

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
held in the Council Chamber, The Old Court House, Church Street, Bingham,
on Tuesday 2 April 2019 at 7.15pm

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: 1 and Councillor Jim Costello

1. **APOLOGIES FOR ABSENCE & ACCEPTANCE**

All Committee members were present.

2. **DECLARATIONS OF INTEREST**

Councillors F Purdue-Horan, Jane Costello, J Stockwood and A Shelton all declared an interest in item 13 and 14.

3. **MINUTES**

The Minutes of the meeting held on the 5 February 2019, Folios 9200 to 9213 were taken as read, approved and signed by the Chairman as a correct record.

4. **BANK RECONCILIATIONS – (Folio 9239 to 9246)**

(a) The Reconciliation Report up to 31 January 2019 was presented to Councillors and it was agreed to **RECOMMEND:** approval of the Reconciliation Report.

(b) The Reconciliation Report up to 28 February 2019 was presented to Councillors and it was agreed to **RECOMMEND:** approval of the Reconciliation Report.

5. **ACCOUNTS PAID REPORT (Folio 9247 to 9248))**

The Accounts Paid Report up to 28 February 2019 was presented to Councillors and it was agreed to **RECOMMEND:** approval of £63,916.50.

6. **INTERNAL AUDITOR FOR YEAR ENDING 31 MARCH 2019**

The Clerk confirmed that the Internal Auditor from the previous year, Barrie Woodcock, had been booked. The Committee noted that this was his third year as internal auditor.

7. **COSTS FOR VAT ADVICE**

The Committee noted that a review of the Town Council's VAT in relation to specific projects had been arranged at a cost of £600 plus VAT and travelling expenses.

8. STATEMENT OF INTERNAL CONTROL FOR YEAR ENDING 31 MARCH 2020 (Folio 9249 to 9254)

The Committee reviewed the Statement of Internal Control and requested that under payment controls it specifically state that payments over £2,000 are approved at Full Council meetings. The item would be reviewed by all Councillors at the next meeting of the Full Council.

9. RISK REGISTER (Folio 9255 to 9271)

The Committee reviewed the Risk Register and the areas highlighted red to the right of the document were discussed. The Clerk explained that the main red areas would most likely decrease over the coming year as a result of the Council implementing an action plan in response to the findings of the recent staffing review.

10. CLERK AS AUTHORISED SIGNATURE FOR FUNDING AGREEMENTS

During recent funding applications, the Clerk when submitting applications was asked to confirm that she had the authority to submit on the Council's behalf.

RECOMMEND: that the Town Clerk, being the Responsible Financial Officer for the Town Council, be an authorised signatory on funding applications. The Standing Orders and Financial Regulations would be altered to reflect this.

11. CHARGES FOR THE SUMMER FAIR AND CHRISTMAS FAIR MARKET STALLS

Standing Orders were suspended at 7:38pm and reinstated at 7:40pm to allow a member of the public to speak.

The Committee was updated that the advice received had confirmed that the fixed market stalls attracted VAT. It was noted that the Community and Charity Stalls for the Summer Fair would be £25 plus VAT making the total £30 as in previous years. The fee for businesses would be £40 plus VAT making a total of £48.

12. ADDITIONAL EXPENSE OF £499 FOR FURTHER WORK DURING THE DRAIN REPAIRS

The Committee noted that Clerk had notified the Chair of Policy and Resources of an emergency spend of £499 for additional repairs to the drains, discovered whilst the work was taking place. The Chair of Policy and Resources had emailed back confirming the decision.

13. TRANSFER OF EARMARKED RESERVE TO THE NEIGHBOURHOOD PLAN STEERING GROUP

RECOMMEND: that the balance of £3,750 from the earmarked reserve for the Neighbourhood Plan, be transferred to the Neighbourhood Plan Steering Group, subject to Full Council receiving the amended Constitution and Terms of Reference.

14. **STALL FEE AT THE SUMMER FAIR FOR THE NEIGHBOURHOOD PLAN STEERING GROUP**

RECOMMEND: that a charge for a Community Group be applied to the Neighbourhood Plan Steering Group's Summer Fair Stall.

15. **ATTENUATION PONDS FOR PHASE 1 CHAPEL LANE DEVELOPMENT**

RECOMMEND: not to adopt the attenuation ponds.

16. **EXTENSION OF PROVISION OF GROUNDS MAINTENANCE AT BUTT FIELD FOR UP TO A FURTHER 12 MONTHS**

Standing Orders were suspended at 8:03 and reinstated at 8:04 to allow Councillor Jim Costello to speak.

RECOMMEND: that the provision be extended for up to 12 months

17. **THIRD PARTY FUNDERS CONTRIBUTION TO WREN**

RECOMMEND: that should the WREN grant submission be successful that the third party funders contribution to the sum of £5,267.50 be paid.

18. **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"

Councillor Jim Costello remained in the Council Chamber

The following matters were discussed and recommendations made:

- Confidential notes from 05 February 2019
RECOMMEND: that the notes and recommendations be approved
- Staff Matters
RECOMMEND: that the Staffing Review is considered by the new term of Council
RECOMMEND: that a joint statement from the Chair of Policy and Resources and the Mayor be prepared and provided to staff updating them on the Staffing Review
NOTED: the salary bandings for the forthcoming year

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RECOMMEND: that the Chair of Policy and Resources and the Mayor verify the calculations relating to the outstanding overtime payments for the Clerk and Deputy Clerk, these would then be taken to Full Council

NOTED: the Clerk's contract was signed and finalised

NOTED: the Clerk's Q4 overtime and lieu time

NOTED: the holiday carried forward and absence for the year ending 31 March 2019

- Town Council's position in relation to Butt Field's ground maintenance

RECOMMEND: not to proceed with the request to contribute 50% toward establishing the viability of a bore-hole.

RECOMMEND: to write off the outstanding invoice for the year ending 31 March 2019

- Recommendations from Recreation and Amenities Committee from 19 March 2019

- That £50,000 be earmarked for a Grant to Butt Field Sports Club, with any costs spent on ongoing maintenance deducted from this amount.
- The Clerk to monitor the Grant application.

RECOMMEND: to maintain a veto on both recommendations

Meeting Closed at: 9.28pm

.....CHAIRMAN

Date:

RECOMMENDATIONS:

(Please note any confidential recommendations will be confirmed separately under confidential business)

- Reconciliation report to 31 January 2019
- Reconciliation report to 28 February 2019
- Accounts Paid report of £63,916.50
- The Town Clerk, being the Responsible Financial Officer for the Town Council, be an authorised signatory on funding applications.
- £3,750 be transferred to the Neighbourhood Plan Steering Group, subject to receiving the terms of reference and constitution documents.
- A community group charge be applied to the stall fair fee for the Neighbourhood Plan Steering Committee.
- Not to adopt the attenuation ponds in Phase I of the Chapel Lane development
- That the grounds maintenance provision at Butt Field be extended for up to 12 months
- That should the WREN grant submission be successful that the third party funders contribution to the sum of £5,267.50 be paid

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	Bank Reconciliation at 31/01/2019		
	Cash in Hand 01/04/2018		
			418,330.80
	ADD		
	Receipts 01/04/2018 - 31/01/2019		324,532.55
			742,863.35
A	SUBTRACT		
	Payments 01/04/2018 - 31/01/2019		257,519.45
	Cash in Hand 31/01/2019		485,343.90
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	31/01/2019	200.00
	Nat West Current Account	31/01/2019	31,095.24
	Nat West Reserve Account	31/01/2019	454,048.66
B			485,343.90
	Less unrepresented cheques As attached		0.00
			485,343.90
	Plus unrepresented receipts As attached		0.00
	Adjusted Bank Balance		485,343.90
	A = B Checks out OK		

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Bankline

Statement for account [REDACTED] from [REDACTED]

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				31,095.24Cr
31/01/2019	UTILITY WAREHOUSE 6094729/6094729/13	D/D	1,082.99		31,095.24Cr
31/01/2019	ENVA ENGLAND LTD WC00346	D/D	85.70		32,178.23Cr



Bankline

Statement for account [REDACTED] from 01/01/2019 to 31/01/2019

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
	CLOSING BALANCE				454,048.66Cr
31/01/2019	31JAN GRS 21499039	INT		80.29	454,048.66Cr
25/01/2019	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		453,968.37Cr
04/01/2019	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		473,968.37Cr
	OPENING BALANCE				493,968.37Cr
Totals			40,000.00	80.29	

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Transactions for Cash

Voucher	Date	Chq/Rec No.	Description	Total	Balance
			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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			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	Aldi petty cash	-3.99	187.53
486	28/11/2018	PC	Petty Cash Card	-1.39	186.14
487	29/11/2018	PC	Certificate framing	-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
538	03/12/2018	PC	Coffee	-10.00	107.59
539	05/12/2018	PC	Civic Award wine	-43.40	64.19
540	05/12/2018	PC	Pegs for xmas stalls	-1.99	62.20
541	06/12/2018	PC	Wadding for Grotto	-22.50	39.70
542	10/12/2018	PC	Allotment key refund	-2.50	37.20
543	10/12/2018	PC	Milk	-1.10	36.10
570	03/01/2019	PC	Milk	-0.52	35.58
571	03/01/2019	PC	Milk	-1.20	34.38
572	03/01/2019	PC	Stamps	-6.96	27.42
573	10/01/2019	PC	Wall planner	-1.79	25.63
574	10/01/2019	PC	Tea Bags	-3.00	22.63
575	10/01/2019	PC	Milk	-1.20	21.43
576	16/01/2019	PC	Coffee	-8.00	13.43
124	24/01/2019		Transfer from Nat West Current Account	186.57	200.00
			CLOSING BALANCE		200.00

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A	Bank Reconciliation at 28/02/2019		
	Cash in Hand 01/04/2018		
			418,330.80
	ADD		
	Receipts 01/04/2018 - 28/02/2019		326,693.00
A	SUBTRACT		745,023.80
	Payments 01/04/2018 - 28/02/2019		286,023.27
	Cash in Hand 28/02/2019 (per Cash Book)		459,000.53
B	Cash in hand per Bank Statements		
	Cash	28/02/2019	153.16
	Nat West Current Account	28/02/2019	24,729.92
	Nat West Reserve Account	28/02/2019	434,117.45
B	Less unpresented cheques As attached		459,000.53 0.00
	Plus unpresented receipts As attached		459,000.53 0.00
	Adjusted Bank Balance		459,000.53
A = B Checks out OK			

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Statement for account [REDACTED] from 01/02/2019 to 28/02/2019

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
	CLOSING BALANCE				24,729.92Cr
28/02/2019	UTILITY WAREHOUSE 6094729/6094729/13	D/D	1,144.88		24,729.92Cr
28/02/2019	ENVA ENGLAND LTD WC00346	D/D	218.28		25,874.80Cr



Bankline

Statement for account [REDACTED] from 01/02/2019 to 28/02/2019

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
	CLOSING BALANCE				434,117.45Cr
28/02/2019	28FEB GRS 21499039	INT		68.79	434,117.45Cr
20/02/2019	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		434,048.66Cr
	OPENING BALANCE				454,048.66Cr
Totals			20,000.00	68.79	

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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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Voucher	Date	Chq/Rec No.	Description	Total	Balance
			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	Aldi petty cash	-3.99	187.53
486	28/11/2018	PC	Petty Cash Card	-1.39	186.14
487	29/11/2018	PC	Certificate framing	-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
538	03/12/2018	PC	Coffee	-10.00	107.59
539	05/12/2018	PC	Civic Award wine	-43.40	64.19
540	05/12/2018	PC	Pegs for xmas stalls	-1.99	62.20
541	06/12/2018	PC	Wadding for Grotto	-22.50	39.70
542	10/12/2018	PC	Allotment key refund	-2.50	37.20
543	10/12/2018	PC	Milk	-1.10	36.10
570	03/01/2019	PC	Milk	-0.52	35.58
571	03/01/2019	PC	Milk	-1.20	34.38
572	03/01/2019	PC	Stamps	-6.96	27.42
573	10/01/2019	PC	Wall planner	-1.79	25.63
574	10/01/2019	PC	Tea Bags	-3.00	22.63
575	10/01/2019	PC	Milk	-1.20	21.43
576	16/01/2019	PC	Coffee	-8.00	13.43
124	24/01/2019		Transfer from Nat West Current Account	186.57	200.00
662	05/02/2019	PC	Milk	-1.52	198.48
663	05/02/2019	PC	Velcro for Gator Heater	-3.47	195.01
664	08/02/2019	PC	Postage for Mayors chains	-26.60	168.41
665	26/02/2019	PC	Tea/Coffee/Sugar	-14.15	154.26
666	27/02/2019	PC	Milk	-1.10	153.16
			CLOSING BALANCE		153.16

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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on Tuesday 2 April 2019 at 7.15pm

Accounts Paid Report 2 April 2019

545	07/01/2019	DD	Non domestic rates	Rushcliffe Borough Council	689.00
546	11/01/2019	Bankline	Legal fees	Nelsons	1,923.60
547	11/01/2019	Bankline	Legal advice	Nelsons	789.00
548	11/01/2019	Bankline	PAYE M9	HMRC	996.67
549	11/01/2019	Bankline	PAYE M9	HMRC	1,442.75
550	11/01/2019	Bankline	Superann M 9	NCC Pension Fund	419.03
551	11/01/2019	Bankline	Superann M 9	NCC Pension Fund	1,490.48
552	11/01/2019	Bankline	Superann M 9	NCC Pension Fund	105.74
553	11/01/2019	Bankline	Superann M 9	NCC Pension Fund	464.00
554	11/01/2019	Bankline	Christmas Fair stall	A Buckingham	500.00
555	11/01/2019	Bankline	Grave digging fees	A Buckingham	275.00
556	11/01/2019	Bankline	Cloud Backup	Arcsus	41.34
557	11/01/2019	Bankline	Managed Server	Arcsus	90.00
558	11/01/2019	Bankline	Summer fair - stall hire	K Waller	720.00
559	11/01/2019	Bankline	Memorial bench fees	Fiurnitubes International Ltd	811.20
560	11/01/2019	Bankline	Cemetery waste	Bakers Waste	252.00
561	11/01/2019	Bankline	Photocopying charges	Reprotec Connect For	31.78
562	11/01/2019	Bankline	Keyholding	Gener8 Finance Ltd	42.00
563	11/01/2019	Bankline	Alternative room hire	Methodist Centre	30.00
564	11/01/2019	Bankline	Temporary toilets	Kniftons Mobile Toilets	408.00
565	11/01/2019	Bankline	Temporary toilets	Kniftons Mobile Toilets	324.00
566	11/01/2019	Bankline	Temporary toilets	Kniftons Mobile Toilets	324.00
567	11/01/2019	Bankline	Insurance/admin fees	Ellis Whittam	177.00
568	11/01/2019	Bankline	Emptying of bins	Streetwise Environmental	234.00
569	11/01/2019	Bankline	Emptying of bins	Streetwise Environmental	648.00
570	03/01/2019	PC	Milk	Petty Cash	0.52
571	03/01/2019	PC	Milk	Petty Cash	1.20
572	03/01/2019	PC	Stamps	Petty Cash	6.96
573	10/01/2019	PC	Wall planner	Petty Cash	1.79
574	10/01/2019	PC	Tea Bags	Petty Cash	3.00
575	10/01/2019	PC	Milk	Petty Cash	1.20
576	16/01/2019	PC	Coffee	Petty Cash	8.00
577	14/01/2019	DD	Fuel Account	Allstar Business Solutions	31.70
578	14/01/2019	DD	Non domestic rates	Rushcliffe Borough Council	70.00
579	15/01/2019	Bankline	Bank charges	Natwest	12.00
580	23/01/2019	Bankline	Equipment callout	Henton & Chattell	87.30
581	23/01/2019	Bankline	Light installation	Blachere Illuminations	2,226.90
582	23/01/2019	Bankline	Window cleaning	DHazzle	25.00
583	23/01/2019	Bankline	Keyholding	Gener8 Finance Ltd	42.00
584	23/01/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
585	23/01/2019	Bankline	Sports pitch cutting	Larch Groundwork Limited	300.00
586	23/01/2019	Bankline	CCTV call out	Central Security Systems Ltd	132.00
587	23/01/2019	Bankline	Consultancy fees	Ellis Whittam	1,635.00
588	23/01/2019	Bankline	Consultancy fees	Ellis Whittam	1,635.00
589	23/01/2019	Bankline	Purchase of Market stalls	Ken Waller Market Stalls	6,250.00
590	23/01/2019	Bankline	Grant aid	Friends of Bingham Linear	200.00
591	22/01/2019	DD	Photocopying charges	PeAC UK LTD	349.20
592	24/01/2019	Bankline	WAGES M10	WAGES M10	3,081.05
593	24/01/2019	Bankline	WAGES M10	WAGES M10	3,941.99
594	24/01/2019	Bankline	WAGES M10	WAGES M10	430.69
595	22/01/2019	DD	Data Protection renewal	ICO	35.00
596	31/01/2019	DD	Trade Waste collection	Enva	85.70
597	31/01/2019	DD	Gas/elec bill	Utility Warehouse	874.07
598	31/01/2019	DD	Mobile	Utility Warehouse	26.00
599	31/01/2019	DD	Mobile	Utility Warehouse	52.00
600	31/01/2019	DD	Cem Elec bill	Utility Warehouse	6.26
601	31/01/2019	DD	Depot Alarm bill	Utility Warehouse	17.64
602	31/01/2019	DD	Phone/broadband bill	Utility Warehouse	107.02
603	04/02/2019	Bankline	Light contract removal	Blachere Illuminations	708.60
604	04/02/2019	Bankline	Stationery	Viking Payments	2.15
605	04/02/2019	Bankline	Cleaning materials	Viking Payments	11.49

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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606	04/02/2019	Bankline	Stationery	Viking Payments	137.62
607	04/02/2019	Bankline	PAT Testing labels	Giltbrook Electrical	3.07
608	04/02/2019	Bankline	Grave digging fees	A Buckingham	275.00
609	04/02/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
610	04/02/2019	Bankline	Linear works	Handicentre (Bingham) Ltd	43.20
611	04/02/2019	Bankline	Memorial bench	Handicentre (Bingham) Ltd	47.86
612	04/02/2019	Bankline	Equipment	Handicentre (Bingham) Ltd	57.95
613	04/02/2019	Bankline	Memorial kerb plaque	Granart Ltd	63.60
614	04/02/2019	Bankline	Barrier hire	GAP Group Ltd	108.00
615	04/02/2019	Bankline	Gator repair	Henton & Chattell	87.30
616	04/02/2019	Bankline	PAYE M10	HMRC	975.36
617	04/02/2019	Bankline	PAYE M10	HMRC	875.13
618	04/02/2019	Bankline	Superann M10	NCC Pension Fund	443.58
619	04/02/2019	Bankline	Superann M10	NCC Pension Fund	1,139.68
620	04/02/2019	Bankline	Superann M10	NCC Pension Fund	103.58
621	21/02/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
622	21/02/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
623	21/02/2019	Bankline	PAT Testing labels	Giltbrook Electrical	3.07
624	21/02/2019	Bankline	PAT Testing labels	Giltbrook Electrical	3.07
625	21/02/2019	Bankline	Alarm System work	Chubb Fire and Security	42.00
626	21/02/2019	Bankline	Gator heater	Joanne Riddle	18.48
627	21/02/2019	Bankline	Town News	St Marys Church	1,275.27
628	21/02/2019	Bankline	IT support	Arcsus	90.00
629	21/02/2019	Bankline	Cloud Backup	Arcsus	41.04
630	21/02/2019	Bankline	Skip Hire	Vale Skip Hire	380.00
631	21/02/2019	Bankline	Van Hire	Ranch Van Hire	500.00
632	21/02/2019	Bankline	Mayors chain engraving	Thomas Fattorini	65.70
633	21/02/2019	Bankline	Lift maintenance contract	Lift & Engineering Services	183.82
634	21/02/2019	Bankline	Slide storage fees	Jon Walker Timber Ltd	576.00
635	21/02/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
636	21/02/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
637	21/02/2019	Bankline	Keyholding	Gener8 Finance Ltd	42.00
638	21/02/2019	Bankline	Black bin bags	Cleaning supplies 4U	49.12
639	21/02/2019	Bankline	Black bin bags	Cleaning supplies 4U	89.89
640	21/02/2019	Bankline	Depot	Handicentre (Bingham) Ltd	55.60
641	21/02/2019	Bankline	Depot	Handicentre (Bingham) Ltd	45.86
642	21/02/2019	Bankline	Window cleaning	DHazzle	25.00
643	21/02/2019	Bankline	Photocopying charges	Reprotec	71.97
644	21/02/2019	Bankline	Room Hire	Methodist Centre	140.00
645	21/02/2019	Bankline	Sports pitch cutting	Larch Groundwork Limited	1,800.00
646	21/02/2019	Bankline	HR Consultancy	Ellis Whittam	5,460.00
647	21/02/2019	Bankline	Chipper Hire	P S Marsden Ltd	420.00
648	21/02/2019	Bankline	Grant towards Flail	Friends of Bingham Linear	300.00
649	21/02/2019	Bankline	Temp Event Notice	Rushcliffe Borough Council	21.00
650	14/02/2019	DD	Fuel Account	Allstar Business Solutions	6.72
651	15/02/2019	Bankline	Bank charges	Natwest	12.40
652	24/02/2019	Bankline	WAGES M11	WAGES M11	2,983.56
653	24/02/2019	Bankline	WAGES M11	WAGES M11	4,374.39
654	24/02/2019	Bankline	WAGES M11	WAGES M11	430.69
655	28/02/2019	Bankline	Gas/elec bill	Utility Warehouse	923.85
656	28/02/2019	Bankline	Mobile	Utility Warehouse	26.00
657	28/02/2019	Bankline	Mobile	Utility Warehouse	52.00
658	28/02/2019	Bankline	Cem Elec bill	Utility Warehouse	10.33
659	28/02/2019	Bankline	Depot Alarm bill	Utility Warehouse	17.64
660	28/02/2019	Bankline	Phone/broadband bill	Utility Warehouse	115.06
661	28/02/2019	Bankline	Trade Waste collection	Enva	218.28
662	05/02/2019	PC	Milk	Petty Cash	1.52
663	05/02/2019	PC	Velcro for Gator Heater	Petty Cash	3.47
664	08/02/2019	PC	Postage for Mayors	Petty Cash	26.60
665	26/02/2019	PC	Tea/Coffee/Sugar	Petty Cash	14.15
666	27/02/2019	PC	Milk	Petty Cash	1.10
667	04/02/2019	Bankline	Pension Deficit	NCC Pension Fund	464.00

£63,816.60

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
held in the Council Chamber, The Old Court House, Church Street, Bingham,
on Tuesday 2 April 2019 at 7.15pm



Bingham Town Council

Statement of Internal Control and Annual Review of Effectiveness of Internal Control

1.0 Overview

- 1.1 Regulation 4 of the Accounts and Audit Regulations, 2003 as amended, imposes a duty on local councils to ensure “that the financial management of the body is adequate and effective and that the body has a sound system of internal control.”
- 1.2 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of its system of internal control. The Town Council is required to sign the Annual Governance Statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.3 In order for the Town Council to review the effectiveness of the internal control system there needs to be clarity on the internal controls in place.
- 1.4 Some internal controls are listed in the Financial Regulations document, but the system of controls goes beyond this. A Statement of Internal Controls has therefore been prepared and this is included following this report.

2.0 RECOMMENDATION

- 2.1 That the Town Council consider the attached Statement of Internal Controls, reviewing it to consider whether the controls currently in place are effective.

Prepared by: Sharon Pyke
Town Clerk/Responsible Financial Officer
26 March 2019

The following statement of internal control was considered by the Policy and Resources Committee at its meeting on 02 April 2019.

Minute Reference: Item 8, Folio 9236

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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Statement of Internal Control

Financial Regulations & Standing Orders

- The Town Council has adopted Financial Regulations and Standing Orders, based on the model versions prepared by NALC/SLCC. The Financial Regulations and Standing Orders are reviewed for continued relevance at least annually and amended where necessary by the Town Clerk with any proposed amendments subject to approval by the Town Council.

Budgetary controls

- The budget for the year ending 31 March 2020 was prepared and presented by the Conservative group and approved by Full Council, as evidenced by reports and minutes in advance of the start of the financial year.
- The precept is set on the basis of the budget and submitted in advance of the deadline set by Rushcliffe Borough Council.

Order/Tender controls

- The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.
- Official orders/letters are issued to suppliers for services which are not regular in nature.

Payment controls

- Depending on the nature of the supply, the Responsible Financial Officer or Deputy Clerk checks the purchase invoice to indicate that the supply has been received, that the supply has not previously been paid and that the invoice calculations are correct.
- Purchase orders/emails/letters ordering the work are matched to purchase invoices where applicable
- Payment processing is checked by two members of staff
- Payments over £2,000 (exclusive of VAT) to be identified separately for payment approval by Full Council so that a corresponding minute is recorded
- All paid invoices are presented for verification in the accounts paid report tabled at the Policy and Resources Committee meeting
- Payments are subject to scrutiny at the Policy and Resources Committee meeting
- Payments made are included in the minutes of the Policy and Resources Committee meeting
- Invoices are available to Councillors to view

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Cheques will be signed by two Councillors, who are authorised to sign on the Town Council's bank mandate

- The Responsible Financial Officer and Deputy Clerk are authorised to transfer funds from one Town Council account to another Town Council account
- The Responsible Financial Officer maintains control of the cheque book at all times, cheques will only be issued and signed by two Councillors from the bank mandate who have authority to sign
- When invoices are paid by cheque, they are identified by the cheque number and referenced in the cashbook by the cheque number. This is cross checked with the bank statements
- Changes to bank account details of suppliers are checked before being acted upon
- On-line payments made via Bankline are restricted to the Responsible Financial Officer, Deputy Clerk and an Administrative Assistant and are confirmed after payments are entered by another staff member
- The Town Council maintains a petty cash float in accordance with its Financial Regulations.
- The petty cash float is reconciled every month and is part of the banking reconciliation reports sent to Policy and Resources Committee meetings for approval and reported to Full Council

Income controls

- The Responsible Financial Officer ensures that precept amount received is correct in accordance with the precept demand made to Rushcliffe Borough Council
- The Responsible Financial Officer ensures that the precept instalments are received when due
- The Responsible Financial Officer ensures that other receipts (deposit interest, room hire charges, leases, sports rental, wayleaves and cemetery fees) are received when due and correctly calculated
- Receipts are issued for cash and cheques received and a copy kept
- Income is banked promptly

VAT repayment claims

- The Responsible Financial Officer ensures that all invoices are addressed to the Town Council
- The Responsible Financial Officer ensures that proper VAT invoices are received where VAT is payable

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- The Responsible Financial Officer maintains a VAT account to show that the correct amount of VAT is reclaimed in the year
- VAT is reclaimed on a quarterly basis

Payroll controls

- Staff contracts are prepared by the Town Clerk and agreed by the Policy and Resources Committee and approved by Full Council. They are reviewed and amended where necessary by the Town Clerk and approved by the Council.
- The Town Clerk's contract is prepared by the Town Clerk with the direct involvement of at least two members of the Policy and Resources Committee. The Policy and Resources Committee to agree the contract with approval being sought from Full Council.
- All employees are paid under PAYE as an employee and the necessary system for HMRC RTI is in place
- All employees' salaries are set by the Town Council and a minute is prepared to show the agreed salary
- Salaries are paid by bank transfer
- The Responsible Financial Officer will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done

Staff expenses

- Staff submit a request for reimbursement of monies owing by way of an expense claim. The Town Clerk will approve the reimbursement of the monies owed which will then be included in the accounts for payment schedule sent to Policy and Resources Committee meeting for approval.
- The expenses cover any out of pocket expenses as well as motoring expenses as laid down by joint SLCC/NALC guidelines

Cash Book/Bank Reconciliations

- The cash book is kept electronically, maintained up to date from original documents (cash received, invoices, payments (standing orders, direct debits and bank transfers made and cheques as they are prepared)
- The cash book is reconciled to the bank statement monthly
- Reconciled accounts are presented at every cycle of the Policy and Resources meeting for reference
- The latest financial position and movements of the Town Council can be traced back to the expenditure approved at previous meetings

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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Financial reporting

- A budget control, comparing actual receipts and payments to the budget is prepared on a quarterly basis and presented to the Policy and Resources Committee meeting

Asset Control

- The Responsible Financial Officer maintains a full asset register
- The existence and condition of assets is checked on an annual basis by the Town Clerk
- The adequacy of insurance of the Parish Council's assets is considered in advance of the insurance renewal

Risk Assessment

- A Risk Assessment, in the form of this document, the Statement of Internal Control and Annual Review of Effectiveness of Internal Control, is carried out annually by the Town Clerk and presented to the Resources and Policy Committee meeting where it is recommended for approval and minuted as approved by the Council.

Payments made under section 137 of the 1972 LGA ("The Free Resource")

Bingham Town Council has the General Power of Competency, if this power lapses the Town Council will return to operating payments under S.137 as instructed below.

- A separate s137 account will be maintained
- The Responsible Financial Officer will calculate the maximum amount of s137 expenditure able to be made each year and will ensure that it is not exceeded. The amount will be confirmed to the Town Council
- The corresponding legal power will be identified in advance of any expenditure
- Where requests for expenditure from s137 are made, it will be made clear at the Policy and Resources meeting where the payment is to be approved

A minute authorising expenditure from s137 will be recorded on each occasion

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Internal Audit

- The current cycle of internal audit review is on an annual basis following the end of the financial year
- The internal auditor produces a written report after completion of their audit review which will highlight any deficiencies in the internal controls and make recommendations or confirming that the Town Council's internal controls are sufficiently robust
- This report will be considered by Full Council with approved recommendations being implemented at the earliest opportunity
- The Town Clerk will keep the Policy and Resources Committee updated on the adoption of the auditor's recommendations

RISK REGISTER

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
Financial Risks									
F1	Major fraud or corruption	3	4	12	Town Clerk Policy and Resources Committee	Invoice approval process for Officers. Changes to banking details of suppliers are checked. Payment processing is checked by 2 Officers. Cheques are signed by 2 approved Councillor signatories. Access to online banking restricted to Town Clerk, Deputy Clerk and 1 Admin Assistant Payments are subject to scrutiny by Policy and Resources Committee. Monthly banking reconciliation submitted for checking by Policy and Resources Committee. Forecast vs actual reports analysed by Policy and Resources Committee	Councillor checks Financial Regulations Internal/External audit regime	8 (2x4)	Financial errors identified. Inability to meet financial obligations. Police/legal action implemented.
F2	Financial errors leading to unexpected losses or	3	5	15	Town Clerk Policy and	Fidelity insurance in place Training provided to officers.	Councillor checks Financial Regulations	8 (2x4)	Financial errors identified.

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RISK REGISTER

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	inability to achieve approved projects				Resources Committee	<p>Changes to banking details of suppliers are checked.</p> <p>Payment processing is checked by 2 Officers.</p> <p>Cheques are signed by 2 approved Councillor signatories.</p> <p>VAT reclaimed on a quarterly basis.</p> <p>Access to online banking restricted to Town Clerk, Deputy Clerk and 1 Admin Assistant</p> <p>Sector specific accounting software used</p> <p>Payments are subject to scrutiny by Policy and Resources Committee.</p> <p>Monthly banking reconciliation submitted for checking by Policy and Resources Committee.</p> <p>Forecast vs actual reports analysed by Policy and Resources Committee.</p>	Internal/External audit regime		Inability to meet financial obligations.
F3	Inadequate cash resources	3	4	12	Town Clerk	<p>Cash float kept in the safe.</p> <p>Float is balanced.</p>	Financial Regulations	6 (2x3)	Unable to meet cash demands

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Bingham Town Council

RISK REGISTER

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
							Internal/External audit regime		
F4	Lack of clarity of financial information provided to Councillors	4	4	16	Town Clerk	Sector specific accounting software used Open questioning of financial data supplied	Scrutiny by Policy and Resource Committee	9 (3x3)	Queries from Councillors
Risks to Assets									
A1	Play Parks	4	4	16	Town Clerk/ Recreation & Amenities Committee	A minimum of weekly visual inspections conducted by trained ground staff inspect the Play Parks. Weekly written reports submitted. Small repairs are carried out by ground staff with more significant repairs carried out by qualified engineers. An annual inspection of the Play Parks carried out by an inspector who is a listed on the Register of Play Inspectors International Ltd. Refurbishment programme of 3 Play Parks underway. Grassed areas are regularly maintained by Grounds staff in	Monitoring by Recreation and Amenities Committee. Where applicable Bingham Town Council subject to terms of lease. Annual review of asset register by Policy and Resources Committee Insurance provision Public Liability	12 (3x4)	Complaints from members of the public. Accident or Injury reported

RISK REGISTER

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						accordance with the season. Provision in budget for repairs and maintenance and for refurbishment program. Land and play equipment included on asset register			
A2	Sports Clubs	3	4	12	Town Clerk/ Recreation & Amenities Committee	Club pavilions are subject to an annual inspection in accordance with the terms of the lease. The Rugby Club Pavilion is the subject of an initial re-development study. Pitches, grassed areas and any shrubbery is maintained in accordance with the season and the terms of the lease. Provision made in budget.	Monitoring by Recreation and Amenities Committee. There are plans to update both leases with the Sports Clubs Annual review of asset register by Policy and Resources Committee	6 (2x3)	Councillors and/or Sports Club Committee identify a need to upgrade amenities
A3	Cemetery	4	4	16	Town Clerk/ Recreation & Amenities Committee	Bingham Town Council is the Burial Authority. Town Clerk, Deputy Clerk and 1 Admin Assistant trained in cemetery management and operation. There is a review programme in place to check protocols and to consider changes in the public's perceptions.	Monitoring by Recreation and Amenities Committee Annual review of asset register by Policy and Resources Committee Insurance provision Public Liability	12 (3x4)	Complaints from members of the public or Funeral Directors. Accident or injury reported

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RISK REGISTER

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						Grounds staff check and maintain the upkeep of the area.			
A4	Linear Park	3	2	6	Town Clerk/ Recreation & Amenities Committee	Provision made in budget Friends of Bingham Linear Park inspect and make the Council aware of any issues and host maintenance days. Grounds staff cut grass along a section of the Park and respond to requests made via Friends of Bingham Linear Park Committee. Provision made in budget	Monitoring by Recreation and Amenities Committee Annual review of asset register by Policy and Resources Committee Friends of Bingham Linear Park have introduced their new Management Plan Work is happening in collaboration Public Liability	4 (2x2)	Complaints from the Friends of Linear Park Committee and/or members of the public. Residents abutting the Linear Park access the Park to cut back trees which can negatively impact the eco-system
A5	Old Court House	3	4	12	Town Clerk/ Recreation & Amenities Committee	General monitoring of condition of building Contractors carry out some maintenance checks of equipment/systems as determined by their maintenance schedule Provision made in budget	Monitoring by Recreation and Amenities Committee January 2012 partial building survey Annual review of asset register by Policy and Resources Committee Insurance provision Public Liability	12 (3x4)	Noticeable decay in building fabric Complaints from staff, tenants or room hire groups

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RISK REGISTER

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
A6	Allotments	1	2	2	Town Clerk/ Recreation & Amenities Committee	Allotment Management in place although not all allotment holders are members. Tenancy agreements Provision made in budget	Monitoring by Recreation and Amenities Committee Terms of lease from Rushcliffe Borough Council. Annual review of asset register by Policy and Resources Committee	2 (1x2)	Conflict between allotment holders Allotments become vacant or are left in a dormant state Review of tenancy agreement will take place to reflect best practice
A7	Warner's Paddock	1	1	1	Town Clerk/ Recreation & Amenities Committee	Land leased from Crown Estate with a yearly tenancy agreement in place	Monitoring by Recreation and Amenities Committee Terms within leases Annual review of asset register by Policy and Resources Committee	1	Tree damage Clarification needed in relation to tree responsibilities
A8	Other pockets of land either leased or owned	1	1	1	Town Clerk/ Recreation & Amenities Committee	Grounds staff check and maintain the upkeep of these areas. Provision made in budget	Monitoring by Recreation and Amenities Committee Terms of lease Annual review of asset register by Policy and Resources Committee	1	Complaints from members of the public
A9	Former Allotment site	2	4	8	Town Clerk/ Recreation & Amenities Committee	Site perimeters have metal fencing to prevent access.	Public Liability On Rushcliffe Borough Council's Contaminated Land Register	6 (2x3)	Reports from members of the public regarding

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RISK REGISTER

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							Annual review of asset register by Policy and Resources Committee Insurance provision		potential unlawful access.
A10	Trees	3	3	9	Town Clerk/ Recreation & Amenities Committee	Annual tree inspection by professional arboriculturist. Report of priority actions produced. Tree works carried out through-out the year by professional arboriculturist or staff Provision made in budget	Necessary permissions obtained for tree works especially within the Conservation Area. Annual review of asset register by Policy and Resources Committee Insurance provision	3 (1x3)	Queries or complaints from members of the public
A11	Utility Vehicle	2	2	4	Town Clerk/ Policy & Resources Committee	Service at manufacturers recommended intervals Supplier local to area Manufacturer has plant local to area Risk assessments	Policy & Resources Committee Annual review of asset register by Policy and Resources Committee Insurance provision	2 (1x2)	Break down of vehicle
A12	Grounds Maintenance Equipment	2	2	4	Town Clerk/ Policy & Resources Committee	Annual Services Maintenance depots local to area Risk assessments	Policy & Resources Committee Annual review of asset register by Policy and Resources Committee Insurance provision	2 (1x2)	Equipment failure

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A13	Other assets	2	2	4	Town Clerk/Policy & Resources Committee	Where appropriate service plans in place Risk assessments	Annual review of asset register by Policy and Resources Committee Insurance provision	2 (1x2)	Equipment failure
Staffing Risks									
S1	Staff with no written contracts of employment	5	4	20	Town Clerk/Policy & Resources	HR Consultants in place and will carry out review and make recommendations so all staff have contracts and job descriptions	All staff have written contracts with the exception of the Town Clerk. Which is being finalised. Observing NJC terms in line with employees with contracts Policy & Resources Committee	5 (5x1)	
S2	Staff holidays / illness	3	4	12	Town Clerk	Holiday rota system in place 5 x P/T Officers provides flexibility of cover within a reduced service or extended time frame. Currently only 4 x P/T Officers. Where practicable, continuity of cover by Deputy Clerk when Town Clerk is off work. 3 x F/T Grounds staff allows for a limited level of	Policy & Resources Committee Policy & Resources Committee Seek advice from retained HR Consultants Staffing review has been commissioned	6 (2x3)	Office closures Query/complaints from members of the public

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						cover within a reduced service or extended time frame which will be exacerbated in the grass growing season. Currently only 2 x F/T Grounds staff			
S3	Failure to retain/recruit key staff	5	5	25	Town Clerk/ Policy & Resources Committee	Review job description NJC terms and conditions Appraisal process Independent review to check if role is commensurate with salary Appropriate notice periods in place for key staff	SLCC guidance and advice Seek advice from HR Consultants Staffing review recommendations to be considered	25 (5x5)	Staffing issues Capacity issues Stress levels Staff absence Incomplete or time delayed work
S4	Failure to communicate effectively with staff	5	5	25	Town Clerk/ Policy & Resources Committee	Strategic direction set by Council	SLCC guidance and advice Seek advice from HR Consultants	20 (4x5)	Appraisal process Town Clerk feedback Incomplete or time delayed work
S5	Failure to communicate effectively between staff	3	4	12	Town Clerk/ Policy & Resources Committee	Consultation with Town Clerk Confidential access to Mayor or Deputy Mayor if concerns are raised relating to the Town Clerk One to one meetings Staff meetings	SLCC guidance and advice Seek advice from HR Consultants	9 (3x3)	Atmosphere in office Incomplete or time delayed work Stress levels Staff absence Concerns raised by Councillors

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S6	Failure to provide training /career development (Staff & Councillors)	3	4	12	Town Clerk/ Policy & Resources Committee	Bingham Town Council has not renewed its subscription to NALC but is still able to access their range of training to staff across their range of responsibilities and in support of Councillors in their roles to Council and its Committees. The Town Clerk and Deputy Clerk retain their membership of the SLCC for training and advice. There are training budgets for Councillors and staff	Appraisal process Training and Development plans Code of Conduct Standing Orders	9 (3x3)	and/or members of the public Appraisal process Town Clerk feedback Complaint from member of the public Councillor acts ultra vires
S7	Excessive levels of stress or other work-related illnesses	5	5	25	Town Clerk/ Policy & Resources Committee	Staff to have frequent consultations with the Town Clerk. In the event of the Town Clerk, more frequent meetings with the Clerk's appraisal team Full use of leave allocation Flexibility in working practices as far as practicable SLCC support service	Appraisal process Seek advice from HR Consultants Role of Occupational Health companies	25 (5x5)	Staff absence Staff capacity Incomplete or time delayed work

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S8	Staffing Capacity	5	5	25	Town Clerk/ Policy & Resources Committee	Policy & Resource Committee review staffing aspects and capacity issues Extra staff taken on for special projects Regular events have defined planning processes SLCC support service	Staffing review recommendations to be considered Grounds staff responsibilities under review Appraisal process Projects/additional work considered on its merits Event planning Seek advice from HR Consultants	25 (5x5)	Stress levels Staff absence Incomplete or time delayed work
IT Risks									
I1	Failure of back-up systems	3	4	12	Town Clerk	Cloud back up provision in place in line with IT contract recommendations	Back up model	8 (2x4)	No back up data
I2	Server failure	3	4	12	Town Clerk	Automatic back up regime in place with IT contractor	Back up model	8 (2x4)	System failure
I3	Data corruption	3	4	12	Town Clerk	Virus controls in place	Back up model IT Policy	8 (2x4)	System failure or corrupted material
I4	Virus or other corruptive elements	3	4	12	Town Clerk	Back up regime in place	Back up model	8 (2x4)	System failure or corrupted material
I5	Infiltration	3	5	15	Town Clerk	Virus controls in place	Security coded server	8 (2x4)	System failure or corrupted material
I6	Failure to comply with the General Data Protection Regulations and Data Protection Act	3	5	15	Town Clerk	Staff awareness training and advice		8 (2x4)	Failure notifications received or third party makes Council aware of issue

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17	Failure of IT systems, networks or suppliers	3	5	15	Town Clerk	Equipment agreements in place Technical assistance readily available	Financial Regulations	8 (2x4)	System errors or failure
18	Failure to comply with software licence agreements	3	4	12	Town Clerk	Key consideration in any discussions on IT matters	Compliance with agreements controlled by Town Clerk	8 (2x4)	Failure notifications received or third party makes council aware of issue
19	Access to email system once a Councillor resigns	3	5	15	Town Clerk	Access to email system is revoked with email account locked down. Email account is deleted after 3 months	Compliance with agreements controlled by Town Clerk	8 (2x4)	Breach of Data Protection
Partnership Risks									
P1	Delay by local authority or other statutory body in carrying out work pursuant to its legal obligations	3	5	15	Town Clerk/ Committee Chairs	Full consultation with all agencies	Regular Committee reporting Agency consultation processes	8 (2x4)	Complaints from stakeholders Consultation with partners
P2	Strike or other actions by partnership bodies staff	2	4	8	Town Clerk	Regular consultation by Bingham Town Council ensures awareness	Agency consultation processes	6 (2x3)	Complaints from stakeholders Consultation with partners
P3	Police Liaison - Priorities	3	4	12	Community & Environment Committee	Priorities regularly reviewed at Priority setting meetings with local police Police report (irregularly) to Community and Environment Committee	Regular Committee reporting	9 (3x3)	Increase in criminal activity Increase in complaints

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P4	Risk of financial pressures on Bingham Town Council from failure of partner organisations	3	4	12	Town Clerk/ Policy & Resources Committee	Additional liaison with Positive Futures Bingham Bingham Town Council representatives on outside body committees	Copies of minutes etc provided to Bingham Town Council Structured formal reports by Councillors to Council	6	Complaints from stakeholders Contractors make contact with Bingham Town Council
Reputational Risk									
R1	Failure to identify specialist communication	3	5	15	Town Clerk	Advice of other agencies sought where required Nature and means of communication is regularly undertaken in respect of various minor projects Major projects would be subject to separate communication strategy dependent upon need		12 (3x4)	Communication gaps Feedback from stakeholders Complaints
R2	Problems caused by lack of a clear communications structure or protocol, resulting in mixed messages and lack of comprehension of Town Council role	3	5	15	Town Clerk/ Mayor	Communication channels: Town Guide Website Newsletter Councillor contact Council meetings Town Meeting Council office	Communication networks Minutes Standing Orders	12 (3x4)	Complaints Negative feedback Negative media
R3	Failure to effectively manage media relations	3	5	15	Town Clerk/ Mayor	Meeting between Town Clerk, Chair of Policy & Resources and the Mayor to ascertain how to return to an equilibrium Work with parties concerned to ascertain		8 (2x4)	Negative media Negative feedback

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						how to return to an equilibrium			
R4	Qualified audit returned	3	4	12	Town Clerk	Action plan co-ordinated by Town Clerk Council would consider and decide to act upon recommendations made by Internal Auditor Comply with public inspection rights	Financial Regulations Standing Orders Transparency Code for Larger Councils over £200,000	8 (2x4)	Queries from external auditor
Legal Risks									
L1	Failure to comply with key legislative requirements	2	5	10	Town Clerk & Councillors	Access to professional advice from Nottingham County Council and Rushcliffe Borough Council	Standing Orders Financial Regulations	8 (2x4)	Notification of failure
L2	Legal costs attributed to removal of trespassers from Bingham Town Council land	3	4	12	Town Clerk, Councillors & 3 rd party organisations	Security high priority in both managed and leased land Good Communications Key financial risk passed on by insurance provision	Security highlighted during management meetings with third parties and with grounds staff	8 (2x4)	Travellers camp on Bingham Town Council land

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Corporate Risks									
C1	Disaster management – loss of building, facility or infrastructure	3	5	15	Town Clerk, Councillors & 3 rd party organisations	Nottinghamshire County Council Disaster Plan Alarm Systems Health and Safety Compliance Fire Controls Town Clerk and Deputy ability to work from home Website accessible via 3 rd party supplier	Emergency Plan to be developed which may extend to how the Town Council maintains continuity of operation	8 (2x4)	Fire, flood or other natural disaster Notification of entry failure
C2	Failure to meet changing stakeholder requirements	4	5	20	Policy & Resources	Councillor engagement Business connections Bingham Town Council communication channels		16 (4x4)	Feedback Issues with governance and negative feedback

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C3	Changes in political organisation lead to uncertainty of direction	4	4	16	Town Clerk/ Mayor	Councillors work in partnership to seek consensus (or majority view) on direction	Standing Orders Committee Structure	16 (4x4)	New term of Council will commence in May. Conflict in Council meetings
C4	Raising expectations and then not delivering	4	5	20	Town Clerk/ Council	Project priorities set Bingham Town Council communication channels Councillor engagement Business connections Regular policy reviews	Feedback	20 (4x5)	Negative media Staff frustrations Councillor frustrations Negative stakeholder feedback
C5	Councillor / staffing relationships deteriorate	5	5	25	Town Clerk, Chair of Policy & Resources & Mayor	Meeting between Town Clerk, Chair of Policy & Resources and the Mayor to ascertain circumstances of deterioration.	Code of Conduct Appraisal Process SLCC guidance and advice Seek advice from HR Consultants Training provision	25 (5x5)	Conflicts of interest Staffing or Councillor criticism Atmosphere in office Stress levels Staff absence Incomplete or time delayed work
C6	Failure to effectively communicate with stakeholders	3	4	12	Town Clerk	Councillor engagement Business connections		9 (3x3)	Information gaps Outcome failure

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						Bingham Town Council communication channels			Negative feedback
Event Planning									
E1	Event Management	4	4	16	Town Clerk & Community & Environment Committee	Committee consideration Councillor input Partnership approach with local schools, Nottinghamshire County Council, Rushcliffe Borough Council and others Risk Assessments	Legal orders Event planning Appropriate licences in place	9 (3x3)	Health and Safety incident Lack of attendance Complaints

Key:

Likelihood	Impact					
		Minor	Moderate	Severe	Major	Critical
		1	2	3	4	5
Highly Likely	5	5	10	15	20	25
Likely	4	4	8	12	16	20
Occasional	3	3	6	9	12	15
Unlikely	2	2	4	6	8	10
Very Unlikely	1	1	2	3	4	5

Considered by Policy and Resources Committee – 02 April 2019