

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

**PRESENT:**

Councillors: A Shelton, T Wallace, J Lewis, M Stockwood, J Stockwood and F Purdue-Horan

Officer: S Pyke (Clerk)

Members of the Public: 4 including Councillor V Leach

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted from Councillor Bird due to a prior engagement with Councillor J Lewis attending as Councillor Bird's substitute.

2. **DECLARATIONS OF INTEREST**

Councillor Shelton declared an interest in any item relating to the Friends of Bingham Linear Park. Councillor Shelton and Councillor M Stockwood declared a non-pecuniary interest in the Bingham British Legion for which they are members and Councillor Lewis declared a non-pecuniary interest in any item relating to the skate-park initiative.

3. **MINUTES**

The minutes of 01 October 2019, Folio 9372-9407 were taken as read, approved and signed by the Chair as a true record.

4. **MINUTES**

A vote was taken and it was agreed that the minutes of 29 October 2019 be moved to Confidential Business.

5. **ACCOUNTS PAID REPORT TO 30 NOVEMBER 2019 – FOLIOS 9440 - 9443**

**RECOMMEND:** approval of the accounts paid report of £141,220.06

6. **BUDGET REVIEW REPORT TO 30 NOVEMBER 2019 – FOLIOS 9444 – 9446**

It was noted that £12,000 had been spent on budget heading 39 Sports Pitch Maintenance yet there had been no budget provision. It was explained that provision had been made in reserves as part of Butt Field's transition to becoming independent of the Town Council. The report was noted.

7. **BANK RECONCILIATIONS – FOLIOS 9447 - 9455**

An observation was made that in the month reconciliation pack, a monthly transfer is made from the reserve account but it is not seen in the current account. The reason for this is the current and reserve is an extract of the closing balance which is submitted for verification within the monthly reconciliation pack. Full bank statements are available for inspection by Councillors.

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

The Reconciliation Reports from 30 September, 31 October and 30 November 2019 were presented and it was agreed to

**RECOMMEND:** approval of the Reconciliation Reports.

8. **COMMUNITY CHEST LETTER FROM RUSHCLIFFE BOROUGH COUNCIL**

Standing Orders were suspended at 7:43pm and reinstated at 7:51pm to enable members of the public to participate.

It was **RECOMMENDED:** that the motion resolved by Council at its meeting of 24 September 2019 stand. The Clerk was instructed to reply to Rushcliffe Borough Council advising them of the Committee's recommendation.

9. **COMMUNITY CHEST CONSULTATION FROM RUSHCLIFFE BOROUGH COUNCIL**

It was **RECOMMENDED:** that the motion resolved by Council at its meeting of 24 September 2019 stand. The Clerk was instructed to reply to Rushcliffe Borough Council advising them of the Committee's recommendation.

10. **PUBLIC WORKS LOAN BOARD GRANT SUBMISSION**

Standing Orders were suspended at 8:08pm and reinstated at 8:22pm to enable members of the public to participate.

The application will be driven by time demands and currently there is no requirement to submit an application. It was **RECOMMENDED:** that this item be included on the agenda for an extraordinary Policy and Resources Committee meeting on Tuesday 14 January 2020.

11. **NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS SUBSCRIPTION**

It was **RECOMMENDED:** that this item be deferred to the Policy sub-Committee.

12. **SCRIBE READ-ONLY LICENCE**

It was **RECOMMENDED:** to proceed with this licence for the Chair of Policy and Resources

13. **NEIGHBOURHOOD PLAN LOCALITY GRANT**

It was **RECOMMENDED:** that the Locality grant be submitted in the Town Council's name

14. **NEIGHBOURHOOD PLAN GRANT AWARDS**

It was **RECOMMENDED:** that Neighbourhood Plan Locality grant award be received into the Town Council's bank account and transferred to the Neighbourhood Plan Steering Committee's

bank account. A system to be put in place by the Clerk, to provide an audit trail and in accordance with Financial Regulations.

15. **CHURCH WALL**

It was **AGREED**: to support Recreation and Amenities recommendation and that £500 be taken from budget heading 115 Risk Management Reserve.

16. **SUMMER AND CHRISTMAS 2019 FAIRS FINANCIAL UPDATE**

Standing Orders were suspended at 8:31pm and reinstated at 8:43pm to enable a member of the public to participate.

The update was noted but Bingham Community Events needs to finalise its receipts and payments and submit so that a complete picture of the fairs is obtained and how it relates to the agreement between the Town Council and Bingham Community Events. It was **RECOMMENDED**: that an agenda item be included for the next meeting of Community and Environment Committee.

17. **STALL HIRE FINANCIAL UPDATE**

The update was noted by the Committee.

18. **TOWN GUIDE PRINTING**

It was **RECOMMENDED**: that 8,000 Town Guides are printed. 5,000 for Bingham and the remainder for distribution to neighbouring villages. The Town Council would seek to re-coup the cost of the printing for the neighbouring village via a grant request to both Bingham Nottinghamshire County Councillors.

19. **INTERNAL AUDITOR**

It was **RECOMMENDED**: that Barry Woodcock's services are engaged for one more year only.

20. **POTENTIAL NEW PROJECTS FROM POLICY AND RESOURCES FOR THE FORTHCOMING YEAR**

Provision for the following were suggested: new accounting package, installation of new alarm, building survey, induction loop and recording and improved walkie-talkies for the fairs.

21. **POTENTIAL NEW PROJECTS FROM OTHER COMMITTEES FOR THE FORTHCOMING YEAR**

They were noted and **RECOMMENDED**: to be put forward for consideration

22. **BUDGET PLANNING FOR THE YEAR ENDING 31 MARCH 2021**

This item was deferred to an extra-ordinary Policy and Resources Committee meeting on Tuesday 14 January 2020.

**23. 75<sup>TH</sup> ANNIVERSARY OF VE DAY**

Confirmation had been received from Bingham Heritage Trails Association and the Royal British Legion of their support. It was **RECOMMENDED**: that £2,000 be transferred to Bingham Community Events group to support the commemoration plans.

**24. BINGHAM TOWN SPORTS CLUB NEW LEASE**

Standing Orders were suspended at 9:01pm and reinstated at 9:11pm to enable a member of the public to participate.

It was suggested that the exact entry point of the new road from the extended Moorbridge Industrial Estate to Butt Field was not known which could hold up the lease. It was acknowledged that may be the case but it needed be accommodated within the lease.

It was **AGREED**: to support Recreation and Amenities recommendation that a new lease be conditional upon a new lease being signed.

**25. CODE OF CONDUCT BEST PRACTICE**

It was **RECOMMENDED**: to adopt best practice in respect of the Town Council's responsibilities

**26. WYCHWOOD ROAD GRANT FUNDING SUBMISSION**

This was noted by the Committee.

**27. BINGHAM FRIENDS OF LINEAR PARK GRANT APPLICATION**

It was **RECOMMENDED**: that £117.60 be granted to reimburse the Bingham Friends of Linear Park's insurance but that should the group decide to increase their public liability cover that the incremental cost be paid limited to £170.

**28. ROOM BOOKINGS REPORT TO 30 NOVEMBER 2019**

The report was noted but the scope was extended to include all hire and tenancy arrangements at the Old Court House. The report to be brought to Policy and Resources on 03 March 2020.

**29. OLD COURT HOUSE ACCESS REPORT**

It was **RECOMMENDED**: to assist with access that the Mayor, Deputy Mayor and Chair of Policy and Resources have a main door key and access fob and Councillor Bird be asked to return his keys.

**30. CARETAKING FEES FOR NEIGHBOURHOOD PLAN AND POLICE PRIORITIES MEETINGS**

As the Mayor, Deputy Mayor and Chair of Policy and Resources would be holders of main door key and access fob that it would be unlikely that caretaking charges need be applied. The use of the Old Court House by the Neighbourhood Plan Steering Group would continue to be chargeable and the Police Priorities meeting would continue not be chargeable.

**31. STAFF TRAINING MATRIX**

The matrix was noted by the Committee which would aid training requirements based upon organisational need.

**32. CiLCA PORTFOLIO PREPARATION**

It was noted that Wednesdays and Thursdays in January have been designated for the Deputy Clerk to progress her CiLCA portfolio.

**33. CHRISTMAS AND NEW YEAR CLOSURE DATES**

The dates were noted.

**34. THE GOOD WORK PLAN**

It was **RECOMMENDED**: that the Clerk obtain advice from the Council's HR Consultants

**35. CLERK'S APPRAISAL ARRANGEMENTS**

It was **RECOMMENDED**: that the Mayor, the Chair of Policy and Resources and Councillor Wallace undertake the Clerk's appraisal

**36. CORRESPONDENCE**

(a) Reducing carbon footprint – the resident had been informed that their suggestion replicated a motion being put to Nottinghamshire County Council

**37. CONFIDENTIAL BUSINESS**

All confidential business was deferred to the extra-ordinary meeting of Policy and Resources on Tuesday 14 January 2020.

Meeting Closed at: 10.01pm

.....CHAIRMAN

Date: .....

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

RECOMMENDATIONS:

- Approval of the accounts paid report of £141,220.06
- Approval of the Reconciliation Reports to 30 September, 31 October and 30 November 2019
- Community Chest letter - that the motion resolved by Council at its meeting of 24 September 2019 stand. The Clerk was instructed to reply to Rushcliffe Borough Council advising them of the Committee's recommendation
- Community Chest consultation - that the motion resolved by Council at its meeting of 24 September 2019 stand. The Clerk was instructed to reply to Rushcliffe Borough Council advising them of the Committee's recommendation.
- Public Works Loan Board grant submission - that this item be included on the agenda for an extra-ordinary Policy and Resources Committee meeting on Tuesday 14 January 2020
- Nottingham Association of Local Councils subscription - that this item be deferred to the Policy sub-Committee
- Scribe read only licence -to proceed with this licence for the Chair of Policy and Resources
- That the Neighbourhood Plan Locality grant award be received into the Town Council's bank account and transferred to the Neighbourhood Plan Steering Committee's bank account. A system to be put in place by the Clerk, to provide an audit trail and in accordance with Financial Regulations.
- Church Wall - to support Recreation and Amenities recommendation and that £500 be taken from budget heading 115 Risk Management Reserve
- Summer and Christmas 2019 Fairs financial update - that an agenda item be included for the next meeting of Community and Environment Committee
- That 8,000 Town Guides are printed
- Internal Auditor - that Barry Woodcock's services are engaged for one more year only
- Potential new project from other Committees - to be put forward for consideration
- 75<sup>th</sup> Anniversary of VE Day - that £2,000 be transferred to Bingham Community Events group to support the commemoration plans
- Bingham Town Sports Club new lease - to support Recreation and Amenities recommendation that a new lease be conditional upon a new lease being signed
- Code of Conduct - to adopt best practice in respect of the Town Council's responsibilities
- That £117.60 be granted to reimburse the Bingham Friends of Linear Park's insurance but that should the group decide to increase their public liability cover that the incremental cost be paid limited to £170.
- Old Court House Access - to assist with access that the Mayor, Deputy Mayor and Chair of Policy and Resources have a main door key and access fob and Councillor Bird be asked to return his keys.
- The Good Work Plan - that the Clerk obtain advice from the Council's HR Consultants
- Clerk's appraisal arrangements - that the Mayor, the Chair of Policy and Resources and Councillor Wallace undertake the Clerk's appraisal

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

Accounts Paid Report to 30 November 2019

|     |            |                          |                                |          |
|-----|------------|--------------------------|--------------------------------|----------|
| 265 | 05/09/2019 | Fuel                     | Petty Cash                     | 10.00    |
| 266 | 03/09/2019 | Trade Waste collection   | Enva                           | 141.84   |
| 267 | 09/09/2019 | Non domestic rates       | Rushcliffe Borough Council     | 737.00   |
| 268 | 10/09/2019 | Photography Charges      | Buttercross Photography        | 60.00    |
| 269 | 10/09/2019 | Superann M5              | NCC Pension Fund               | 435.88   |
| 270 | 10/09/2019 | Superann M5              | NCC Pension Fund               | 767.82   |
| 271 | 10/09/2019 | Superann M5              | NCC Pension Fund               | 112.92   |
| 272 | 10/09/2019 | Superann M5              | NCC Pension Fund               | 475.00   |
| 273 | 10/09/2019 | PAYE M5                  | HMRC                           | 1,001.12 |
| 274 | 10/09/2019 | PAYE M5                  | HMRC                           | 500.32   |
| 275 | 10/09/2019 | Replacement Laptop       | Arcsus                         | 800.06   |
| 276 | 10/09/2019 | Cloud Backup             | Arcsus                         | 55.92    |
| 277 | 10/09/2019 | IT support               | Arcsus                         | 90.00    |
| 278 | 10/09/2019 | Keyholding               | Foremost Security              | 42.00    |
| 279 | 10/09/2019 | Memorial plaque          | Granart Ltd                    | 67.20    |
| 280 | 10/09/2019 | Cogley Lane lease        | Jas Martin & Co                | 478.70   |
| 281 | 16/09/2019 | Legal fees - Wychwood R  | Nelsons                        | 4,865.40 |
| 282 | 16/09/2019 | Bank charges             | Nat West                       | 11.60    |
| 283 | 16/09/2019 | Non domestic rates       | Rushcliffe Borough Council     | 79.00    |
| 284 | 24/09/2019 | WAGES m6                 | WAGES m6                       | 4,642.38 |
| 285 | 24/09/2019 | WAGES m6                 | WAGES m6                       | 9,373.34 |
| 286 | 24/09/2019 | WAGES m6                 | WAGES m6                       | 459.95   |
| 287 | 27/09/2019 | Boiler service           | Rowlson Plumbing & Heating S   | 142.80   |
| 288 | 27/09/2019 | Stationery               | Espo                           | 10.74    |
| 289 | 27/09/2019 | Subscriptions            | The National Allotment Society | 66.00    |
| 290 | 27/09/2019 | Water bills              | Water Plus                     | 96.37    |
| 291 | 27/09/2019 | Fuel                     | WCF Chandlers                  | 523.01   |
| 292 | 27/09/2019 | Stall Contractor         | A Buckingham                   | 700.00   |
| 293 | 27/09/2019 | Legal fees - Cogley Lane | Nelsons                        | 1,546.00 |
| 294 | 27/09/2019 | Service of equipment     | J R Mowers                     | 979.03   |
| 295 | 27/09/2019 | Web site hosting         | Hrunk                          | 250.00   |
| 296 | 27/09/2019 | First Aid Training       | Tutorcare Ltd                  | 504.90   |
| 297 | 27/09/2019 | Sports pitch cutting     | Larch Groundwork Limited       | 1,440.00 |
| 298 | 27/09/2019 | Equipment                | Handicentre (Bingham) Ltd      | 26.92    |
| 299 | 27/09/2019 | Equipment                | Handicentre (Bingham) Ltd      | 76.28    |
| 300 | 27/09/2019 | Warners Paddock Rent     | The Crown Estate               | 120.00   |
| 301 | 27/09/2019 | Keyholding               | Foremost Security              | 67.20    |
| 302 | 27/09/2019 | Window cleaning          | DHazzle                        | 25.00    |
| 303 | 27/09/2019 | Fencing Hire             | GAP Group Ltd                  | 232.32   |
| 304 | 27/09/2019 | Photocopying charges     | Reprotec                       | 78.13    |
| 305 | 27/09/2019 | Toilet repairs           | Rowlson Plumbing & Heating S   | 147.68   |
| 306 | 27/09/2019 | Superann M 6             | NCC Pension Fund               | 427.99   |
| 307 | 27/09/2019 | Superann M 6             | NCC Pension Fund               | 2,979.38 |
| 308 | 27/09/2019 | Superann M 6             | NCC Pension Fund               | 112.92   |
| 309 | 27/09/2019 | Superann M 6             | NCC Pension Fund               | 475.00   |
| 310 | 27/09/2019 | PAYE M 6                 | HMRC                           | 1,384.50 |
| 311 | 27/09/2019 | PAYE M 6                 | HMRC                           | 3,678.43 |
| 312 | 06/09/2019 | Petrol                   | Petty Cash                     | 10.00    |
| 313 | 06/09/2019 | Postage                  | Petty Cash                     | 7.40     |
| 314 | 06/09/2019 | Postage                  | Petty Cash                     | 7.40     |
| 315 | 06/09/2019 | Merchant Navy Day Refre: | Petty Cash                     | 25.70    |
| 316 | 06/09/2019 | Petrol                   | Petty Cash                     | 20.00    |
| 317 | 09/09/2019 | Coffee                   | Petty Cash                     | 6.00     |
| 318 | 30/09/2019 | Coffee                   | Petty Cash                     | 5.00     |
| 319 | 10/09/2019 | Fuel                     | Petty Cash                     | 23.12    |
| 320 | 11/09/2019 | Parking charges          | Petty Cash                     | 3.60     |

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

|     |            |                           |                              |           |
|-----|------------|---------------------------|------------------------------|-----------|
| 321 | 23/09/2019 | Milk                      | Petty Cash                   | 1.50      |
| 322 | 21/09/2019 | Coffee                    | Petty Cash                   | 4.00      |
| 323 | 30/09/2019 | Milk                      | Petty Cash                   | 3.50      |
| 324 | 30/09/2019 | Postage                   | Petty Cash                   | 29.28     |
| 325 | 30/09/2019 | Parking charges           | Petty Cash                   | 4.00      |
| 326 | 30/09/2019 | Trade Waste collection    | Enva                         | 175.44    |
| 327 | 30/09/2019 | Tractor Lease             | BNP Paribas                  | 278.40    |
| 328 | 30/09/2019 | Gas/elec bill             | Utility Warehouse            | 159.29    |
| 329 | 30/09/2019 | Mobile                    | Utility Warehouse            | 26.00     |
| 330 | 30/09/2019 | Mobile                    | Utility Warehouse            | 52.00     |
| 331 | 30/09/2019 | Cemetery Electric         | Utility Warehouse            | 5.69      |
| 332 | 30/09/2019 | Depot Alarm bill          | Utility Warehouse            | 17.64     |
| 333 | 30/09/2019 | Phone/broadband bill      | Utility Warehouse            | 102.84    |
| 334 | 07/10/2019 | Carnarvon Play equipment  | Proludic Ltd                 | 38,398.46 |
| 335 | 07/10/2019 | Warners Paddock legal fee | Nelsons                      | 420.00    |
| 336 | 07/10/2019 | Election fees             | Rushcliffe Borough Council   | 3,190.13  |
| 337 | 07/10/2019 | Room Hire                 | Methodist Centre             | 45.00     |
| 338 | 07/10/2019 | Playbark                  | Gravelmaster                 | 1,575.00  |
| 339 | 07/10/2019 | Staff Clothing            | Alexandra                    | 19.74     |
| 340 | 07/10/2019 | Minute taker              | Hays                         | 174.96    |
| 341 | 07/10/2019 | Chipper Hire              | P S Marsden Ltd              | 420.00    |
| 342 | 07/10/2019 | Memorial tower plaque     | Granart Ltd                  | 122.40    |
| 343 | 07/10/2019 | Data Entry                | Hrunk                        | 260.00    |
| 344 | 07/10/2019 | External audit fee        | PKF Littlejohn LLP           | 960.00    |
| 345 | 07/10/2019 | IT support                | Arcsus                       | 90.00     |
| 346 | 07/10/2019 | Cloud Backup              | Arcsus                       | 62.33     |
| 347 | 07/10/2019 | Non domestic rates        | Rushcliffe Borough Council   | 737.00    |
| 348 | 08/10/2019 | Photocopier Lease rental  | PeAC UK LTD                  | 386.18    |
| 349 | 03/10/2019 | Postage                   | Petty Cash                   | 2.00      |
| 350 | 03/10/2019 | Fuel                      | Petty Cash                   | 22.84     |
| 351 | 06/10/2019 | Coffee                    | Petty Cash                   | 6.00      |
| 352 | 09/10/2019 | Refreshments              | Petty Cash                   | 6.00      |
| 353 | 16/10/2019 | Condolence Cards          | Petty Cash                   | 1.50      |
| 354 | 16/10/2019 | napkins                   | Petty Cash                   | 0.99      |
| 355 | 16/10/2019 | Civic Service refreshment | Petty Cash                   | 3.00      |
| 356 | 16/10/2019 | Civic Reception refreshme | Petty Cash                   | 6.70      |
| 357 | 17/10/2019 | Civic Service refreshment | Petty Cash                   | 1.90      |
| 358 | 17/10/2019 | Fuel                      | Petty Cash                   | 23.99     |
| 359 | 21/10/2019 | table cloth hire          | China Celebration Hire       | 98.74     |
| 360 | 20/10/2019 | Civic Service Flowers     | Petty Cash                   | 6.17      |
| 361 | 14/10/2019 | Non domestic rates        | Rushcliffe Borough Council   | 79.00     |
| 362 | 15/10/2019 | Bank charges              | Nat West                     | 15.20     |
| 363 | 24/10/2019 | WAGES M7                  | WAGES M7                     | 4,146.01  |
| 364 | 24/10/2019 | WAGES M7                  | WAGES M7                     | 4,436.49  |
| 365 | 24/10/2019 | WAGES M7                  | WAGES M7                     | 474.13    |
| 366 | 23/10/2019 | Equipment repairs         | J R Mowers                   | 108.00    |
| 367 | 23/10/2019 | Fencing Hire              | GAP Group Ltd                | 221.76    |
| 368 | 23/10/2019 | Pitch grasscutting        | Larch Groundwork Limited     | 1,440.00  |
| 369 | 23/10/2019 | Equipment                 | Handicentre (Bingham) Ltd    | 44.20     |
| 370 | 23/10/2019 | Uniform                   | Alexandra                    | 22.68     |
| 371 | 23/10/2019 | Stage Hire                | Daytona Exhibitions          | 1,200.00  |
| 372 | 23/10/2019 | PA & Stage crew           | EES Showhire                 | 825.50    |
| 373 | 23/10/2019 | Entertainment             | The Bowkers                  | 300.00    |
| 374 | 23/10/2019 | Graffiti Kit              | Streetwise Environmental Ltd | 111.60    |
| 375 | 23/10/2019 | Litter/dog bins emptying  | Streetwise Environmental Ltd | 234.00    |
| 376 | 23/10/2019 | Keyholding                | Foremost Security            | 67.20     |
| 377 | 23/10/2019 | Window cleaning           | DHazzle                      | 25.00     |
| 378 | 23/10/2019 | Civic service room hire   | Methodist Centre             | 50.00     |



Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

|     |            |                              |                                 |          |
|-----|------------|------------------------------|---------------------------------|----------|
| 379 | 23/10/2019 | Minute taker                 | Moretime PA Services Ltd        | 55.44    |
| 380 | 23/10/2019 | Mileage Costs                | J Riddle                        | 16.20    |
| 381 | 28/10/2019 | ROSPA Training               | Playsafety Ltd                  | 2,032.00 |
| 382 | 28/10/2019 | Civic Service Catering       | Platform 29 Tea Rooms           | 397.50   |
| 383 | 28/10/2019 | Christmas Fair Leaflets      | DW Graphic Design Ltd           | 144.00   |
| 384 | 28/10/2019 | Turf                         | C Harrison                      | 216.00   |
| 385 | 28/10/2019 | Superann M 7                 | NCC Pension Fund                | 116.39   |
| 386 | 28/10/2019 | Superann M 7                 | NCC Pension Fund                | 426.24   |
| 387 | 28/10/2019 | Superann M 7                 | NCC Pension Fund                | 1,196.98 |
| 388 | 28/10/2019 | Superann M 7                 | NCC Pension Fund                | 475.00   |
| 389 | 28/10/2019 | PAYE M7                      | HMRC                            | 1,245.90 |
| 390 | 28/10/2019 | PAYE M7                      | HMRC                            | 917.75   |
| 391 | 22/10/2019 | Poppy Wreath                 | The Royal British Legion        | 17.00    |
| 392 | 31/10/2019 | Trade Waste collection       | Enva                            | 141.60   |
| 393 | 31/10/2019 | Gas/elec bill                | Utility Warehouse               | 296.19   |
| 394 | 31/10/2019 | Mobile                       | Utility Warehouse               | 26.00    |
| 395 | 31/10/2019 | Mobile                       | Utility Warehouse               | 52.00    |
| 396 | 31/10/2019 | Cem Elec bill                | Utility Warehouse               | 5.69     |
| 397 | 31/10/2019 | Depot Alarm bill             | Utility Warehouse               | 17.64    |
| 398 | 31/10/2019 | Phone/broadband bill         | Utility Warehouse               | 107.68   |
| 399 | 31/10/2019 | Investment interest          | Natwest                         | 0.00     |
| 400 | 01/11/2019 | Stamps                       | Petty Cash                      | 7.32     |
| 401 | 01/11/2019 | Refreshments - Staff train   | Petty Cash                      | 7.95     |
| 402 | 01/11/2019 | Milk                         | Petty Cash                      | 1.50     |
| 403 | 04/11/2019 | HR Consultancy               | Ellis Whittam                   | 2,340.00 |
| 404 | 07/11/2019 | Non domestic rates           | Rushcliffe Borough Council      | 737.00   |
| 405 | 08/11/2019 | Photocopying charges         | Automated Systems Group Ltd     | 60.01    |
| 406 | 08/11/2019 | Water bills                  | Water Plus                      | 261.60   |
| 407 | 08/11/2019 | Scooter Rack                 | NBB School Shelters             | 313.20   |
| 408 | 08/11/2019 | Grave digging fees           | A Buckingham                    | 550.00   |
| 409 | 08/11/2019 | Memorial plaque              | Granart Ltd                     | 67.20    |
| 410 | 08/11/2019 | Grass matting                | Playsmart UK                    | 285.60   |
| 411 | 08/11/2019 | Entered twice in error       | Entered twice in error          | 0.00     |
| 412 | 08/11/2019 | HR Consultancy               | Castle Associates Employment    | 500.00   |
| 413 | 08/11/2019 | Fence hire for old allotment | GAP Group Ltd                   | 211.20   |
| 414 | 08/11/2019 | Fence purchase allotment     | GAP Group Ltd                   | 995.28   |
| 415 | 08/11/2019 | IT support                   | Arcsus                          | 90.00    |
| 416 | 08/11/2019 | Cloud Backup                 | Arcsus                          | 65.86    |
| 417 | 08/11/2019 | Sports pitch maintenance     | Larch Groundwork Limited        | 2,880.00 |
| 418 | 08/11/2019 | Councillor expenses          | Andrew Shelton                  | 8.00     |
| 419 | 08/11/2019 | Travel expenses              | Sharon Pyke                     | 12.60    |
| 420 | 08/11/2019 | Keyholding                   | Foremost Security               | 42.00    |
| 421 | 08/11/2019 | Stationery                   | Espo                            | 66.36    |
| 422 | 08/11/2019 | Cleaning supplies            | Espo                            | 57.30    |
| 423 | 15/11/2019 | Refund of excess to rebuild  | Parochial Church Council of All | 500.00   |
| 424 | 15/11/2019 | Play area repairs & scooters | Handicentre (Bingham) Ltd       | 124.08   |
| 425 | 15/11/2019 | Grass seed                   | Handicentre (Bingham) Ltd       | 10.00    |
| 426 | 15/11/2019 | Cable ties                   | Handicentre (Bingham) Ltd       | 76.13    |
| 427 | 15/11/2019 | Equipment                    | Handicentre (Bingham) Ltd       | 18.27    |
| 428 | 15/11/2019 | Minute taker                 | Moretime PA Services Ltd        | 55.44    |
| 429 | 15/11/2019 | Orchard Rules Sign           | Proludic Ltd                    | 174.00   |
| 430 | 15/11/2019 | Strimmer Heads               | J R Mowers                      | 82.01    |
| 431 | 15/11/2019 | Small tree lights            | Leisure Lites Ltd               | 435.00   |
| 432 | 15/11/2019 | Safety signage               | Start Traffic Ltd               | 183.24   |
| 433 | 15/11/2019 | Window cleaning              | DHazzle                         | 25.00    |
| 434 | 15/11/2019 | Camera cleaning              | DHazzle                         | 25.00    |
| 435 | 15/11/2019 | Selection boxes for Grotto   | Elizabeth Hutchison             | 118.78   |
| 436 | 14/11/2019 | Non domestic rates           | Rushcliffe Borough Council      | 79.00    |

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

|              |            |                            |                          |                   |
|--------------|------------|----------------------------|--------------------------|-------------------|
| 437          | 15/11/2019 | Bank charges               | Natwest                  | 17.20             |
| 438          | 21/11/2019 | Work Boots                 | J Riddle                 | 185.85            |
| 439          | 21/11/2019 | Metal Stall Clips          | J Riddle                 | 35.98             |
| 440          | 21/11/2019 | Sand Bag Weights           | J Riddle                 | 27.00             |
| 441          | 21/11/2019 | Fire Alarm Service         | Lindum Fire Services Ltd | 81.60             |
| 442          | 21/11/2019 | Electrician for small Xmas | R J M Electrical         | 650.00            |
| 443          | 21/11/2019 | Superann M 8               | NCC Pension Fund         | 429.74            |
| 444          | 21/11/2019 | Superann M 8               | NCC Pension Fund         | 1,293.49          |
| 445          | 21/11/2019 | Superann M 8               | NCC Pension Fund         | 112.92            |
| 446          | 21/11/2019 | Superann M 8               | NCC Pension Fund         | 475.00            |
| 447          | 21/11/2019 | PAYE M 8                   | HMRC                     | 883.84            |
| 448          | 21/11/2019 | PAYE M 8                   | HMRC                     | 1,037.77          |
| 449          | 22/11/2019 | WAGES M8                   | WAGES M8                 | 459.95            |
| 450          | 22/11/2019 | WAGES M8                   | WAGES M8                 | 4,455.30          |
| 451          | 22/11/2019 | WAGES M8                   | WAGES M3                 | 4,933.25          |
| 452          | 04/12/2019 | Travel expenses            | Sharon Pyke              | 11.94             |
| 453          | 04/12/2019 | Chipper Hire               | P S Marsden Ltd          | 420.00            |
| 454          | 04/12/2019 | Councillor expenses        | Andrew Shelton           | 8.00              |
| 455          | 04/12/2019 | Water bills                | Water Plus               | 56.52             |
| 456          | 04/12/2019 | Clock repairs              | Good Directions          | 600.00            |
| 457          | 04/12/2019 | Van Hire                   | Ranch Van Hire           | 140.00            |
| 458          | 28/11/2019 | Road Cones                 | J Riddle                 | 172.80            |
| 459          | 28/11/2019 | Stage Hire                 | EES Showhire             | 1,155.49          |
| 460          | 29/11/2019 | Gas/elec bill              | Utility Warehouse        | 717.95            |
| 461          | 29/11/2019 | Mobile                     | Utility Warehouse        | 26.00             |
| 462          | 29/11/2019 | Mobile                     | Utility Warehouse        | 52.00             |
| 463          | 29/11/2019 | Cem Elec bill              | Utility Warehouse        | 7.87              |
| 464          | 29/11/2019 | Depot Alarm bill           | Utility Warehouse        | 17.64             |
| 465          | 29/11/2019 | Phone/broadband bill       | Utility Warehouse        | 114.42            |
| 466          | 05/11/2019 | Dry Cleaning - Tea towels  | Petty Cash               | 4.00              |
| 467          | 05/11/2019 | Coffee & milk              | Petty Cash               | 6.50              |
| 468          | 05/11/2019 | German flag                | Petty Cash               | 2.99              |
| 469          | 12/11/2019 | Stamps                     | Petty Cash               | 7.32              |
| 470          | 13/11/2019 | Refreshments               | Petty Cash               | 12.60             |
| 471          | 15/11/2019 | Stick on tape              | Petty Cash               | 8.32              |
| 472          | 19/11/2019 | Postage                    | Petty Cash               | 2.00              |
| 473          | 21/11/2019 | Coffee                     | Petty Cash               | 5.00              |
| 474          | 21/11/2019 | Fuel                       | Petty Cash               | 23.53             |
| 475          | 25/11/2019 | Fuel                       | Petty Cash               | 20.00             |
| 476          | 26/11/2019 | Milk                       | Petty Cash               | 1.50              |
| 477          | 29/11/2019 | Staff Food for Christmas F | Petty Cash               | 70.00             |
| <b>Total</b> |            |                            |                          | <b>141,220.06</b> |

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

Budget to 30 November 2019

| Actual<br>Receipts to<br>Date            | CC<br>ID Cost Centre           | 2019/2020 Budget   |          | Payments as at 30<br>November 2019 |
|--|--------------------------------|--------------------|----------|------------------------------------|
| <b><u>COMMUNITY &amp; ENVIR COMM</u></b> |                                |                    |          |                                    |
| <b>COMMUNITY &amp; EVENTS</b>            |                                |                    |          |                                    |
| £ 3,720.00                               | 1 CHRISTMAS/SUMMER FAIRS       | £ 9,000.00         | £        | 6,012.81                           |
|  | 2 CHRISTMAS LIGHTS             | £ 7,000.00         | £        | 4,150.80                           |
|  | 3 CHRISTMAS TREE               | £ -                | £        | -                                  |
|  | 4 OTHER PROMOTIONS             | £ 2,000.00         | £        | -                                  |
|  | 5 TOWN NEWS/LEAFLETS           | £ 2,000.00         | £        | -                                  |
|  | 6 TOWN GUIDE/PROMO             | £ 3,250.00         | £        | -                                  |
|  | 7 CIVIC EVENTS & EXPENSES      | £ 1,500.00         | £        | 1,044.48                           |
|  | 8 TRANSFER TO COMM RESERVE     |                    |          |                                    |
|  |                                | <b>£ 24,750.00</b> | <b>£</b> | <b>11,208.09</b>                   |
| <b>ENVIRONMENT</b>                       |                                |                    |          |                                    |
|  | 12 CCTV MAINTENANCE            | £ 500.00           | £        | 25.00                              |
|  | 13 GENERAL MAINTENANCE         | £ 300.00           | £        | -                                  |
|  | 14 TOWN AND FLORAL DISPLAY     | £ 3,200.00         | £        | 2,727.58                           |
|  | 15 LITTER & DOG BINS           | £ 1,000.00         | £        | 485.98                             |
|  | 16 TRANS TO ENV/CCTV RESERVE   | £ -                | £        | -                                  |
|  |                                | <b>£ 5,000.00</b>  | <b>£</b> | <b>3,238.56</b>                    |
| <b><u>RECREATION COMMITTEE</u></b>       |                                |                    |          |                                    |
| <b>ALLOTMENTS</b>                        |                                |                    |          |                                    |
| £ 7.89                                   | 20 RENT                        | £ 360.00           | £        | 352.00                             |
|  | 21 WATER CHARGES               | £ 500.00           | £        | 264.32                             |
|  | 22 MAINTENANCE                 | £ 750.00           | £        | -                                  |
|  |                                | <b>£ 1,610.00</b>  | <b>£</b> | <b>616.32</b>                      |
| <b>CEMETERY</b>                          |                                |                    |          |                                    |
|  | 26 RATES                       | £ 700.00           | £        | 633.20                             |
|  | 27 WATER/DRAINAGE              | £ 350.00           | £        | 167.84                             |
|  | 28 GRAVE PREPARATION           | £ 3,300.00         | £        | 2,319.15                           |
|  | 29 ELECTRICITY                 | £ 100.00           | £        | 49.22                              |
|  | 30 MAINTENANCE                 | £ 4,000.00         | £        | 480.00                             |
| £ 4,241.66                               | 31 MEMORIALS & FEES            | £ 1,000.00         | £        | 371.99                             |
|  |                                | <b>£ 9,450.00</b>  | <b>£</b> | <b>4,021.40</b>                    |
| <b>RECREATION</b>                        |                                |                    |          |                                    |
|  | 35 LINEAR PARK                 | £ 1,000.00         | £        | -                                  |
|  | 36 TRANSFER TO LINEAR PARK RES | £ 3,000.00         | £        | -                                  |
|  | 37 PLAY AREA/OPEN SPACE MAINT  | £ 8,000.00         | £        | 2,338.83                           |
| £ 675.00                                 | 38 RENT                        | £ 300.00           | £        | 578.70                             |
|  | 39 SPORTS PITCH MAINTENANCE    | £ -                | £        | 12,125.00                          |
| £ 221.26                                 | 40 WAYLEAVES                   | £ -                | £        | 6.91                               |

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

|                               |   |           |   |           |
|-------------------------------|---|-----------|---|-----------|
| 41 TREE/SHRUB MAINTENANCE     | £ | 2,500.00  | £ | 167.49    |
| 42 TRANSFER TO RECREATION RES | £ | 5,000.00  | £ | -         |
|                               | £ | 19,800.00 | £ | 15,216.93 |

**RECREATION EQUIPMENT**

|                               |   |           |   |          |
|-------------------------------|---|-----------|---|----------|
| 46 EQUIPMENT & MAINTENANCE    | £ | 7,500.00  | £ | 3,417.51 |
| 47 MOBILE PHONES              | £ | 600.00    | £ | 346.72   |
| 48 VEHICLE TAX/INSURANCE      | £ | 1,500.00  | £ | 1,037.70 |
| 49 FUEL                       | £ | 1,750.00  | £ | 1,239.92 |
| 50 TRANSFER TO RECR EQUIP RES | £ | 5,000.00  | £ | -        |
|                               | £ | 16,350.00 | £ | 6,041.85 |

**POLICY & RESOURCES COMM**

**DEPOT**

|                              |   |   |   |   |
|------------------------------|---|---|---|---|
| 54 DEPOT MAINTENANCE         | £ | - | £ | - |
| 55 TRANSFER TO DEPOT RESERVE | £ | - | £ | - |
|                              | £ | - | £ | - |

**FINANCE**

|                               |   |           |   |           |
|-------------------------------|---|-----------|---|-----------|
| 60 AUDIT                      | £ | 1,100.00  | £ | 938.28    |
| 61 OFFICE EXPENSES            | £ | 6,500.00  | £ | 3,636.63  |
| 62 SUBSCRIPTIONS              | £ | 800.00    | £ | 450.00    |
| 63 TRAVEL/MILEAGE STAFF       | £ | 300.00    | £ | 80.73     |
| 64 INSURANCE                  | £ | 3,500.00  | £ | 3,281.50  |
| 65 GRANT AID                  | £ | 5,000.00  | £ | 500.00    |
| 66 TRANS TO RISK MANAGEM RES  | £ | -         | £ | -         |
| 67 ELECTIONS                  | £ | -         | £ | -         |
| £ 586.17 68 INVESTMENT INCOME | £ | -         | £ | -         |
| £ 1,155.00 69 TRAINING        | £ | 3,000.00  | £ | 2,686.75  |
| 70 MILEAGE/EXP COUNCILLORS    | £ | 100.00    | £ | 8.00      |
| 71 WEBSITE/IT                 | £ | 3,000.00  | £ | 3,005.36  |
| 72 RECRUITMENT                | £ | 250.00    | £ | -         |
| 73 BANK FEES                  | £ | 250.00    | £ | 113.60    |
| 74 QUALITY COUNCIL            | £ | -         | £ | -         |
| 75 COUNCILLORS TRAINING       | £ | 1,500.00  | £ | -         |
|                               | £ | 25,300.00 | £ | 14,700.85 |

**SALARIES & ON COSTS**

|                    |   |            |   |            |
|--------------------|---|------------|---|------------|
| 80 GROUNDSTAFF     | £ | 69,000.00  | £ | 42,524.61  |
| 81 OFFICE STAFF    | £ | 82,500.00  | £ | 59,009.29  |
| 82 CARETAKER       | £ | 6,900.00   | £ | 4,643.05   |
| 83 PENSION DEFICIT | £ | 5,704.00   | £ | 3,804.00   |
|                    | £ | 164,104.00 | £ | 109,980.95 |

**OLD COURT HOUSE**

|                       |   |          |   |          |
|-----------------------|---|----------|---|----------|
| 86 ALARM              | £ | 250.00   | £ | 117.60   |
| 87 INSURANCE          | £ | 400.00   | £ | -        |
| 88 WATER RATES        | £ | 1,200.00 | £ | 1,058.38 |
| 89 NON DOMESTIC RATES | £ | 6,400.00 | £ | 5,891.00 |
| 90 GAS/ELEC           | £ | 4,500.00 | £ | 3,085.89 |

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

|            |                          |   |           |   |           |
|------------|--------------------------|---|-----------|---|-----------|
|            | 91 REPAIRS/MAINTENANCE   | £ | 5,000.00  | £ | 4,219.18  |
|            | 92 TRANSFER TO OLD COURT | £ | -         | £ | -         |
| £ 4,328.50 | 93 TENANTS RENT          | £ | -         | £ | -         |
| £ 2,818.88 | 94 ROOM HIRE             | £ | -         | £ | 45.00     |
|            |                          | £ | 17,750.00 | £ | 14,417.05 |

**PROFESSIONAL FEES**

|  |                    |   |          |   |           |
|--|--------------------|---|----------|---|-----------|
|  | 98 HR              | £ | 1,500.00 | £ | 2,623.35  |
|  | 99 HEALTH & SAFETY | £ | 1,500.00 | £ | -         |
|  | 100 LEGAL FEES     | £ | 5,000.00 | £ | 10,155.40 |
|  |                    | £ | 8,000.00 | £ | 12,778.75 |

**MAYORS CHARITY**

|          |                    |   |   |   |   |
|----------|--------------------|---|---|---|---|
| £ 365.81 | 104 MAYORS CHARITY | £ | - | £ | - |
|          |                    | £ | - | £ | - |

**PROPERTY DEVELOPMENT**

|  |                          |   |   |   |   |
|--|--------------------------|---|---|---|---|
|  | 105 PROPERTY DEVELOPMENT | £ | - | £ | - |
|  |                          | £ | - | £ | - |

**RESERVES**

|  |                              |   |           |   |           |
|--|------------------------------|---|-----------|---|-----------|
|  | 107 COMMUNITY RESERVE        | £ | -         | £ | -         |
|  | 108 PROMOTIONS RESERVE       | £ | -         | £ | -         |
|  | 109 ENVIRONMENT/CCTV RESERVE | £ | -         | £ | -         |
|  | 110 RECREATION               | £ | -         | £ | 261.00    |
|  | 111 RECREATION EQUIPMENT     | £ | -         | £ | -         |
|  | 112 LINEAR PARK RESERVE      | £ | -         | £ | -         |
|  | 113 DEPOT RESERVE            | £ | -         | £ | -         |
|  | 114 OLD COURT HOUSE RESERVE  | £ | -         | £ | -         |
|  | 115 RISK MANAGEMENT RESERVE  | £ | -         | £ | 500.00    |
|  | 116 LAND & PROP DEVELOP RES  | £ | -         | £ | -         |
|  | 117 GENERAL RESERVE          | £ | 21,100.00 | £ | 12,588.33 |
|  |                              | £ | 21,100.00 | £ | 13,349.33 |

£ 18,120.17

|   |               |   |               |
|---|---------------|---|---------------|
|   | <b>BUDGET</b> |   | <b>ACTUAL</b> |
| £ | 313,214.00    | £ | 205,570.08    |

Payments minus Recs £ 187,449.91

Precept £ 283,414.00

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

|  |   |            |                   |
|--|---|------------|-------------------|
| <b>Bank Reconciliation at 30/09/2019</b> |   |            |                   |
|  | Cash in Hand 01/04/2019                           |            | 433,819.14        |
|  | <b>ADD</b>  |            |                   |
|  | Receipts 01/04/2019 - 30/09/2019                  |            | 318,659.09        |
|  | <b>SUBTRACT</b>                                   |            | 752,478.23        |
|  | Payments 01/04/2019 - 30/09/2019                  |            | 225,178.79        |
| <b>A</b>                                 | <b>Cash in Hand 30/09/2019</b><br>(per Cash Book) |            | <b>527,299.44</b> |
|  | Cash in hand per Bank Statements                  |            |                   |
|  | Cash 30/09/2019                                   | 49.50      |                   |
|  | Nat West Reserve Account 30/09/2019               | 498,038.20 |                   |
|  | Nat West Current Account 30/09/2019               | 29,211.74  |                   |
|  |   |            | <b>527,299.44</b> |
|  | Less unpresented cheques<br>As attached           |            | 0.00              |
|  |   |            | <b>527,299.44</b> |
|  | Plus unpresented receipts<br>As attached          |            | 0.00              |
| <b>B</b>                                 | <b>Adjusted Bank Balance</b>                      |            | <b>527,299.44</b> |
|  | <b>A = B Checks out OK</b>                        |            |                   |

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

**Bingham Town Council**

**Transactions for Cash**

| Voucher | Date       | Chq/Rec No. | Description                            | Total  | Balance       | Cashed date |
|---------|------------|-------------|--|--------|---------------|-------------|
|         |            |             | <b>STARTING BALANCE</b>                |        | <b>109.27</b> |             |
| 41      | 05/04/2019 |             | Bubble wrap                            | -0.99  | 108.28        |             |
| 42      | 05/04/2019 |             | Postage                                | -3.00  | 105.28        |             |
| 43      | 08/04/2019 |             | Petrol                                 | -19.62 | 85.66         |             |
| 44      | 10/04/2019 |             | Milk                                   | -1.50  | 84.16         |             |
| 45      | 11/04/2019 |             | Tea Bags                               | -3.00  | 81.16         |             |
| 46      | 16/04/2019 |             | Refreshments                           | -12.40 | 68.76         |             |
| 47      | 25/04/2019 |             | Milk                                   | -1.10  | 67.66         |             |
| 48      | 29/04/2019 |             | Coffee                                 | -10.00 | 57.66         |             |
| 106     | 02/05/2019 | PC          | Town Meeting refreshments              | -14.95 | 42.71         |             |
| 107     | 02/05/2019 | PC          | Gorilla Tape                           | -7.50  | 35.21         |             |
| 108     | 07/05/2019 | PC          | Milk                                   | -1.50  | 33.71         |             |
| 109     | 14/05/2019 | PC          | Petrol                                 | -20.00 | 13.71         |             |
| 110     | 16/05/2019 | PC          | Milk                                   | -1.50  | 12.21         |             |
| 23,777  | 21/05/2019 |             | Transfer from Nat West Current Account | 142.34 | 154.55        |             |
| 111     | 24/05/2019 | PC          | Card                                   | -2.50  | 152.05        |             |
| 112     | 29/05/2019 | PC          | Milk                                   | -1.50  | 150.55        |             |
| 113     | 30/05/2019 | PC          | Petrol                                 | -21.37 | 129.18        |             |
| 162     | 06/06/2019 | PC          | Coffee                                 | -4.00  | 125.18        |             |
| 163     | 07/06/2019 | PC          | Staff Food for Summer fair             | -40.00 | 85.18         |             |
| 164     | 12/06/2019 | PC          | Dry Cleaning - Tea towels              | -3.00  | 82.18         |             |
| 165     | 13/06/2019 | PC          | Tea Bags                               | -2.00  | 80.18         |             |
| 166     | 18/06/2019 | PC          | Milk                                   | -1.50  | 78.68         |             |
| 167     | 26/06/2019 | PC          | Fuel                                   | -24.31 | 54.37         |             |
| 215     | 02/07/2019 | PC          | Coffee                                 | -4.19  | 50.18         |             |
| 216     | 10/07/2019 | PC          | Milk/biscuits                          | -3.40  | 46.78         |             |
| 217     | 12/07/2019 | PC          | Milk                                   | -0.90  | 45.88         |             |
| 219     | 18/07/2019 | PC          | Fuel                                   | -20.06 | 25.82         |             |
| 220     | 18/07/2019 | PC          | Dry Cleaning - Tea towels              | -4.00  | 21.82         |             |
| 221     | 24/07/2019 | PC          | Milk                                   | -0.52  | 21.30         |             |
| 218     | 31/07/2019 | PC          | Car parking fee                        | -2.00  | 19.30         |             |
| 264     | 13/08/2019 | PC          | Milk                                   | -0.52  | 18.78         |             |
| 265     | 05/09/2019 | PC          | Fuel                                   | -10.00 | 8.78          |             |
| 312     | 06/09/2019 | PC          | Petrol                                 | -10.00 | -1.22         |             |
| 313     | 06/09/2019 | PC          | Postage                                | -7.40  | -8.62         |             |
| 314     | 06/09/2019 | PC          | Postage                                | -7.40  | -16.02        |             |
| 315     | 06/09/2019 | PC          | Merchant Navy Day Refreshments         | -25.70 | -41.72        |             |
| 316     | 06/09/2019 | PC          | Petrol                                 | -20.00 | -61.72        |             |
| 317     | 09/09/2019 | PC          | Coffee                                 | -6.00  | -67.72        |             |
| 319     | 10/09/2019 | PC          | Fuel                                   | -23.12 | -90.84        |             |
| 24,389  | 10/09/2019 |             | Transfer from Nat West Current Account | 191.22 | 100.38        |             |
| 320     | 11/09/2019 | PC          | Parking charges                        | -3.60  | 96.78         |             |
| 322     | 21/09/2019 | PC          | Coffee                                 | -4.00  | 92.78         |             |
| 321     | 23/09/2019 | PC          | Milk                                   | -1.50  | 91.28         |             |
| 318     | 30/09/2019 | PC          | Coffee                                 | -5.00  | 86.28         |             |
| 323     | 30/09/2019 | PC          | Milk                                   | -3.50  | 82.78         |             |
| 324     | 30/09/2019 | PC          | Postage                                | -29.28 | 53.50         |             |
| 325     | 30/09/2019 | PC          | Parking charges                        | -4.00  | 49.50         |             |
|         |            |             | <b>CLOSING BALANCE</b>                 |        | <b>49.50</b>  |             |

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
 held in the Council Chamber at The Old Court House, Church Street, Bingham,  
 on Tuesday 17 December 2019 at 7.15pm



# Bankline

Statement for account [REDACTED] from 01/09/2019 to 30/09/2019

|             |                   |               |                           |
|-------------|-------------------|---------------|---------------------------|
| 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     |
|------------|---|------|--------|--------|--------------------|
|            | <b>CLOSING BALANCE</b>                  |      |        |        | <b>29,211.74Cr</b> |
| 30/09/2019 | UTILITY WAREHOUSE<br>6094729/6094729/14 | D/D  | 363.46 |        | 29,211.74Cr        |
| 30/09/2019 | BNP PARIBAS LEASIN<br>00734646 U1678035 | D/D  | 278.40 |        | 29,575.20Cr        |



# Bankline

Statement for account [REDACTED] from 01/09/2019 to 30/09/2019

|             |                 |               |                           |
|-------------|-----------------|---------------|---------------------------|
| 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      |
|---------------|---------------------------------------|------|------------------|-------------------|---------------------|
|               | <b>CLOSING BALANCE</b>                |      |                  |                   | <b>498,038.20Cr</b> |
| 30/09/2019    | 30SEP GRS 21499039                    | INT  |                  | 68.11             | 498,038.20Cr        |
| 27/09/2019    | BING TOWN COUNCIL<br>TRANS TO CURRENT | EBP  | 20,000.00        |                   | 497,970.09Cr        |
| 27/09/2019    | RUSHCLIFFE BC                         | BAC  |                  | 141,707.00        | 517,970.09Cr        |
| 19/09/2019    | BING TOWN COUNCIL<br>TRANS TO CURRENT | EBP  | 20,000.00        |                   | 376,263.09Cr        |
|               | <b>OPENING BALANCE</b>                |      |                  |                   | <b>396,263.09Cr</b> |
| <b>Totals</b> |                                       |      | <b>40,000.00</b> | <b>141,775.11</b> |                     |



Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

|  |   |            |                   |
|--|---|------------|-------------------|
| <b>Bank Reconciliation at 31/10/2019</b> |   |            |                   |
|  | Cash in Hand 01/04/2019                           |            | 433,819.14        |
|  | <b>ADD</b>  |            |                   |
|  | Receipts 01/04/2019 - 31/10/2019                  |            | 324,891.38        |
|  |   |            | 758,710.52        |
|  | <b>SUBTRACT</b>                                   |            |                   |
|  | Payments 01/04/2019 - 31/10/2019                  |            | 293,923.79        |
| <b>A</b>                                 | <b>Cash in Hand 31/10/2019</b><br>(per Cash Book) |            | <b>464,786.73</b> |
| Cash in hand per Bank Statements         |   |            |                   |
|  | Cash  | 31/10/2019 | 20.17             |
|  | Nat West Reserve Account                          | 31/10/2019 | 438,116.55        |
|  | Nat West Current Account                          | 31/10/2019 | 26,667.01         |
|  |   |            | <b>464,803.73</b> |
|  | Less unrepresented cheques<br>As attached         |            | 17.00             |
|  |   |            | 464,786.73        |
|  | Plus unrepresented receipts<br>As attached        |            | 0.00              |
| <b>B</b>                                 | <b>Adjusted Bank Balance</b>                      |            | <b>464,786.73</b> |
| <b>A = B Checks out OK</b>               |   |            |                   |

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

**Bingham Town Council**

**Transactions for Cash**

| Voucher | Date       | Chq/Rec No. | Description                            | Total  | Balance       | Cashed date |
|---------|------------|-------------|--|--------|---------------|-------------|
|         |            |             | <b>STARTING BALANCE</b>                |        | <b>109.27</b> |             |
| 41      | 05/04/2019 |             | Bubble wrap                            | -0.99  | 108.28        |             |
| 42      | 05/04/2019 |             | Postage                                | -3.00  | 105.28        |             |
| 43      | 08/04/2019 |             | Petrol                                 | -19.62 | 85.66         |             |
| 44      | 10/04/2019 |             | Milk                                   | -1.50  | 84.16         |             |
| 45      | 11/04/2019 |             | Tea Bags                               | -3.00  | 81.16         |             |
| 46      | 16/04/2019 |             | Refreshments                           | -12.40 | 68.76         |             |
| 47      | 25/04/2019 |             | Milk                                   | -1.10  | 67.66         |             |
| 48      | 29/04/2019 |             | Coffee                                 | -10.00 | 57.66         |             |
| 106     | 02/05/2019 | PC          | Town Meeting refreshments              | -14.95 | 42.71         |             |
| 107     | 02/05/2019 | PC          | Gorilla Tape                           | -7.50  | 35.21         |             |
| 108     | 07/05/2019 | PC          | Milk                                   | -1.50  | 33.71         |             |
| 109     | 14/05/2019 | PC          | Petrol                                 | -20.00 | 13.71         |             |
| 110     | 16/05/2019 | PC          | Milk                                   | -1.50  | 12.21         |             |
| 23,777  | 21/05/2019 |             | Transfer from Nat West Current Account | 142.34 | 154.55        |             |
| 111     | 24/05/2019 | PC          | Card                                   | -2.50  | 152.05        |             |
| 112     | 29/05/2019 | PC          | Milk                                   | -1.50  | 150.55        |             |
| 113     | 30/05/2019 | PC          | Petrol                                 | -21.37 | 129.18        |             |
| 162     | 06/06/2019 | PC          | Coffee                                 | -4.00  | 125.18        |             |
| 163     | 07/06/2019 | PC          | Staff Food for Summer fair             | -40.00 | 85.18         |             |
| 164     | 12/06/2019 | PC          | Dry Cleaning - Tea towels              | -3.00  | 82.18         |             |
| 165     | 13/06/2019 | PC          | Tea Bags                               | -2.00  | 80.18         |             |
| 166     | 18/06/2019 | PC          | Milk                                   | -1.50  | 78.68         |             |
| 167     | 26/06/2019 | PC          | Fuel                                   | -24.31 | 54.37         |             |
| 215     | 02/07/2019 | PC          | Coffee                                 | -4.19  | 50.18         |             |
| 216     | 10/07/2019 | PC          | Milk/biscuits                          | -3.40  | 46.78         |             |
| 217     | 12/07/2019 | PC          | Milk                                   | -0.90  | 45.88         |             |
| 219     | 18/07/2019 | PC          | Fuel                                   | -20.06 | 25.82         |             |
| 220     | 18/07/2019 | PC          | Dry Cleaning - Tea towels              | -4.00  | 21.82         |             |
| 221     | 24/07/2019 | PC          | Milk                                   | -0.52  | 21.30         |             |
| 218     | 31/07/2019 | PC          | Car parking fee                        | -2.00  | 19.30         |             |
| 264     | 13/08/2019 | PC          | Milk                                   | -0.52  | 18.78         |             |
| 265     | 05/09/2019 | PC          | Fuel                                   | -10.00 | 8.78          |             |
| 312     | 06/09/2019 | PC          | Petrol                                 | -10.00 | -1.22         |             |
| 313     | 06/09/2019 | PC          | Postage                                | -7.40  | -8.62         |             |
| 314     | 06/09/2019 | PC          | Postage                                | -7.40  | -16.02        |             |
| 315     | 06/09/2019 | PC          | Merchant Navy Day Refreshments         | -25.70 | -41.72        |             |
| 316     | 06/09/2019 | PC          | Petrol                                 | -20.00 | -61.72        |             |
| 317     | 09/09/2019 | PC          | Coffee                                 | -6.00  | -67.72        |             |
| 319     | 10/09/2019 | PC          | Fuel                                   | -23.12 | -90.84        |             |
| 24,389  | 10/09/2019 |             | Transfer from Nat West Current Account | 191.22 | 100.38        |             |
| 320     | 11/09/2019 | PC          | Parking charges                        | -3.60  | 96.78         |             |
| 322     | 21/09/2019 | PC          | Coffee                                 | -4.00  | 92.78         |             |
| 321     | 23/09/2019 | PC          | Milk                                   | -1.50  | 91.28         |             |
| 318     | 30/09/2019 | PC          | Coffee                                 | -5.00  | 86.28         |             |
| 323     | 30/09/2019 | PC          | Milk                                   | -3.50  | 82.78         |             |
| 324     | 30/09/2019 | PC          | Postage                                | -29.28 | 53.50         |             |
| 325     | 30/09/2019 | PC          | Parking charges                        | -4.00  | 49.50         |             |
| 25,758  | 01/10/2019 |             | Transfer from Nat West Current Account | 150.50 | 200.00        |             |
| 349     | 03/10/2019 | PC          | Postage                                | -2.00  | 198.00        |             |
| 350     | 03/10/2019 | PC          | Fuel                                   | -22.84 | 175.16        |             |
| 351     | 06/10/2019 | PC          | Coffee                                 | -6.00  | 169.16        |             |
| 352     | 09/10/2019 | PC          | Refreshments                           | -6.00  | 163.16        |             |
| 353     | 16/10/2019 | PC          | Condolence Cards                       | -1.50  | 161.66        |             |
| 354     | 16/10/2019 | PC          | napkins                                | -0.99  | 160.67        |             |

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

**Bingham Town Council**

**Transactions for Cash**

| Voucher | Date       | Chq/Rec No. | Description                   | Total  | Balance       | Cashed date |
|---------|------------|-------------|-------------------------------|--------|---------------|-------------|
|         |            |             | <b>STARTING BALANCE</b>       |        | <b>109.27</b> |             |
| 355     | 16/10/2019 | PC          | Civic Service refreshments    | -3.00  | 157.67        |             |
| 356     | 16/10/2019 | PC          | Civic Reception refreshments  | -6.70  | 150.97        |             |
| 357     | 17/10/2019 | PC          | Civic Service refreshments    | -1.90  | 149.07        |             |
| 358     | 17/10/2019 | PC          | Fuel                          | -23.99 | 125.08        |             |
| 360     | 20/10/2019 | PC          | Civic Service Flowers         | -6.17  | 118.91        |             |
| 359     | 21/10/2019 | PC          | table cloth hire              | -98.74 | 20.17         |             |
| 400     | 01/11/2019 | PC          | Stamps                        | -7.32  | 12.85         |             |
| 401     | 01/11/2019 | PC          | Refreshments - Staff training | -7.95  | 4.90          |             |
| 402     | 01/11/2019 | PC          | Milk                          | -1.50  | 3.40          |             |
|         |            |             | <b>CLOSING BALANCE</b>        |        | <b>3.40</b>   |             |

*as at  
31/10/19*

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

|  |   |            |                   |
|--|---|------------|-------------------|
| <b>Bank Reconciliation at 30/11/2019</b> |   |            |                   |
|  | Cash in Hand 01/04/2019                             |            | 433,819.14        |
|  | <b>ADD</b><br>Receipts 01/04/2019 - 30/11/2019      |            | 326,102.04        |
|  |   |            | 759,921.18        |
|  | <b>SUBTRACT</b><br>Payments 01/04/2019 - 30/11/2019 |            | 322,896.54        |
| <b>A</b>                                 | <b>Cash in Hand 30/11/2019</b><br>(per Cash Book)   |            | <b>437,024.64</b> |
| <b>Cash in hand per Bank Statements</b>  |   |            |                   |
|  | Cash  | 30/11/2019 | 19.47             |
|  | Nat West Reserve Account                            | 30/11/2019 | 418,185.07        |
|  | Nat West Current Account                            | 30/11/2019 | 18,837.10         |
|  |   |            | <b>437,041.64</b> |
|  | Less unrepresented cheques                          |            | 17.00             |
|  |   |            | 437,024.64        |
|  | Plus unrepresented receipts                         |            | 0.00              |
| <b>B</b>                                 | <b>Adjusted Bank Balance</b>                        |            | <b>437,024.64</b> |
| <b>A = B Checks out OK</b>               |   |            |                   |

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

**Bingham Town Council**

**Transactions for Cash**

| Voucher | Date       | Chq/Rec No. | Description                            | Total  | Balance       | Cashed date |
|---------|------------|-------------|--|--------|---------------|-------------|
|         |            |             | <b>STARTING BALANCE</b>                |        | <b>109.27</b> |             |
| 41      | 05/04/2019 |             | Bubble wrap                            | -0.99  | 108.28        |             |
| 42      | 05/04/2019 |             | Postage                                | -3.00  | 105.28        |             |
| 43      | 08/04/2019 |             | Petrol                                 | -19.62 | 85.66         |             |
| 44      | 10/04/2019 |             | Milk                                   | -1.50  | 84.16         |             |
| 45      | 11/04/2019 |             | Tea Bags                               | -3.00  | 81.16         |             |
| 46      | 16/04/2019 |             | Refreshments                           | -12.40 | 68.76         |             |
| 47      | 25/04/2019 |             | Milk                                   | -1.10  | 67.66         |             |
| 48      | 29/04/2019 |             | Coffee                                 | -10.00 | 57.66         |             |
| 106     | 02/05/2019 | PC          | Town Meeting refreshments              | -14.95 | 42.71         |             |
| 107     | 02/05/2019 | PC          | Gorilla Tape                           | -7.50  | 35.21         |             |
| 108     | 07/05/2019 | PC          | Milk                                   | -1.50  | 33.71         |             |
| 109     | 14/05/2019 | PC          | Petrol                                 | -20.00 | 13.71         |             |
| 110     | 16/05/2019 | PC          | Milk                                   | -1.50  | 12.21         |             |
| 23,777  | 21/05/2019 |             | Transfer from Nat West Current Account | 142.34 | 154.55        |             |
| 111     | 24/05/2019 | PC          | Card                                   | -2.50  | 152.05        |             |
| 112     | 29/05/2019 | PC          | Milk                                   | -1.50  | 150.55        |             |
| 113     | 30/05/2019 | PC          | Petrol                                 | -21.37 | 129.18        |             |
| 162     | 06/06/2019 | PC          | Coffee                                 | -4.00  | 125.18        |             |
| 163     | 07/06/2019 | PC          | Staff Food for Summer fair             | -40.00 | 85.18         |             |
| 164     | 12/06/2019 | PC          | Dry Cleaning - Tea towels              | -3.00  | 82.18         |             |
| 165     | 13/06/2019 | PC          | Tea Bags                               | -2.00  | 80.18         |             |
| 166     | 18/06/2019 | PC          | Milk                                   | -1.50  | 78.68         |             |
| 167     | 26/06/2019 | PC          | Fuel                                   | -24.31 | 54.37         |             |
| 215     | 02/07/2019 | PC          | Coffee                                 | -4.19  | 50.18         |             |
| 216     | 10/07/2019 | PC          | Milk/biscuits                          | -3.40  | 46.78         |             |
| 217     | 12/07/2019 | PC          | Milk                                   | -0.90  | 45.88         |             |
| 219     | 18/07/2019 | PC          | Fuel                                   | -20.06 | 25.82         |             |
| 220     | 18/07/2019 | PC          | Dry Cleaning - Tea towels              | -4.00  | 21.82         |             |
| 221     | 24/07/2019 | PC          | Milk                                   | -0.52  | 21.30         |             |
| 218     | 31/07/2019 | PC          | Car parking fee                        | -2.00  | 19.30         |             |
| 264     | 13/08/2019 | PC          | Milk                                   | -0.52  | 18.78         |             |
| 265     | 05/09/2019 | PC          | Fuel                                   | -10.00 | 8.78          |             |
| 312     | 06/09/2019 | PC          | Petrol                                 | -10.00 | -1.22         |             |
| 313     | 06/09/2019 | PC          | Postage                                | -7.40  | -8.62         |             |
| 314     | 06/09/2019 | PC          | Postage                                | -7.40  | -16.02        |             |
| 315     | 06/09/2019 | PC          | Merchant Navy Day Refreshments         | -25.70 | -41.72        |             |
| 316     | 06/09/2019 | PC          | Petrol                                 | -20.00 | -61.72        |             |
| 317     | 09/09/2019 | PC          | Coffee                                 | -6.00  | -67.72        |             |
| 319     | 10/09/2019 | PC          | Fuel                                   | -23.12 | -90.84        |             |
| 24,389  | 10/09/2019 |             | Transfer from Nat West Current Account | 191.22 | 100.38        |             |
| 320     | 11/09/2019 | PC          | Parking charges                        | -3.60  | 96.78         |             |
| 322     | 21/09/2019 | PC          | Coffee                                 | -4.00  | 92.78         |             |
| 321     | 23/09/2019 | PC          | Milk                                   | -1.50  | 91.28         |             |
| 318     | 30/09/2019 | PC          | Coffee                                 | -5.00  | 86.28         |             |
| 323     | 30/09/2019 | PC          | Milk                                   | -3.50  | 82.78         |             |
| 324     | 30/09/2019 | PC          | Postage                                | -29.28 | 53.50         |             |
| 325     | 30/09/2019 | PC          | Parking charges                        | -4.00  | 49.50         |             |
| 25,758  | 01/10/2019 |             | Transfer from Nat West Current Account | 150.50 | 200.00        |             |
| 349     | 03/10/2019 | PC          | Postage                                | -2.00  | 198.00        |             |
| 350     | 03/10/2019 | PC          | Fuel                                   | -22.84 | 175.16        |             |
| 351     | 06/10/2019 | PC          | Coffee                                 | -6.00  | 169.16        |             |
| 352     | 09/10/2019 | PC          | Refreshments                           | -6.00  | 163.16        |             |
| 353     | 16/10/2019 | PC          | Condolence Cards                       | -1.50  | 161.66        |             |
| 354     | 16/10/2019 | PC          | napkins                                | -0.99  | 160.67        |             |

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 December 2019 at 7.15pm

**Transactions for Cash**

| Voucher | Date       | Chq/Rec No. | Description                            | Total  | Balance       | Cashed date |
|---------|------------|-------------|--|--------|---------------|-------------|
|         |            |             | <b>STARTING BALANCE</b>                |        | <b>109.27</b> |             |
| 355     | 16/10/2019 | PC          | Civic Service refreshments             | -3.00  | 157.67        |             |
| 356     | 16/10/2019 | PC          | Civic Reception refreshments           | -6.70  | 150.97        |             |
| 357     | 17/10/2019 | PC          | Civic Service refreshments             | -1.90  | 149.07        |             |
| 358     | 17/10/2019 | PC          | Fuel                                   | -23.99 | 125.08        |             |
| 360     | 20/10/2019 | PC          | Civic Service Flowers                  | -6.17  | 118.91        |             |
| 359     | 21/10/2019 | PC          | table cloth hire                       | -98.74 | 20.17         |             |
| 400     | 01/11/2019 | PC          | Stamps                                 | -7.32  | 12.85         |             |
| 401     | 01/11/2019 | PC          | Refreshments - Staff training          | -7.95  | 4.90          |             |
| 402     | 01/11/2019 | PC          | Milk                                   | -1.50  | 3.40          |             |
| 26,759  | 04/11/2019 |             | Transfer from Nat West Current Account | 179.83 | 183.23        |             |
| 466     | 05/11/2019 | PC          | Dry Cleaning - Tea towels              | -4.00  | 179.23        |             |
| 467     | 05/11/2019 | PC          | Coffee & milk                          | -6.50  | 172.73        |             |
| 468     | 05/11/2019 | PC          | German flag                            | -2.99  | 169.74        |             |
| 469     | 12/11/2019 | PC          | Stamps                                 | -7.32  | 162.42        |             |
| 470     | 13/11/2019 | PC          | Refreshments                           | -12.60 | 149.82        |             |
| 471     | 15/11/2019 | PC          | Stick on tape                          | -8.32  | 141.50        |             |
| 472     | 19/11/2019 | PC          | Postage                                | -2.00  | 139.50        |             |
| 473     | 21/11/2019 | PC          | Coffee                                 | -5.00  | 134.50        |             |
| 474     | 21/11/2019 | PC          | Fuel                                   | -23.53 | 110.97        |             |
| 475     | 25/11/2019 | PC          | Fuel                                   | -20.00 | 90.97         |             |
| 476     | 26/11/2019 | PC          | Milk                                   | -1.50  | 89.47         |             |
| 477     | 29/11/2019 | PC          | Staff Food for Christmas Fair          | -70.00 | 19.47         |             |
|         |            |             | <b>CLOSING BALANCE</b>                 |        | <b>19.47</b>  |             |