

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
held in the hall at the Methodist Centre, Union Street, Bingham,
on Tuesday 11 December 2018 at 7.30pm

PRESENT:

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

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

Members of the Public: 0

Also in attendance as a member of the public: Councillor Jim Costello

1. **APOLOGIES FOR ABSENCE & ACCEPTANCE**

All Committee members were present.

2. **DECLARATIONS OF INTEREST**

Councillor S Hull declared an interest in any items relating to the allotments in item 6, budgets.
Councillor A Shelton declared a non-pecuniary interest in any items relating to the Linear Park.

3. **MINUTES**

An alteration was requested and agreed to, therefore, it was:

RECOMMENDED: that the minutes of 9 October 2018, Folios 9071 to 9095, were taken as read, approved and signed by the Chair as a true record, subject to the amendment being made.

4. **BANK RECONCILIATIONS – (Folio 9123 to 9130)**

- (a) The Reconciliation Report up to 31 October 2018 was presented to Councillors and it was agreed to **RECOMMEND:** approval of the Reconciliation Report.
- (b) The Reconciliation Report up to 30 November 2018 was presented to Councillors and it was agreed to **RECOMMEND:** approval of the Reconciliation Report.

5. **ACCOUNTS PAID REPORT (Folio 9131 to 9133)**

The Accounts Paid Report up to 11 December 2018 was presented to Councillors and it was agreed to **RECOMMEND:** approval of £54,696.02

6. **REVIEW 1st ITERATION OF THE BUDGET FOR THE YEAR ENDING 31 MARCH 2020 (Folio 9134 to 9138)**

Queries were raised in relation in the suggested amounts to budget codes 16, 3, 39, 41, 69, 75 and 81, for the amounts suggested. The Clerk responded to the reasons for these initial budget figures.

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Councillor J Stockwood proposed and Councillor M Stockwood seconded that a request be made to Rushcliffe Borough Council for an extension to the precept deadline to 20 February 2019. It was **RECOMMENDED**: that the Clerk request an extension for the precept submission to 20 February 2019.

7. MATTERS IN RELATION TO PROGRESSION OF THE LONG TERM CAR PARK AND AGREEMENT OF NEXT STEPS

a) Notes and recommendations of the Car Park Sub-Committee (**Folio 9139 to 9142**)

It was agreed that the 100 year-old lime trees would not be removed as part of the initial cutting back on the site.

A query was raised in relation to why direct communication had been requested with Rushcliffe Borough Council rather than working through the Growth Board as communicated by Rushcliffe Borough Council's Chief Executive. It was felt that as the Growth Board only meets quarterly that this would slow progress.

An amendment to the notes of 19 November was requested to include that the reduction on growth on the contaminated land was 'below half a metre by 28 February 2019.

The notes and recommendations of the Car Park Sub-Committee from 5 November and 19 November were reviewed and it was agreed to

RECOMMEND: that the notes and recommendations be accepted, subject to the agreed alteration to the notes of 19 November 2018.

b) Terms of reference for the Car Parking Sub-Committee (**Folio 9143**)

It was noted that Bingham Town Sports Club had confirmed that Mrs E Hutchison will be representing the Club as a non-voting member of the Committee.

It was agreed that Councillor Hull be replaced on the Sub-Committee by Councillor Vallance. It was also agreed to alter the last point to advance public notice of meetings would be placed on the website. It was agreed to:

RECOMMEND: that the Terms of Reference for the Car Parking Sub-Committee be accepted, subject to the alterations noted.

c) The Chief Executive of Rushcliffe Borough Council's letter-

It was agreed to:

RECOMMEND: a letter of response be sent to the Chief Executive, outlining the main points mentioned with the notes of the Sub-Committee and to seek clarification that all costs would be split evenly between the Town Council and Rushcliffe Borough Council if a partnership was agreed.

d) The Clerk's meeting with Rushcliffe Borough Council Officers:

This item was deferred to the Car Parking Sub-Committee for consideration.

8. **ADOPTION OF A TRAINING AND DEVELOPMENT POLICY (Folios 9144 to 9148)**

An amended policy was submitted to the Committee by the Chair. A query was raised in relation to Councillors receiving induction training within 12 months. It was considered that new Councillors should receive training within 6 months. The Committee would check the alterations before Full Council and it was agreed to:

RECOMMEND: the adoption of the Training and Development Policy presented with the alteration to 6 months.

9. **ADOPTION OF A CO-OPTION POLICY (Folio 9149 to 9152)**

It was agreed to remove the reference to a secret ballot, instead candidates must leave the room. An alteration to add the Council choosing whether to co-opt within the 6 months prior to election to be inserted. A further addition was made to not advertise a notice of vacancy until after the funeral of a Councillor. It was agreed to:

RECOMMEND: adoption of the Co-Option Policy, subject to the alterations agreed.

10. **RUSHCLIFFE BOROUGH COUNCIL'S DRAFT CODE OF CONDUCT**

The Clerk to email all Councillors asking for individual responses to be made on the draft before 25 February 2019. Once a final version had been issued by Rushcliffe Borough Council in 2019, the Committee would further consider this item.

11. **RUSHCLIFFE BOROUGH COUNCIL'S SOCIAL MEDIA POLICY**

The Clerk to email all Councillors asking for individual responses to be made. Once a final version had been issued by Rushcliffe Borough Council in 2019, the Committee would further consider this item.

12. **REQUEST FROM RECREATION AND AMENITIES COMMITTEE TO APPROVE AN OVERSPEND TO THE LINEAR PARK BUDGET**

It was agreed to:

RECOMMEND: that the costs for repairs to steps at Linear Park from the fallen tree be taken from the risk management reserve. It was also agreed to:

RECOMMEND: that a grant of £300 be awarded to the Friends of Bingham Linear Park to cover the cost of a contractor to cut back brambles and saplings to stop the spread over species rich grassland on the Linear Park.

13. INCREASING THE NEIGHBOURHOOD PLAN EARMARKED RESERVE FOLLOWING UPDATED QUOTATION FROM RCAN

It was agreed that a meeting should be organised in January to create the Neighbourhood Plan Steering Group. It would then be a decision for the group to look at costs of assistance required which may be met through grant applications. No increase to the earmarked reserve was therefore made.

14. COMMUNITY GRANT AWARD TO THE BINGHAM FRIENDS OF LINEAR PARK GROUP

It was agreed to:

RECOMMEND: that full amount of £117.60 be awarded to the Friends of Bingham Linear Park for insurance cover.

15. 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:

Staff Matters – the following **RECOMMENDATIONS** were made:

01. Out of Hours Contact – Would be discussed as part of the Emergency Plan update at Community and Environment Committee
02. Quarterly Staff Update – On holidays and sickness be brought to the next meeting
03. Clerk's Job Description – A meeting to be arranged with the Clerk, Mayor, P&R Chair, Councillors Hull and Shelton
04. Deputy Clerk's Job Description – A meeting to be arranged with the Deputy Clerk, Mayor, P&R Chair, Councillors Hull and Shelton
05. Staff Handbook – Approval of the Staff Handbook subject to the alteration requests being approved by the HR Consultants
06. Clerk's Contract Update - A meeting to be arranged with the Clerk, Mayor, P&R Chair, Councillors Hull and Shelton
07. Community Governance Level 4 course for the Clerk – Was turned down
08. CiLCA course for the Deputy Clerk – Was agreed
09. Job Evaluation of Clerk's and Deputy's role – Deferred to Full Council to consider a staffing review

Meeting Closed at: 10.03pm

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.....CHAIRMAN

Date:

RECOMMENDATIONS:

- Reconciliation reports for 31 October and 30 November 2018
- Accounts Paid report of £54,696.02
- The Clerk request an extension for the precept submission to 20 February 2019
- Recommendations from the Car Parking Sub-Committee
- Terms of reference for the Car Parking Sub-Committee
- Response letter to the Chief Executive of Rushcliffe Borough Council
- Adoption of the Training and Development Policy
- Adoption of the Co-Option Policy
- Repairs to the Linear Park steps to taken from the Risk Management Reserve
- Grant of £300 to the Friends of Bingham Linear Park for cutting back works
- Grant of £117.60 to the Friends of Bingham Linear Park for insurance costs

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6 November 2018 (2018/2019)

Bingham Town Council

	Bank Reconciliation at 31/10/2018		
	Cash in Hand 01/04/2018		
			418,330.80
	ADD		
	Receipts 01/04/2018 - 31/10/2018		311,354.57
			729,685.37
	SUBTRACT		
	Payments 01/04/2018 - 31/10/2018		168,544.46
A	Cash in Hand 31/10/2018 (per Cash Book)		561,140.91
	Cash in hand per Bank Statements		
	Cash 31/10/2018	41.12	
	Nat West Current Account 31/10/2018	47,300.10	
	Nat West Reserve Account 31/10/2018	513,799.69	
			561,140.91
	Less unrepresented cheques As attached		0.00
			561,140.91
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		561,140.91
	A = B Checks out OK		

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Bankline

Statement for account [REDACTED] from 01/10/2018 to 31/10/2018

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				47,300.10Cr
31/10/2018	UTILITY WAREHOUSE 6094729/6094729/99	D/D	586.49		47,300.10Cr
31/10/2018	WASTECYCLE WC00346	D/D	85.70		47,886.59Cr



Bankline

Statement for account [REDACTED] from 05/10/2018 to 05/11/2018

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				513,799.69Cr
31/10/2018	31OCT GRS 21499039	INT		89.57	513,799.69Cr
26/10/2018	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		513,710.12Cr
	OPENING BALANCE				533,710.12Cr
Totals			20,000.00	89.57	

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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	
143	07/06/2018	PC	Coffee & sugar	-8.69	171.56	
144	09/06/2018	PC	Staff Food for Summer fair	-70.00	101.56	
145	09/06/2018	PC	Milk	-1.54	100.02	
146	14/06/2018	PC	Tea Bags	-2.00	98.02	
147	20/06/2018	PC	Milk	-1.10	96.92	
148	20/06/2018	PC	Postage	-1.77	95.15	
236	04/07/2018	PC	Postage	-1.40	93.75	
237	04/07/2018	PC	Co-op Milk & Sugar	-1.63	92.12	
238	20/07/2018	PC	Postage	-1.01	91.11	
240	24/07/2018	PC	Co-op Milk	-1.10	90.01	
241	24/07/2018	PC	Meeting drinks & snacks	-17.85	72.16	
239	25/07/2018	PC	Co-op Coffee & Milk	-6.94	65.22	
250	03/08/2018	PC	Petty Cash	-15.00	50.22	
251	06/08/2018	PC	Milk	-1.52	48.70	
252	07/08/2018	PC	Stamps	-13.92	34.78	
116	09/08/2018		Transfer from Nat West Current Account	165.22	200.00	
287	15/08/2018	PC	Coffee & sugar	-5.69	194.31	
288	21/08/2018	PC	Milk/biscuits	-7.60	186.71	
289	23/08/2018	PC	Certificate frame	-7.00	179.71	
308	03/09/2018	PC	Petty Cash - paper	-9.99	169.72	
309	03/09/2018	PC	Petty Cash Napkins	-2.50	167.22	
310	04/09/2018	PC	Petty Cash Stamps	-28.92	138.30	
311	04/09/2018	PC	Petty Cash - Milk	-0.50	137.80	
312	06/09/2018	PC	Petty Cash Red Ensign Refreshments	-16.83	120.97	
313	06/09/2018	PC	Petty Cash Flowers	-8.50	112.47	
314	06/09/2018	PC	Petty Cash Stationary	-5.09	107.38	
315	10/09/2018	PC	Petty Cash Coffee	-10.00	97.38	
316	13/09/2018	PC	Petty Cash - Tea bags	-2.00	95.38	
317	14/09/2018	PC	Petty Cash - Key cutting	-4.99	90.39	
318	17/09/2018	PC	Petty Cash - Boyes	-3.45	86.94	
319	19/09/2018	PC	Petty Cash Civic Awards Refreshments	-8.69	78.25	
320	19/09/2018	PC	Petty Cash Civic Awards Framing	-56.00	22.25	
343	20/09/2018	PC	Milk	-2.20	20.05	
344	20/09/2018	PC	Groundstaff hot lunch	-7.90	12.15	
118	21/09/2018		Transfer from Nat West Current Account	177.75	189.90	
345	24/09/2018	PC	Civic Awards catering	-44.48	145.42	
346	26/09/2018	PC	Mayors award vouchers	-40.00	105.42	
406	04/10/2018	PC	Civic Awards certificates	-28.00	77.42	
407	05/10/2018	PC	Neighbourhood Plan Refreshments	-13.18	64.24	
408	08/10/2018	PC	Stamps	-6.96	57.28	

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Bingham Town Council

Transactions for Cash

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			STARTING BALANCE		87.19	
409	18/10/2018	PC	Co-op Coffee & Milk	-5.56	51.72	
410	18/10/2018	PC	Neighbourhood Plan Refreshments	-7.00	44.72	
411	24/10/2018	PC	Allotment key refund	-2.50	42.22	
412	24/10/2018	PC	Sainsburys	-1.10	41.12	
			CLOSING BALANCE		41.12	

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4 December 2018 (2018/2019)

Bingham Town Council

	Bank Reconciliation at 30/11/2018		
	Cash in Hand 01/04/2018		
			418,330.80
	ADD		
	Receipts 01/04/2018 - 30/11/2018		314,529.03
			732,859.83
	SUBTRACT		
	Payments 01/04/2018 - 30/11/2018		199,165.26
A	Cash in Hand 30/11/2018 (per Cash Book)		533,694.57
	Cash in hand per Bank Statements		
	Cash 30/11/2018	117.59	
	Nat West Current Account 30/11/2018	19,727.83	
	Nat West Reserve Account 30/11/2018	513,884.15	
			533,729.57
	Less unrepresented cheques As attached		35.00
			533,694.57
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		533,694.57
	A = B Checks out OK		

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BIC:	[REDACTED]	Bank name:	National Westminster Bank
IBAN:	[REDACTED]	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				19,727.83Cr
30/11/2018	UTILITY WAREHOUSE 6094729/6094729/13	D/D	788.20		19,727.83Cr
30/11/2018	WASTECYCLE WC00346	D/D	122.60		20,516.03Cr



Bankline

Statement for account [REDACTED] from 01/11/2018 to 30/11/2018

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				513,884.15Cr
30/11/2018	30NOV GRS 21499039	INT		84.46	513,884.15Cr
	OPENING BALANCE				513,799.69Cr
Totals			0.00	84.46	

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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	
143	07/06/2018	PC	Coffee & sugar	-8.69	171.56	
144	09/06/2018	PC	Staff Food for Summer fair	-70.00	101.56	
145	09/06/2018	PC	Milk	-1.54	100.02	
146	14/06/2018	PC	Tea Bags	-2.00	98.02	
147	20/06/2018	PC	Milk	-1.10	96.92	
148	20/06/2018	PC	Postage	-1.77	95.15	
236	04/07/2018	PC	Postage	-1.40	93.75	
237	04/07/2018	PC	Co-op Milk & Sugar	-1.63	92.12	
238	20/07/2018	PC	Postage	-1.01	91.11	
240	24/07/2018	PC	Co-op Milk	-1.10	90.01	
241	24/07/2018	PC	Meeting drinks & snacks	-17.85	72.16	
239	25/07/2018	PC	Co-op Coffee & Milk	-6.94	65.22	
250	03/08/2018	PC	Petty Cash	-15.00	50.22	
251	06/08/2018	PC	Milk	-1.52	48.70	
252	07/08/2018	PC	Stamps	-13.92	34.78	
116	09/08/2018		Transfer from Nat West Current Account	165.22	200.00	
287	15/08/2018	PC	Coffee & sugar	-5.69	194.31	
288	21/08/2018	PC	Milk/biscuits	-7.60	186.71	
289	23/08/2018	PC	Certificate frame	-7.00	179.71	
308	03/09/2018	PC	Petty Cash - paper	-9.99	169.72	
309	03/09/2018	PC	Petty Cash Napkins	-2.50	167.22	
310	04/09/2018	PC	Petty Cash Stamps	-28.92	138.30	
311	04/09/2018	PC	Petty Cash - Milk	-0.50	137.80	
312	06/09/2018	PC	Petty Cash Red Ensign Refreshments	-16.83	120.97	
313	06/09/2018	PC	Petty Cash Flowers	-8.50	112.47	
314	06/09/2018	PC	Petty Cash Stationary	-5.09	107.38	
315	10/09/2018	PC	Petty Cash Coffee	-10.00	97.38	
316	13/09/2018	PC	Petty Cash - Tea bags	-2.00	95.38	
317	14/09/2018	PC	Petty Cash - Key cutting	-4.99	90.39	
318	17/09/2018	PC	Petty Cash - Boyes	-3.45	86.94	
319	19/09/2018	PC	Petty Cash Civic Awards Refreshments	-8.69	78.25	
320	19/09/2018	PC	Petty Cash Civic Awards Framing	-56.00	22.25	
343	20/09/2018	PC	Milk	-2.20	20.05	
344	20/09/2018	PC	Groundstaff hot lunch	-7.90	12.15	
118	21/09/2018		Transfer from Nat West Current Account	177.75	189.90	
345	24/09/2018	PC	Civic Awards catering	-44.48	145.42	
346	26/09/2018	PC	Mayors award vouchers	-40.00	105.42	
406	04/10/2018	PC	Civic Awards certificates	-28.00	77.42	
407	05/10/2018	PC	Neighbourhood Plan Refreshments	-13.18	64.24	
408	08/10/2018	PC	Stamps	-6.96	57.28	

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Transactions for Cash

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			STARTING BALANCE		87.19	
409	18/10/2018	PC	Co-op Coffee & Milk	-5.56	51.72	
410	18/10/2018	PC	Neighbourhood Plan Refreshments	-7.00	44.72	
411	24/10/2018	PC	Allotment key refund	-2.50	42.22	
412	24/10/2018	PC	Sainsburys	-1.10	41.12	
428	02/11/2018	PC	Petty Cash	-1.50	39.62	
429	06/11/2018	PC	Petty Cash	-1.10	38.52	
430	08/11/2018	PC	Petty Cash	-5.94	32.58	
431	08/11/2018	PC	Petty Cash	-6.96	25.62	
432	16/11/2018	PC	Petty Cash	-12.00	13.62	
433	16/11/2018	PC	Petty Cash	-1.10	12.52	
121	26/11/2018		Transfer from Nat West Current Account	187.48	200.00	
483	27/11/2018	PC	Milk	-1.52	198.48	
484	27/11/2018	PC	Stamps	-6.96	191.52	
485	27/11/2018	PC	Cake	-3.99	187.53	
486	28/11/2018	PC	Card	-1.39	186.14	
487	29/11/2018	PC	Picture frame	-7.00	179.14	
488	30/11/2018	PC	Staff Food for Christmas Fair	-60.00	119.14	
489	30/11/2018	PC	Milk	-1.55	117.59	
			CLOSING BALANCE		117.59	

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Accounts Paid Report 11 December 2018

Voucher	Date		Description	Supplier	Total
354	12/10/2018	Bankline	Stationery	Espo	1.68
355	12/10/2018	Bankline	Stationery	Espo	51.18
356	12/10/2018	Bankline	Cleaning materials	Espo	12.60
357	12/10/2018	Bankline	Legionnaires kit	Espo	117.60
358	12/10/2018	Bankline	Fallen tree removal	AT2 Tree Surgery	745.00
359	12/10/2018	Bankline	Litter/dog bins emptying	Streetwise Environmental Ltd	234.00
360	12/10/2018	Bankline	Cemetery bin emptying	Streetwise Environmental Ltd	648.00
361	12/10/2018	Bankline	Legionella works	Rowlson Plumbing & Heating	667.20
362	12/10/2018	Bankline	Boiler service	Rowlson Plumbing & Heating	115.20
363	12/10/2018	Bankline	Sanitary/Hygiene Unit	Cannon Hygiene	968.40
364	12/10/2018	Bankline	Mileage Costs	Sharon Pyke	27.45
365	12/10/2018	Bankline	Borrowing Approval workshop	LRALC	20.00
366	12/10/2018	Bankline	PAYE M6	HMRC	906.33
367	12/10/2018	Bankline	PAYE M6	HMRC	1,106.82
368	12/10/2018	Bankline	Superann M 6	NCC Pension Fund	407.31
369	12/10/2018	Bankline	Superann M 6	NCC Pension Fund	1,345.87
370	12/10/2018	Bankline	Superann M 6	NCC Pension Fund	105.74
371	12/10/2018	Bankline	Superann M 6	NCC Pension Fund	464.00
372	12/10/2018	Bankline	Managed Server	Arcsus	90.00
373	12/10/2018	Bankline	Cloud Backup	Arcsus	35.96
374	12/10/2018	Bankline	Keyholding	Gener8 Finance Ltd	42.00
375	12/10/2018	Bankline	Mileage Costs	J Riddle	36.90
376	12/10/2018	Bankline	Cloud Backup	Arcsus	34.07
377	12/10/2018	Bankline	Managed Server	Arcsus	90.00
378	12/10/2018	Bankline	Sports pitch maintenance	Larch Groundwork Limited	1,200.00
379	12/10/2018	Bankline	Window cleaning	DHazzle	25.00
380	12/10/2018	Bankline	Miscellaneous	Handicentre (Bingham) Ltd	41.09
381	12/10/2018	Bankline	Miscellaneous	Handicentre (Bingham) Ltd	207.46
382	12/10/2018	Bankline	Grave digging fees	A Buckingham	250.00
383	12/10/2018	Bankline	Keyholding	Gener8 Finance Ltd	67.20
384	01/10/2018	DD	Tractor Lease	BNP Paribas	278.40
385	08/10/2018	DD	Non domestic rates	RBC	689.00
386	15/10/2018	Bankline	Bank charges	Natwest	11.20
387	15/10/2018	DD	Fuel Account	Allstar Business Solutions	34.19
388	15/10/2018	DD	Non domestic rates	RBC	70.00
389	16/10/2018	9902	National allotment subscrip	National Allotment Society	67.00
390	23/10/2018	DD	Photocopying charges	PeAC UK LTD	289.20
391	26/10/2018	Bankline	Stationery	Espo	35.51
392	26/10/2018	Bankline	Playparks services	Mr L D Sycamore	2,940.00
393	26/10/2018	Bankline	Memorial plaque	Granart Ltd	63.60
394	26/10/2018	Bankline	Local Council Administration	ESICC	103.99
395	26/10/2018	Bankline	National Conference 2018	SICC	474.00
396	24/10/2018	Bankline	WAGES M7	WAGES M7	2,983.56
397	24/10/2018	Bankline	WAGES M7	WAGES M7	4,797.24
398	24/10/2018	Bankline	WAGES M7	WAGES M7	437.78
399	31/10/2018	DD	Gas/elec bill	Utility Warehouse	385.85
400	31/10/2018	DD	Mobile	Utility Warehouse	26.00
401	31/10/2018	DD	Mobile	Utility Warehouse	52.00
402	31/10/2018	DD	Cem Elec bill	Utility Warehouse	6.06
403	31/10/2018	DD	Depot Alarm bill	Utility Warehouse	17.64
404	31/10/2018	DD	Phone/broadband bill	Utility Warehouse	98.94
405	31/10/2018	DD	Trade Waste collection	Wastecycle Ltd	85.70

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406	04/10/2018	PC	Civic Awards certificates	Petty Cash M & H	28.00
407	05/10/2018	PC	Neighbourhd Plan Refresh	Petty Cash	13.18
408	08/10/2018	PC	Stamps	Petty Cash	6.96
409	18/10/2018	PC	Co-op Coffee & Milk	Petty Cash	5.56
410	18/10/2018	PC	Neighbourhd Plan Refresh	Petty Cash	7.00
411	24/10/2018	PC	Allotment key refund	Petty Cash	2.50
412	24/10/2018	PC	Sainsburys	Petty Cash	1.10
413	08/11/2018	Bankline	VAT Training course	LRALC	70.00
414	08/11/2018	Bankline	Display Board	Espo	162.00
415	08/11/2018	Bankline	PAYE M7	HMRC	906.13
416	08/11/2018	Bankline	PAYE M7	HMRC	1,437.04
417	08/11/2018	Bankline	Superann M7	NCC Pension Fund	407.31
418	08/11/2018	Bankline	Superann M7	NCC Pension Fund	1,458.06
419	08/11/2018	Bankline	Superann M7	NCC Pension Fund	107.48
420	08/11/2018	Bankline	Superann M7	NCC Pension Fund	464.00
421	08/11/2018	Bankline	Civic Service Catering	Morrisons - J Riddle	123.15
422	08/11/2018	Bankline	Travel expenses	Sharon Pyke	54.00
423	08/11/2018	Bankline	Memorial plaque	Granart Ltd	114.00
424	02/11/2018	DD	Water bills	Water Plus	12.25
425	07/11/2018	DD	Non domestic rates	Rushcliffe Borough Council	689.00
426	08/11/2018	DD	Water bills	Water Plus	298.42
427	08/11/2018	DD	Water bills	Water Plus	506.33
428	02/11/2018	PC	Petty Cash	Post Office	1.50
429	06/11/2018	PC	Petty Cash	Co-op	1.10
430	08/11/2018	PC	Petty Cash	Boyes petty cash	5.94
431	08/11/2018	PC	Petty Cash	Post Office	6.96
432	16/11/2018	PC	Petty Cash	Dry Cleaners	12.00
433	16/11/2018	PC	Petty Cash	Co-op	1.10
434	21/11/2018	Bankline	WAGES M8	WAGES M8	3,058.57
435	21/11/2018	Bankline	WAGES M8	WAGES M8	4,726.01
436	21/11/2018	Bankline	WAGES M8	WAGES M8	430.69
437	23/11/2018	Bankline	STALL REFUND	Trent Bridge Community Trust	35.00
438	23/11/2018	Bankline	Gas Oil	WCF Chandlers	535.71
439	23/11/2018	Bankline	Books	SICC	168.46
440	23/11/2018	Bankline	Christmas Fair Leaflets	DW Graphic Design Ltd	121.00
441	23/11/2018	Bankline	Tap repairs	Rowlson Plumbing & Heating £	139.93
442	23/11/2018	Bankline	Legal fees - Wychwood Road	Nelsons	72.00
443	23/11/2018	Bankline	Travel expenses	J Riddle	8.60
444	23/11/2018	Bankline	Skip - Soil removal	Bakers Waste	252.00
445	23/11/2018	Bankline	Ladder training course	Sharon Pyke	36.00
446	23/11/2018	Bankline	Managed Server	Arcsus	90.00
447	23/11/2018	Bankline	Cloud Backup	Arcsus	36.13
448	23/11/2018	Bankline	Window cleaning	DHazzle	25.00
449	23/11/2018	Bankline	Sports pitch maintenance	Larch Groundwork Limited	2,700.00
450	23/11/2018	Bankline	Photocopying charges	Reprotec Connect For	210.15

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451	23/11/2018	Bankline	Tree Works - cemetery	AT2 Tree Surgery	145.00
452	23/11/2018	Bankline	Councillors HR training	LRALC	323.40
453	23/11/2018	Bankline	Equipment maintenance	Handicentre (Bingham) Ltd	69.98
454	23/11/2018	Bankline	Screws & rhino bags	Handicentre (Bingham) Ltd	34.18
455	23/11/2018	Bankline	Stage Hire	EES Showhire	1,413.49
456	14/11/2018	DD	Fuel Account	Allstar Business Solutions	6.72
457	14/11/2018	DD	Non domestic rates	Rushcliffe Borough Council	70.00
458	15/11/2018	Bankline	Bank charges	Natwest	11.60
459	16/11/2018	9903	Remembrance wreath	The Royal British Legion	34.00
460	30/11/2018	Bankline	STALL REFUND	Ruth Fear	35.00
461	30/11/2018	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
462	30/11/2018	Bankline	Christmas lights	Blachere Illuminations	3,561.55
463	30/11/2018	Bankline	Grave digging fees	A Buckingham	275.00
464	30/11/2018	Bankline	Stationery	Espo	14.27
465	30/11/2018	Bankline	Cleaning materials	Espo	28.99
466	30/11/2018	Bankline	Stationery	Espo	48.86
467	30/11/2018	Bankline	Cable ties	J Riddle	22.61
468	30/11/2018	Bankline	Lanyard ID Wallets	J Riddle	2.75
469	30/11/2018	Bankline	Staff Lanyards	J Riddle	16.74
470	30/11/2018	Bankline	PAT Tester	Giltbrook Electrical Distrib	323.79
471	30/11/2018	Bankline	Keyholding	Gener8 Finance Ltd	42.00
472	30/11/2018	Bankline	Safety Equipment	Seton	120.30
473	30/11/2018	Bankline	Vacuum replacement differ	Viking Payments	1.19
474	30/11/2018	Bankline	Drainage scan & survey	Drainscan Ltd	440.15
475	30/11/2018	Bankline	BCP Project	Mr L D Sycamore	2,695.00
476	30/11/2018	DD	Trade Waste collection	Wastecycle - ENVA	122.60
477	30/11/2018	DD	Gas/elec bill	Utility Warehouse	566.77
478	30/11/2018	DD	Mobile	Utility Warehouse	26.00
479	30/11/2018	DD	Mobile	Utility Warehouse	52.00
480	30/11/2018	DD	Cem Elec bill	Utility Warehouse	6.08
481	30/11/2018	DD	Depot Alarm bill	Utility Warehouse	17.64
482	30/11/2018	DD	Phone/broadband bill	Utility Warehouse	119.71
483	27/11/2018	PC	Milk	Petty Cash	1.52
484	27/11/2018	PC	Stamps	Petty Cash	6.96
485	27/11/2018	PC	Aldi petty cash	Petty Cash	3.99
486	28/11/2018	PC	Petty Cash Card	Petty Cash	1.39
487	29/11/2018	PC	Certificate framing	Petty Cash	7.00
488	30/11/2018	PC	Staff Food for Christmas Fair	Petty Cash	60.00
489	30/11/2018	PC	Milk	Petty Cash	1.55

54,696.02

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Community and Environment

Community & Events

Code

- 1 Xmas & Summer Fair
- 2 Christmas Lights
- 3 Christmas Tree
- 4 Other Promotions/Events
- 5 Town News/Leaflets
- 6 Town Guide/promo
- 7 Civic Events & Expenses

Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
9000	9000	12000	
6500	6500	8500	
500	0	500	
2000	0	2000	
2000	2000	2000	
0	0	3250	
3000	1500	1500	
23000	19000	29750	

Environment

- 12 CCTV Maint
- 13 General Maint
- 14 Town Floral Displays
- 15 Litter & Dog Bins
- 16 Trans to Env & CCTV Reserve

Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
425	750	500	
300	0	300	
3000	3085	3000	
900	950	1000	
500	500	10000	
5125	5285	14800	

Recreation and Amenities

Alloftments

- 20 Rent
- 21 Water Charges
- 22 Maintenance

Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
360	360	360	
250	500	500	
500	3285	4000	
1110	4145	4860	

Cemetery

- 26 Rates
- 27 Water/Drainage
- 28 Grave preparation
- 29 Electricity
- 30 Maintenance
- 31 Memorials and Fees

Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
650	650	700	
300	350	350	
1750	2500	2750	
100	80	100	
1000	3400	1500	
1000	3500	1000	
4800	10480	6400	

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Recreation

	Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
35 Linear Park	1000	2500	2500	
36 Trans to Linear Park Res	3000	3000	3000	
37 Play Area/Open Space Maint	8000	8000	8000	
38 Rent	300	300	300	
39 Sports Pitch Maint	8000	19800	4000	
40 Wayleaves	0	7	0	
41 Tree/shrub Maint	4000	4000	2500	
42 Trans to Recreation Res	5000	5000	5000	
	29300	42607	25300	

Recreation Equipment

	Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
46 Equipment & Maint	4500	5500	7500	
47 Mobiles	300	600	600	
48 Vehicle Tax/Insurance	1500	1500	1500	
49 Fuel	2500	1750	1750	
50 Trans to Equipment Reserve	5000	5000	5000	
	13800	14350	16350	

Policy & Resources

Depot

	Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
54 Depot Maintenance	325	0	0	
55 Transfer to Depot Reserve	0	0	0	
	325	0	0	

Finance

	Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
60 Audit	1000	1065	1100	
61 Office Expenses	5500	6500	7500	
62 Subscriptions	2000	2000	2000	
63 Travel/Mileage Staff	300	300	300	
64 Insurance	3500	3255	3500	
65 Grant Aid	5000	5000	5000	
66 Trans to risk management	5000	5000	0	
67 Elections	0	0	16000	
68 Investment Income	0	0	0	
69 Training	1500	1500	6500	
70 Mileage Members	100	100	100	
71 Website/IT	2600	2850	3000	
72 Recruitment	500	250	500	
73 Bank Fees	300	250	250	
74 Quality Council	0	0	0	
75 Councillors Training	1000	500	3000	
	28300	28570	48750	

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Projects

New Cod Master Plan Delivery

Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
	0	10000	
	0	0	
	0	0	
	0	0	
0	0	10000	

Salaries & on Costs

80 Groundstaff
81 Office
82 Caretaking/Cleaning
83 Pension Deficit

Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
56000	56000	70000	
82000	90000	120000	
6500	6500	6500	
5500	5500	5704	
150000	158000	202204	

Old Court House

86 Alarm
87 Insurance
88 Water Rates
89 Non Domestic Rates
90 Gas/Elec
91 Repairs/Maint
92 Trans to OCH Reserve
93 Tenants Rent
94 Room Hire

Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
220	220	250	
400	375	400	
1200	1200	1200	
6200	6200	6400	
4000	4500	4500	
4000	18000	10000	
0	0	0	
0	0	0	
0	0	0	
16020	30495	22750	

Professional Fees

98 HR
99 Health & Safety
100 Legal Fees

Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
1500	1500	1500	
1500	1500	1500	
3000	3000	5000	
6000	6000	8000	

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Mayor's Charity

Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
0	0	0	
0	0	0	

104 Mayor's Charity

Property Dev Reserve

Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
5000	5000	0	
5000	5000	0	

105 Property Development Res

General Reserve

Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
17000	17000	0	
17000	17000	0	

117 General Reserve

Expenditure Summary

	Budget 2018/2019	Estimated 31.03.19	Draft Budget	P & R 27.11.18
Community and Events	23000	19000	29750	
Environment	5125	5285	14800	
Allotments	1110	4145	4860	
Cemetery	4800	10480	6400	
Recreation	29300	42607	25300	
Recreation Equipment	13800	14350	16350	
Depot	325	0	0	
Finance	28300	28570	48750	
Projects	0	0	10000	
Salaries and On Costs	150000	158000	202204	
Old Court House	16020	30495	22750	
Professional Fees	6000	6000	8000	
Mayors Charity	0	0	0	
Property Development Reserve	5000	5000	0	
General Reserve	17000	17000	0	
	299780	340932	389164	

Anticipated Income

31500	32000	32000	
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Net Expenditure

268280	308932	357164	
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Budget 18/19	268280
Council Tax Base	3490.6
Band D Household	76.86

Budget 19/20	357164	confirmed
Council Tax Base	3545.9	
Band D Household	100.73	

	2018/2019			
	Reserves at 1 April 2018	Receipts budget	Payments at 31 Oct 2018	Estimated yr end 2018/2019
Community	£ 2,820.00	£ -	£ -	£ 2,820.00
Promotion		£ -	£ -	£ -
Environment & CCTV	£ 2,500.00	£ 500.00	£ -	£ 3,000.00
Recreation	£ 100,191.00	£ 5,000.00	£ -	£ 105,191.00
Recreation Equipment		£ 5,000.00	£ -	£ 5,000.00
Linear Park		£ 3,000.00	£ -	£ 3,000.00
Depot	£ 25,246.00	£ -	£ -	£ 25,246.00
Old Court House	£ 6,265.00	£ -	£ -	£ 6,265.00
Risk Management	£ 13,500.00	£ 5,000.00	£ -	£ 18,500.00
Land & Property Development	£ 138,519.00	£ 5,000.00	£ -	£ 143,519.00
General Reserve	£ 135,245.16	£ 17,000.00	£ 5,635.00	£ 146,610.16
Reserve Totals	£ 424,286.16	£ 40,500.00	£ 5,635.00	£ 459,151.16

General Reserve Ringfenced		Payments
Playparks	£ 25,000.00	£ 5,635.00
Former Allotments Site	£ 25,000.00	£ -
Neighbourhood Dev Plan	£ 3,750.00	£ -
General Reserve minus Ringfenced	£ 81,495.16	£ 5,635.00

Car park working group meeting 5th November 2018 notes

Councillors present: Cllr. Jim Costello, Cllr. F. Purdue-Horan, Cllr. A. Shelton,
Cllr. J. A. Stockwood, Cllr. M. Stockwood, Cllr. K. Valance

1. Cllr. J. A. Stockwood was elected chairperson of the working group
2. The meeting received apologies from the Cllr. Jane Costello and the Town Clerk
3. There were no declarations of interest stated
4. The meeting agreed the following actions in support of an Access for All bid for Bingham Railway Station
 - a. Confirms the Town Council's support for improved accessibility at Bingham Railway Station
 - b. Confirms that the Town Council is willing to enter into negotiations regarding the land required for access ramps
 - c. Notes that improved access to the Railway Station could also improve access to a new Car Park
 - d. Agrees that the Clerk is to write to East Midlands Trains and Network Rail confirming points a) and b) before November 16th
5. The meeting agreed the draft Terms of Reference and details of a Car Park sub-committee (see attached)
6. The meeting recommended to the Policy and Resources committee that the working group is formally resolved to be a Car Park sub-committee
7. The meeting agreed that the Clerk requests more specific details of the timescale for meeting Councillors from the developer of the Access Road (who is willing to meet Councillors after the date upon which the developer receives planning permission)
8. The meeting agreed that the chairperson invites a representative of the Bingham Town Sports Club to be a non-councillor non-voting member of the sub-committee (for appointment by the Policy and Resources committee)
9. The meeting agreed that there would be another meeting of the working group in two weeks' time with the following matters included within the items of the agenda;
 - a. A written report from the Clerk on implementing the Council's decision to prepare a feasibility study on the car park and engage an architect to draw up plans
 - b. A written report from the Clerk on implementing the Council's decision to prepare a feasibility study on the Market Place

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- c. A written report from the Clerk on all correspondence relating to the existing Town Centre car parks and Town Centre car parking since the implementation of short-term parking, to inform a discussion of the Town Council's views on future management arrangements of the existing car parks
- d. A written report from the Clerk on details of the Access Road developer's timescale for meeting Councillors
- e. A written report from the Clerk on implementing the Council's decision to clear the contaminated land
- f. The written clarification of the RBC offer regarding provision of a car park (and other matters) and corresponding timelines
- g. RBC to be contacted for the post-implementation monitoring report on the introduction of the 2hr short term parking schemes

Councillors present indicated that Monday afternoon meetings would receive the most attendance. Councillors can consider written reports if employees are not able to attend meetings.

Actions:

- Clerk to write to East Midlands Trains and Network Rail confirming the Town Council's support for improved accessibility at Bingham Railway Station and that the Town Council is willing to enter into negotiations regarding the land required for access ramps.
- Recommendation to the Policy and Resources committee to formally resolve to create a Car Park sub-committee with the agreed Terms of Reference.
- Clerk to request more specific details of the timescale for Councillors meeting the developer of the Access Road.
- Cllr. J. A. Stockwood to invite a representative of the BTSC to be a non-councillor non-voting member of the sub-committee (for the representative to be appointed an additional member of the sub-committee by the Policy and Resources Committee)
- The Working group to meet again in two weeks' time
- The next meeting to receive the items requested in note 9 a) to 9g).

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Car Park Working Group Meeting 19th November 2018 notes

Councillors present: Cllr. Jim Costello, Cllr. Jane Costello, Cllr. F. Purdue-Horan, Cllr. A. Shelton,
Cllr. J. A. Stockwood, Cllr. M. Stockwood

1. The group received apologies from Cllr. K. Vallance and the Town Clerk
2. There were no declarations of interest stated
3. The notes of the previous meeting were agreed
4. The group received the update on previously agreed actions from the Chair and the Clerk's Update
 - a. It was noted that Councillors were also aware of on-street car parking problems on town centre roads, and these problems are linked to the introduction of short stay parking
5. The group made the following recommendations on the management arrangements of the existing car parks
 - a. The charging scheme be amended to 2 hours free and a third hour for £1
 - b. The charging scheme be for only the Union Street and Needham Street car parks
 - c. The charging scheme be amended immediately, with any further changes to the town centre car parks co-ordinated with the development of a long stay car park
 - d. Parking tickets at Union Street and Needham Street car parks should be valid at either car park
 - e. The charging schemes across the borough should be according to individual town/village needs. Additionally, the Bingham scheme should recognise that the Radcliffe-on-Trent scheme is nearest and a different scheme at R-o-T may influence the choice of where people will shop
 - f. Bingham Town Council is aware of displacement onto local streets including Long Acre, The Banks, The Paddocks, Walkers Close, Gillotts Close and other town centre streets
 - g. Car Park signs to include the hours of enforcement
 - h. Newgate Street car park requires the following;
 - i. A physical deterrent such as a raised edge or rumble strip to stop cars parking forward onto the cross carpark east-west footpath
 - ii. An accessible pedestrian route from the Newgate Street entrance to Eaton Place precinct as this will be the most direct route for pedestrian journeys from new housing developments north of Bingham
 - iii. Improvement works to address the sharp turns and poor visibility splays at the Newgate Street car park entrance
6. The group made the following recommendations on the RBC offer regarding provision of a car park (and other matters) and corresponding timelines
 - a. Bingham Town Council's agreement to the offer regarding a car park feasibility and options appraisal depends on;
 - i. BTC receives details of specific deliverables with dates for delivery, these to be provided by December 11th 2018 to BTC
 - ii. RBC confirms the access road arrangements, these to be provided by December 11th 2018 to BTC
 - iii. Direct partnership working between BTC and RBC and all communication to BTC going to the BTC Car Park Sub-Committee, (not working via the Growth Board)
 - iv. The appraisal to include the option of delivering without the Market Square costs so that the car park project will progress separately if the Market Square costs are prohibitive
 - v. The appraisal must ensure that BTC can use the appraisal whether BTC proceeds in partnership with RBC or not
 - vi. BTC must agree the parameters of the appraisal and appraisal outcomes prior

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- to the appraisal commencing
- vii. A full breakdown of appraisal costs along with a commitment that costs would be proportioned equally to BTC and RBC
- b. And that the BTC car park project will progress further with the following actions;
 - i. BTC to reduce the growth on the contaminated land outside of the nesting season 2018/19 so that the project can proceed at any future time without impacting nests
 - ii. BTC to establish a direct line of communication with the BTSC representative by inviting them to be a non-voting non-councillor member of the Car Park Sub-Committee
 - iii. BTC Policy and Resources committee to ensure the BTC priority of a car park project is resourced adequately

A Car Park sub-committee of the Policy and Resources committee

To formally comply with the adopted Standing Orders (4d), the Car Park working group is asked to agree a recommendation to the Policy and Resources committee that it be a Car Park sub-committee with the following Terms of Reference and details;

- **Terms of Reference**

- a. To decide all matters progressing the Council decisions relating to a new Car Park until the sub-committee is dissolved when the Car Park is constructed and available for use
 - b. Shall make recommendations to the Policy and Resources committee on all matters relating to a new Car Park
 - c. Will provide written reports on all meetings of the sub-committee to the next meeting of the Policy and Resources committee
- Shall meet when necessary at places, times and dates as required
- Shall have members appointed by the Policy and Resources committee and/or the Council
- Shall have members whose membership of the sub-committee ends at the first Policy and Resources committee after the Statutory Annual Meeting of the Council
- Shall have substitute members who are all the councillors of the Council who are not members of the sub-committee
- Shall have councillor members in the 2018/2019 council year as resolved by Council on the 16th October 2018 for the Car Park working group
- May also have members who are non-councillors
- Shall appoint a chairperson at the first meeting of the sub-committee
- Shall have a quorum of 3
- Shall not have public participation in the sub-committee
- Shall not allow the press and public to attend sub-committee meetings
- Shall not require advance public notice of meetings

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Bingham Town Council
Training and Development Policy

Introduction

Bingham Town Council is committed to appropriate training and development of all Councillors, and Staff. This will enable everyone to make an effective contribution toward the Council's aims and objectives and will serve to strengthen the Town Council as an organisation and an employer as well as increasing and encouraging the activities that will promote community cohesion.

Training and development is defined as follows:

- Training is a form of development which specifically addresses the acquisition and development of new knowledge and skills, or fills gaps in existing knowledge and skills, both of which are required for adequate performance in the workplace.
- Development is a short-form for people development, which can involve a wide range of learning activities (including training) all of which are aimed at improving and sustaining workplace performance in terms of knowledge, skills and behaviours.

This document sets out:

- Training and Development Recommendations and Provision
- The Identification of Training and Development Needs
- Financial Assistance
- Study Leave
- Evaluation of Provision
- Ethos and Linking with Other Council Policies
- Reporting on Progress.

The objectives of this policy are to:

- Encourage Councillors and Staff to undertake appropriate training and development
- Allocate training in a fair manner, which serves the Town Council's aims and priorities.
- Ensure that all provision is evaluated in order to judge its value to both the Town Council and individuals

Training & Development Expectations and Provision

The Town Council values the time given by its Councillors to serve the community. This policy is aimed at ensuring that its Councillors enjoy their role as well as understanding their responsibilities to the Town Council, its employees and residents of Bingham.

The Town Council recommends all new Councillors (within the term of their office) to receive induction training within 6 months of becoming a Councillor. The training will help familiarise Councillors with their role and responsibilities, the general work of the Town Council and their adherence to the Town Council's Code of Conduct.

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The Town Clerk will assist with a Councillor's familiarisation by providing an induction pack to all new Councillors. The pack will include the following:

- Contact details for Councillors and the Town Council offices
- The website address – www.bingham-tc.gov.uk
- Code of conduct for Councillors
- Pecuniary Interests form
- Standing Orders
- Financial Regulations
- Terms of reference for Committees and membership of those groups
- Meetings calendar

The Town Council's staff will be encouraged to identify appropriate training and development that will assist in the performance of their duties.

Providing training and development realises a number of benefits:

- Improves the quality of services and facilities that the Town Council provides
- Enables the Town Council to achieve its aims and objectives
- Improves the skill base of both Officers, staff and Councillors, leading to confident, qualified people who are able to operate as part of an effective and efficient team
- Demonstrates that both Officers, staff and Councillors are valued as individuals and as members of a team

Training and development will be achieved by including a financial allocation in the annual budget, as well as taking advantage of any relevant partnership or available in-house provision. The Town Council is also committed to networking with other Councils, as it sees this as an effective means of information gathering.

There will be two budget allocations for training and development:

- Councillors
- Staff

Provision will also be made in the annual budget for travel expenses, again, split into two:

- Councillors
- Staff

The process of provision will be as follows:

- Training and development needs will be identified by considering the overall objectives of the Town Council in conjunction with the requirements of individuals.
- Appropriate training and development will be planned and organised to meet these specific needs.
- Where necessary, training and development will be designed and then delivered to those who require it.
- The effectiveness of the training and development will be evaluated.

The Identification of Training and Development Needs

Staff will be asked to identify their training and development needs as follows:

- Town Clerk – during meetings with the Policy and Resources Committee and at appraisal time
- Deputy Clerk – during regular meetings with the Town Clerk and at appraisal time

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- Other Staff – during regular meetings with the Town Clerk and at appraisal time

Councillors are encouraged to identify training and development needs:

- At any point during the term of their office
- As a result of Town Council and/or Committee meeting
- In conversations with other Councillors and/or the Town Clerk

There are a number of additional ways in which the training and development needs of both Councillors, Officers and staff may be identified, such as:

- Questionnaires
- During interview
- Following confirmation of appointment
- Formal and informal discussion

Other circumstances may also present the need for training and development, such as:

- Legislative requirements
- Changes in legislation
- Changes in systems
- New or revised qualifications becoming available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the council
- A request from a member of staff
- Devolved services/delivery of new services.

Staff and Councillors who wish to be nominated for training and development provision should discuss this in the first instance with either the Town Clerk or Chairman of Policy and Resources upon which it will be determined whether the training and development is relevant to the Town Council's needs and/or service delivery.

Appropriate training and development will ensure that Staff and Councillors are aware of their statutory responsibilities e.g. health and safety, risk management, employment law and equal opportunities.

Financial Assistance

All sponsored training and development must be appropriate to the aims, objectives and needs of the Town Council, be relevant to the individual's role, and is subject to the availability of financial resources.

Each request will be considered on an individual basis and the benefits to the individual and the Town Council will be considered by the Policy and Resources Committee.

In order to ensure cost effectiveness, Councillors, Officers and staff will be required to attend the nearest college/venue offering the required provision, unless an alternative is recommended by the Policy and Resources Committee in the interest of operational effectiveness or 'best value'.

Other considerations include the following:

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- The implications of staff release for training and development courses on the operational capacity of the Town Council
- The most economic and effective means of providing training and development
- The provision and availability of a training and development budget

For approved courses Councillors and staff can expect the following to be sponsored:

- The course fees
- Course literature
- *Examination fees
- *Associated membership fees
- *One payment to re-take a failed examination
- Travel expenses

*These items are for the benefit of Officers and staff and are not required for Councillors.

Councillors and staff attending financially assisted courses will be required to inform immediately the Chair of Policy and Resources or Town Clerk (as appropriate) of any absence, giving reasons.

Failure to sit an examination may result in the Town Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

Any employee undertaking post-entry qualifications funded by the Town Council must be aware that should they resign their position with the Town Council within 24 months of the completion of the qualification, depending on the circumstances of their resignation, they may be required to repay costs associated with the undertaking of such training.

Study Leave

Employees who are given approval to undertake external qualifications are granted the following:

- Paid study time to attend day-release courses
- Paid time to sit examinations
- Paid, study time of one day per examination (to be discussed and agreed in advance by the Town Clerk or the Policy and Resources Committee in the case of the Town Clerk)
- Provision of study time must be agreed with the Town Council prior to the course being undertaken
- Travelling expenses in accordance with the Town Council's current policy
- Subsistence in accordance with the Town Council's current policy

Where attendance is required at Short Courses/Workshops employees will receive paid leave. In regard to Residential Weekends, subject to approval of the Policy and Resources Committee and Full Council, the employee may request time off in lieu rather than receive paid leave.

Councillors and staff attending approved Short Courses/Workshops/Residential Weekends can expect the following to be paid:

- The course fee (usually invoiced before or following the event)
- Travelling expenses in accordance with the Town Council's current policy

Subsistence in accordance with the Town Council's current policy.

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Evaluation of Training and Development

Records (including any certificates) of all training and development undertaken by Councillors and staff will be maintained by the Town Clerk, on behalf of the Town Council.

As part of the Town Council's continuing commitment to training and development, Councillors, Officers and staff are encouraged to provide feedback on the value and effectiveness of the provision they undertake, highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the Town Council.

Ethos and Linking with Other Council Policies

This training and development policy will form part of the Town Council's ethos and will link to other policies:

- HR policies
- Contracts of employment and job descriptions given to employees will include details of the Town Council's commitment to training and development
- Equality of opportunity in all aspects of Councillor and employee development
- A commitment to training and development greatly assists in achieving good governance and an effective system of risk management
- Training and development is key to ensuring a positive approach to health and safety is embedded throughout the Town Council
- Undertaking training and development is a clear indication of continuing professional development (CPD).

Reporting on Progress & Review

The Town Clerk will report annually to the Full Council detailing training and development activity over the year. Bi-monthly updates will be provided to Policy and Resources for monitoring purposes.

This policy will be reviewed annually.

This Training and Development Policy was considered by the Policy and Resources Committee on 27 November 2018.

Minute Reference: 8

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**Bingham Town Council
Councillor Co-option Policy**

Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of Councillors to Bingham Town Council. The co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and transparent process is carried out.

Bingham Town Council has 14 Councillors, split across two wards, Bingham East and Bingham West, who typically serve a full 4 year term.

What is Co-option

The co-option of a Town Councillor can occur at:

- Election Time

A seat has been left vacant because no eligible candidate or insufficient candidates stood for election at the full elections, which happen every 4 years. Provided that those elected constitute at least a quorum (one third of the total number of Councillors).

In this instance the Town Clerk will be notified of vacancies by Rushcliffe Borough Council and advised that efforts must be made to fill the vacancies by co-option. The Town Council will be notified and they must give public notice of the vacancies and intention to co-opt.

The time period to complete a co-option in these circumstances is 35 days (not including weekends, public holidays and other notable days), from the election date. After 35 days, Rushcliffe Borough Council will advise the Town Council whether there will be a further election or to take other appropriate action to fill the vacancies.

If the Town Council is not quorate following an election, Rushcliffe Borough Council has wide reserve powers to do anything necessary to constitute the Town Council, including the temporary appointment of Councillors pending a further election.

- During the 4 year term of Council

A casual vacancy arises when:

- a Councillor fails to make their declaration of acceptance of office at the proper time
- a Councillor resigns
- a Councillor dies
- a Councillor becomes disqualified
- a Councillor fails for 6 months to attend meetings of the Council including Committees or Sub-committees of which they are a member or as a representative of the Council at a meeting unless they have a 'statutory excuse' (broadly speaking, military service during war or an emergency) or the failure to attend is due to a reason approved by the Council.

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The Town Clerk will notify Rushcliffe Borough Council that a seat has fallen vacant. (However, if the vacancy is within the 6 months period prior to an election, then the Town Council may choose whether to fill the vacancy or not).

The Notice of a Vacancy would be advertised which would give the electorate the opportunity to call for a poll (by-election).

If a by-election is called within 14 days (not including weekends, public holidays and other notable days), if only one candidate is nominated they will be duly elected unopposed without a ballot. If there are two or more candidates nominated then a polling station will be set up in the ward by Rushcliffe Borough Council and the electorate of the ward will be asked to go to the polls to vote for a candidate who has put themselves forward by way of a nomination paper.

Bingham Town Council will pay the costs of the election.

If the required 10 electors of the parish do not claim a poll (by-election) within the legally specified time period (currently 14 days) following publication of the Notice of Vacancy, the Town Clerk will be notified by Rushcliffe Borough Council that the vacancy can be filled by co-option. The Town Council will be notified and they must give public notice of the vacancy and intention to co-opt.

Confirmation of Co-option

On receipt, of written confirmation, from Rushcliffe Borough Council, the casual vacancy can be filled by means of co-option, the Town Clerk will:

- Advise the Town Council that the co-option policy has been instigated
- If the vacancy is as a result of the death of a Councillor, no advert will be made until after the funeral
- Advertise the vacancy for 4 weeks on the Town Council notice boards and website

Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies, because this makes the process of co-option open and transparent and should attract more potential candidates.

The Town Council is not obliged to fill any vacancy. Even if the Town Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

However, it is not desirable that electors in a particular ward be left partially or full under-represented for a significant length of time. Neither does it contribute to effective and efficient working of the Town Council if there are insufficient Councillors to provide a broad cross-section of skills and interests, or it puts a strain on being quorate at Full Council or Committees without undue difficulty.

Councillors elected by co-option are full members of Bingham Town Council.

Eligibility of Candidates

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The Town Council is able to consider any person to fill a vacancy provided that (see section 79 of the Local Government Act 1972):

- Over 18 years of age
- A British or Commonwealth Citizen or citizen of the European Union and either
 - An elector
 - Or resided in the parish for the past 12 months
 - Or within three miles (direct) of it
 - Or occupied as an owner or tenant land or premises therein
 - Or have their principal place of work in the parish.

There are certain disqualifications for election, of which the main are (see section 80 of the Local Government Act 1972):

- Holding a paid office within the Town Council;
- Bankruptcy
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Application Process

All potential candidates will be requested to put their request for consideration in writing with the following information:

- Confirm their eligibility (as set out in the Local Government Act 1972 section 79)
- Confirm that they do not meet any of the criteria to be disqualified from being a Councillor (as set out in the Local Government Act 1972 section 80)
- Reason for wishing to become Councillor
- Previous community and/or Council work
- Other skills and experience that may be relevant in support of their application

Please note it is a condition of a being a Town Councillor that a means of contact by telephone, email and address will be public information.

Following receipt of applications, the next suitable Full Council meeting will have an agenda item:

'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy'.

Applications must be received at least 5 days prior to a Full Council meeting as copies of the candidates' applications will be circulated to all Councillors by the Town Clerk, at least 3 clear days prior to the meeting of the Full Council, when the co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of the Town Council. Candidates will also be informed that they will be invited to speak about their application at the meeting.

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At the Co-option Meeting

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Councillors, give information on their background and experience and explain why they wish to become a Bingham Town Councillor.

The process will be carried out by suspending Standing Orders (adjourning the meeting to allow the candidates to speak). Where the Town Council wishes to discuss the merits of candidates and inevitably their personal attributes, the Town Council will resolve to exclude the candidates, members of the press and public. Once any discussions are complete, members of the press and public will be re-admitted.

The Town Council will proceed to a vote on the acceptability of each candidate by the Town Councillors in attendance by a vote by a show of hands.

In order for a candidate to be elected to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chair of the meeting, typically the Mayor, has a second casting vote.

After the votes have been concluded, the candidates will be re-admitted and the Chair will declare the successful candidate(s) duly elected. After signing their declaration of acceptance of office, they may take their seat immediately.

The decision of Full Council is final.

The Town Clerk will notify Rushcliffe Borough Council of the new Councillor appointment. The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form should be handed to the Town Clerk for forwarding to the Monitoring Officer.

If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

This Councillor Co-option Policy was considered by the Policy and Resources Committee on 11 December 2018.

Minute Reference: 9