM</u>							
DEPOT							
			54	DEPOT MAINTENANCE	£ 325.00	£ -	£ -

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

				55 TRANSFER TO DEPOT RESERVE	£	-	£	-	£	-
					£	325.00	£	-	£	-
				FINANCE						
				60 AUDIT	£	1,000.00	£	1,065.00	£	1,064.65
	£	33.35		61 OFFICE EXPENSES	£	5,500.00	£	6,500.00	£	6,467.80
				62 SUBSCRIPTIONS	£	2,000.00	£	2,000.00	£	475.00
				63 TRAVEL/MILEAGE STAFF	£	300.00	£	300.00	£	248.45
				64 INSURANCE	£	3,500.00	£	3,255.00	£	3,254.89
	£	500.00	£	500.00	£	5,000.00	£	5,000.00	£	1,917.60
				65 GRANT AID	£	5,000.00	£	5,000.00	£	5,000.00
				66 TRANS TO RISK MANAGEM RES	£	5,000.00	£	5,000.00	£	5,000.00
				67 ELECTIONS	£	-	£	-	£	-
	£	400.00	£	588.48	£	-	£	-	£	-
				68 INVESTMENT INCOME	£	-	£	-	£	-
				69 TRAINING	£	1,500.00	£	1,500.00	£	1,461.80
				70 MILEAGE/EXP COUNCILLORS	£	100.00	£	100.00	£	37.35
				71 WEBSITE/IT	£	2,600.00	£	2,850.00	£	2,500.20
				72 RECRUITMENT	£	500.00	£	-	£	-
				73 BANK FEES	£	300.00	£	250.00	£	168.00
				74 QUALITY COUNCIL	£	-	£	-	£	-
				75 COUNCILLORS TRAINING	£	1,000.00	£	400.00	£	363.40
					£	28,300.00	£	28,220.00	£	22,959.14
				SALARIES & ON COSTS						
				80 GROUNDSTAFF	£	56,000.00	£	56,000.00	£	52,520.96
				81 OFFICE STAFF	£	82,000.00	£	92,000.00	£	85,998.63
				82 CARETAKER	£	6,500.00	£	6,500.00	£	6,491.58
				83 PENSION DEFICIT	£	5,500.00	£	5,500.00	£	5,571.00
					£	150,000.00	£	160,000.00	£	150,582.17
				OLD COURT HOUSE						
				86 ALARM	£	220.00	£	220.00	£	194.04
				87 INSURANCE	£	400.00	£	375.00	£	374.23
				88 WATER RATES	£	1,200.00	£	1,200.00	£	1,372.29
				89 NON DOMESTIC RATES	£	6,200.00	£	6,200.00	£	6,887.50
				90 GAS/ELEC	£	4,000.00	£	4,500.00	£	6,123.13
				91 REPAIRS/MAINTENANCE	£	4,000.00	£	28,000.00	£	29,402.57
				92 TRANSFER TO OLD COURT	£	-	£	-	£	-
	£	6,000.00	£	6,548.65	£	-	£	-	£	-
				93 TENANTS RENT	£	-	£	-	£	-
	£	4,000.00	£	4,500.00	£	-	£	-	£	15.00
				94 ROOM HIRE	£	-	£	-	£	-
					£	16,020.00	£	40,495.00	£	44,368.76
				PROFESSIONAL FEES						
				98 HR	£	1,500.00	£	1,500.00	£	1,362.50
				99 HEALTH & SAFETY	£	1,500.00	£	1,500.00	£	1,528.50
				100 LEGAL FEES	£	3,000.00	£	5,000.00	£	4,341.50
					£	6,000.00	£	8,000.00	£	7,232.50
				MAYORS CHARITY						
	£	635.25	£	1,073.30	£	-	£	-	£	1,073.30
				104 MAYORS CHARITY	£	-	£	-	£	1,073.30
					£	-	£	-	£	1,073.30
				PROPERTY DEVELOPMENT						
				105 PROPERTY DEVELOPMENT	£	5,000.00	£	5,000.00	£	5,000.00
					£	5,000.00	£	5,000.00	£	5,000.00
				RESERVES						
				107 COMMUNITY RESERVE	£	-	£	-	£	-
				108 PROMOTIONS RESERVE	£	-	£	-	£	-
				109 ENVIRONMENT/CCTV RESERVE	£	-	£	-	£	-
	£	1,000.00		110 RECREATION	£	-	£	-	£	63,997.70
	£	500.00		111 RECREATION EQUIPMENT	£	-	£	-	£	-
				112 LINEAR PARK RESERVE	£	-	£	-	£	-
				113 DEPOT RESERVE	£	-	£	-	£	-
				114 OLD COURT HOUSE RESERVE	£	-	£	-	£	-
				115 RISK MANAGEMENT RESERVE	£	-	£	-	£	585.00
				116 LAND & PROP DEVELOP RES	£	-	£	-	£	-
				117 GENERAL RESERVE	£	17,000.00	£	17,000.00	£	40,787.72

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

£	17,000.00	£	17,000.00	£	105,370.42
---	-----------	---	-----------	---	------------

£	30,227.00	£	33,394.40	£	40,749.67
---	-----------	---	-----------	---	-----------

	BUDGET	ESTIMATED	ACTUAL		
£	299,780.00	£	350,479.00	£	422,936.73

Payments Minus Receipts
Precept
Overspend
Carnarvon Play Area
Overspend minus Play Area

£	317,479.00	£	382,187.06
£	268,280.00	£	268,280.00
£	49,199.00	£	113,907.06
		£	63,997.70
		£	49,909.36

Adjustments for End Of Year Included in Final Budget Figures

Payments outstanding at Year End	39 Larch Groundwork	£	900.00
Creditors	15 Streetwise	£	195.00
	31 Granart	£	2,070.00
	117 Gap Group	£	184.80
	117 L Sycamore	£	2,450.00
	117 Mellors	£	2,960.00
	117 Paul Abbey	£	1,397.92
	110 Proludic	£	63,997.70
	71 Arcsus	£	30.28
	71 Arcsus	£	75.00
	91 Enva	£	102.17
	91 Enva	£	73.90
	91 TBL Drains	£	10,303.67
	91 Strelley Asphalt	£	4,375.00
	104 Mayors Charity	£	1,073.30
		£	90,188.74

Income outstanding at Year End	31 AW Lymn	£	120.00
Debtors	31 AW Lymn	£	120.00
	31 AW Lymn	£	540.00
	31 AW Lymn	£	60.00
	31 AW Lymn	£	540.00
	31 AW Lymn	£	40.00
	31 AW Lymn	£	740.00
	31 E Gill & Sons	£	40.00
		£	2,200.00

Payments in Advance	1 Langstaff	£	30.00
	1 Coopers Nurseries	£	50.00
	1 CJ Events	£	30.00
	£	110.00	

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

Bingham Town Council

Reserves

31 March 2019

Reserve Heading	Reserves at year end 31 March 2019
Community Promotion	£ 2,820.00
Environment & CCTV	£ -
Recreation	£ 3,000.00
Recreation Equipment	£ 41,193.30
Linear Park	£ 5,000.00
Depot	£ 3,000.00
Old Court House	£ 25,246.00
Risk Management	£ 6,265.00
Land & Property Development	£ 17,915.00
General Reserve	£ 143,519.00
General Reserve	£ 102,920.80
Reserve Totals	£ 350,879.10

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

Annual Internal Audit Report 2018/19

BINGHAM TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)	<input checked="" type="checkbox"/>		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable <input checked="" type="checkbox"/>
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable <input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

10-04-2019

B. Woodcock

Signature of person who carried out the internal audit



Date *10.04.2019*

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

14/05/19

and recorded as minute reference:

202

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

John Stockwood

Clerk

SP

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.bingham-cc.gov.uk

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

Section 2 – Accounting Statements 2018/19 for

BINGHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	426,660	424,286	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	251,908	268,280	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	39,891	40,750	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	139,360	150,582	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	154,814	231,855	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	424,286	350,879	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	418,330	433,819	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,770,055	1,760,975	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

Date

SP/ 02/05/19

I confirm that these Accounting Statements were approved by this authority on this date:

14/05/19

as recorded in minute reference:

20d.

Signed by Chairman of the meeting where the Accounting Statements were approved

John Stokwood

Committee Membership 2019/2020

The Town Mayor and Deputy Town Mayor are members of all Committees.

Town Mayor – John Stockwood

Deputy Town Mayor – Andrew Shelton

Planning – 8 Councillors	Community & Environment – 6 Councillors
Mayor	Mayor
Deputy Mayor	Deputy Mayor
Maureen Stockwood	Maureen Stockwood
Jane Best	Jane Best
Francis Purdue-Horan	Wayne Stapleton
Rowan Bird	John Lewis
Tony Wallace	
Viv Leach	

Recreation & Amenities – 6 Councillors	Policy & Resources – 6 Councillors
Mayor	Mayor
Deputy Mayor	Deputy Mayor
Gareth Williams	Francis Purdue-Horan
Paul Moskwa	Maureen Stockwood
Monica Monni	Tony Wallace
Viv Leach	Rowan Bird

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

2019

Monday	May	06	May Day Holiday
Tuesday		07	Annual Town meeting
Tuesday		14	Annual Town Council
Tuesday		21	
Monday		27	Spring Holiday
Tuesday		28	
Tuesday	June	04	Planning/Policy & Resources
Tuesday		11	
Tuesday		18	Planning/ Full Council
Tuesday		25	
Tuesday	July	02	Recreation & Amenities
Tuesday		09	
Tuesday		16	Planning/Community & Environment
Tuesday		23	
Tuesday		30	Policy & Resources
Tuesday	August	06	
Tuesday		13	
Tuesday		20	Planning/ Full Council
Monday		26	Late Summer Holiday
Tuesday		27	
Tuesday	September	03	Recreation & Amenities
Tuesday		10	
Tuesday		17	Planning/Community & Environment
Tuesday		24	
Tuesday	October	01	Policy & Resources
Tuesday		08	
Tuesday		15	
Tuesday		22	Planning/ Full Council
Tuesday		29	
Tuesday	November	05	Recreation & Amenities
Tuesday		12	
Tuesday		19	Planning/Community & Environment
Tuesday		26	
Tuesday	December	03	
Tuesday		10	
Tuesday		17	Planning/Policy & Resources

Minutes of the Annual Meeting of Bingham Town Council held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 14 May 2019 at 7.00pm

Tuesday	24	
Wednesday	25	Christmas Day
Thursday	26	Boxing Day

2020

Wednesday	January	01	New Year's Day
Tuesday		07	
Tuesday		14	
Tuesday		21	Planning/ Full Council
Tuesday		28	
Tuesday	February	04	Recreation & Amenities
Tuesday		11	
Tuesday		18	Planning/Community & Environment
Tuesday		25	
Tuesday	March	03	Policy & Resources
Tuesday		10	
Tuesday		17	
Tuesday		24	Planning/ Full Council
Tuesday		31	
Tuesday	April	07	Recreation & Amenities
Friday		10	Good Friday
Monday		13	Easter Monday
Tuesday		14	
Tuesday		21	Planning/Community & Environment
Tuesday		28	
Monday	May	04	May Day Holiday
Tuesday		05	Policy & Resources
Tuesday		12	
Tuesday		19	
Tuesday		26	Planning/ Full Council