

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 04 June 2019 at 7.15pm

PRESENT:

Councillors: A Shelton, R Bird, J Lewis (substitute), M Stockwood, J Stockwood and F Purdue-Horan.

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

Members of the Public: 2 and Councillor V Leach

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

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

2. **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted from Councillor T Wallace due to work commitments with Councillor J Lewis attending as Councillor T Wallace's substitute.

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

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

4. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5. **MINUTES**

RECOMMEND: that the minutes of 02 April 2019, Folio 9235-9271 were taken as read, approved and signed by the Chair as a true record.

6. **Q4 REVENUE TO BUDGET REVIEW – FOLIOS 9310 – 9313**

The Q4 revenue to budget was reviewed and noted.

7. **ACCOUNTS PAID REPORT – FOLIOS 9314 TO 9317**

- a) To 31 March 2019 - The accounts paid report was reviewed and it was agreed to **RECOMMEND:** approval of £27,872.84
- b) To 30 April 2019 - The accounts paid report was reviewed and it was agreed to **RECOMMEND:** approval of £61,326.97

8. **BANK RECONCILIATIONS – FOLIOS 9318 - 9323**

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

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- b) The Reconciliation Report up to 30 April 2019 was presented to Councillors and it was agreed to **RECOMMEND**: approval of the Reconciliation Report.

9. CAR PARK SUB COMMITTEE TERMS OF REFERENCE – FOLIO 9324

It was agreed to **RECOMMEND** deletion of items j, k and l from the terms of reference.

It was also agreed to **RECOMMEND** that the Car Park Sub-Committee membership be the Mayor, Deputy Mayor, 2 Conservative Councillors, 2 Non-Conservative Councillors and a non-voting representative from Bingham Sports Club.

10. POLICY REVIEW

The following policies were reviewed and there was agreement to **RECOMMEND** re-adoption of the policies without alteration.

- a) Co-option Policy
- b) Health & Safety
- c) Mayor's Allowance
- d) Parish Travel & Subsistence Allowance
- e) Training and Development
- f) Data Breach
- g) Data Protection
- h) General Privacy Notice
- i) Privacy Notice for Councillors and Staff
- j) Records Retention
- k) Subject Access
- l) Media and Recording
- m) Environmental
- n) Asset Valuation
- o) Complaints

11. COUNCILS PRIORITIES UP TO THE YEAR ENDING 31 MARCH 2020

It was agreed that all Committees were to consider their priorities through the next cycle of meeting.

12. CONSIDERATION OF THE MASTER PLAN ACTIONS FROM THE GROWTH BOARD

The Committee considered items around the new market manager, wild flower verges, a community group considering events for the market place and a town centre manager. The discussion gave a steer for the items taken forward and plans that were being considered to take to the Growth Board meeting the following week.

13. GRANT REQUESTS

- a) Diabetes Group – This item was deferred until a Grant Application had been completed.

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- b) Bingham British Legion – It was agreed to **RECOMMEND** a grant award of £100 and the ground staff were to assist installing the poppies.
- c) Standing Orders were suspended at 8.30pm for a member of the public who spoke about the importance of the service. Standing Orders were re-instated at 8.32pm
Rushcliffe Community Voluntary Service – It was agreed to **RECOMMEND** a grant award of £400.
- d) Neighbourhood Plan – It was agreed to **RECOMMEND** that the costs of the Methodist Centre room bookings be paid for two meetings. A Grant Application was to be completed for the room hire fees at the Old Court House so this item was deferred.
- e) Age UK – This item was deferred until a Grant Application had been completed.

14. WRITING OFF ASSETS AND REMOVAL FROM THE ASSET REGISTER

RECOMMEND: writing off and removal of the items if listed on the asset register

- (a) HP L1750 monitor
- (b) Fujitsu spremo desk top
- (c) HP laserjet 1320 printer
- (d) Draytek router
- (e) Fujitsu desktop x 2
- (f) Epson stylus sx215 printer x 2
- (g) Cd drive plexwriter
- (h) Fujitsu windows vista
- (i) Panasonic cctv recorder x 2

15. CONFIDENTIAL BUSINESS

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

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

The following matters were discussed:

1. Confidential Notes from the Policy and Resources meeting, 02 April 2019

RECOMMEND: that the notes of 02 April 2019 be approved.

2. Wychwood Road Land Charge and condition

RECOMMEND: that the land charge and condition is accepted.

3. Staffing Matters

Staff Review

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RECOMMEND: to defer this item, until the next item on the agenda had been considered.

RECOMMEND: that employment procedures are followed in relation to a member of staff.

Meeting Closed at: 9.55pm

.....CHAIRMAN

Date:

DRAFT

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Q4 Revenue to Budget including end of year adjustments

Receipts At 31.3.19	CC ID	Cost Centre	2018/2019 Budget	Payments At 31.3.19
<u>COMMUNITY & ENVIR COMM</u>				
COMMUNITY & EVENTS				
£ 4,132.50		1 CHRISTMAS/SUMMER FAIRS	£ 9,000.00	£ 8,086.52
		2 CHRISTMAS LIGHTS	£ 6,500.00	£ 6,080.86
£ 675.25		3 CHRISTMAS TREE	£ 500.00	£ 342.96
		4 OTHER PROMOTIONS	£ 2,000.00	£ -
		5 TOWN NEWS/LEAFLETS	£ 2,000.00	£ 1,275.27
		6 TOWN GUIDE/PROMO	£ -	£ -
		7 CIVIC EVENTS & EXPENSES	£ 3,000.00	£ 1,300.78
			£ 23,000.00	£ 17,086.39
ENVIRONMENT				
		12 CCTV MAINTENANCE	£ 425.00	£ 750.74
		13 GENERAL MAINTENANCE	£ 300.00	£ -
		14 TOWN AND FLORAL DISPLAY	£ 3,000.00	£ 3,084.24
		15 LITTER & DOG BINS	£ 900.00	£ 1,153.93
		16 TRANS TO ENV/CCTV RESERVE	£ 500.00	£ 500.00
			£ 5,125.00	£ 5,488.91
<u>RECREATION COMMITTEE</u>				
ALLOTMENTS				
£ 1,175.67		20 RENT	£ 360.00	£ 357.00
£ 3,754.49		21 WATER CHARGES	£ 250.00	£ 4,053.77
		22 MAINTENANCE	£ 500.00	£ 3,289.50
			£ 1,110.00	£ 7,700.27
CEMETERY				
		26 RATES	£ 650.00	£ 703.10
		27 WATER/DRAINAGE	£ 300.00	£ 352.60
		28 GRAVE PREPARATION	£ 1,750.00	£ 3,709.53
		29 ELECTRICITY	£ 100.00	£ 70.95
		30 MAINTENANCE	£ 1,000.00	£ 5,289.55
£ 14,518.15		31 MEMORIALS & FEES	£ 1,000.00	£ 3,384.56
			£ 4,800.00	£ 13,510.29

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RECREATION

	35 LINEAR PARK	£	1,000.00	£	781.00	
	36 TRANSFER TO LINEAR PARK RES	£	3,000.00	£	3,000.00	
	37 PLAY AREA/OPEN SPACE MAINT	£	8,000.00	£	2,139.67	
£	1,960.00	38 RENT	£	300.00	£	100.00
	39 SPORTS PITCH MAINTENANCE	£	8,000.00	£	16,425.00	
£	220.76	40 WAYLEAVES	£	-	£	6.78
	41 TREE/SHRUB MAINTENANCE	£	4,000.00	£	2,338.00	
	42 TRANSFER TO RECREATION RES	£	5,000.00	£	5,000.00	
		£	29,300.00	£	29,790.45	

RECREATION EQUIPMENT

£	87.30	46 EQUIPMENT & MAINTENANCE	£	4,500.00	£	4,716.96
		47 MOBILE PHONES	£	300.00	£	520.07
		48 VEHICLE TAX/INSURANCE	£	1,500.00	£	990.44
		49 FUEL	£	2,500.00	£	1,546.66
		50 TRANSFER TO RECR EQUIP RES	£	5,000.00	£	5,000.00
			£	13,800.00	£	12,774.13

POLICY & RESOURCES COMM

DEPOT

	54 DEPOT MAINTENANCE	£	325.00	£	-
	55 TRANSFER TO DEPOT RESERVE	£	-	£	-
		£	325.00	£	-

FINANCE

	60 AUDIT	£	1,000.00	£	1,064.65	
£	33.35	61 OFFICE EXPENSES	£	5,500.00	£	6,467.80
		62 SUBSCRIPTIONS	£	2,000.00	£	475.00
		63 TRAVEL/MILEAGE STAFF	£	300.00	£	248.45
		64 INSURANCE	£	3,500.00	£	3,254.89
£	500.00	65 GRANT AID	£	5,000.00	£	1,917.60
		66 TRANS TO RISK MANAGEM RES	£	5,000.00	£	5,000.00
		67 ELECTIONS	£	-	£	-
£	588.48	68 INVESTMENT INCOME	£	-	£	-
		69 TRAINING	£	1,500.00	£	1,461.80
		70 MILEAGE/EXP COUNCILLORS	£	100.00	£	37.35
		71 WEBSITE/IT	£	2,600.00	£	2,500.20
		72 RECRUITMENT	£	500.00	£	-
		73 BANK FEES	£	300.00	£	168.00
		74 QUALITY COUNCIL	£	-	£	-
		75 COUNCILLORS TRAINING	£	1,000.00	£	363.40
			£	28,300.00	£	22,959.14

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SALARIES & ON COSTS

80 GROUNDSTAFF	£	56,000.00	£	52,520.96
81 OFFICE STAFF	£	82,000.00	£	85,998.63
82 CARETAKER	£	6,500.00	£	6,491.58
83 PENSION DEFICIT	£	5,500.00	£	5,571.00
	£	150,000.00	£	150,582.17

OLD COURT HOUSE

	£	220.00	£	194.04
86 ALARM	£	400.00	£	374.23
87 INSURANCE	£	1,200.00	£	1,372.29
88 WATER RATES	£	6,200.00	£	6,887.50
89 NON DOMESTIC RATES	£	4,000.00	£	6,123.13
90 GAS/ELEC	£	4,000.00	£	29,402.57
91 REPAIRS/MAINTENANCE	£	-	£	-
92 TRANSFER TO OLD COURT	£	-	£	-
£ 6,548.65 93 TENANTS RENT	£	-	£	-
£ 3,981.77 94 ROOM HIRE	£	-	£	15.00
	£	16,020.00	£	44,368.76

PROFESSIONAL FEES

98 HR	£	1,500.00	£	1,362.50
99 HEALTH & SAFETY	£	1,500.00	£	1,528.50
100 LEGAL FEES	£	3,000.00	£	4,341.50
	£	6,000.00	£	7,232.50

MAYORS CHARITY

£ 1,073.30 104 MAYORS CHARITY	£	-	£	1,073.30
	£	-	£	1,073.30

PROPERTY DEVELOPMENT

105 PROPERTY DEVELOPMENT	£	5,000.00	£	5,000.00
	£	5,000.00	£	5,000.00

RESERVES

	£	-	£	-
107 COMMUNITY RESERVE	£	-	£	-
108 PROMOTIONS RESERVE	£	-	£	-
109 ENVIRONMENT/CCTV RESERVE	£	-	£	-
£ 1,000.00 110 RECREATION	£	-	£	63,997.70
£ 500.00 111 RECREATION EQUIPMENT	£	-	£	-
112 LINEAR PARK RESERVE	£	-	£	-
113 DEPOT RESERVE	£	-	£	-
114 OLD COURT HOUSE RESERVE	£	-	£	-
115 RISK MANAGEMENT RESERVE	£	-	£	585.00
116 LAND & PROP DEVELOP RES	£	-	£	-
117 GENERAL RESERVE	£	17,000.00	£	40,787.72
	£	17,000.00	£	105,370.42

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£ 40,749.67

BUDGET		ACTUAL	
£	299,780.00	£	422,936.73

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

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

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Accounts Paid to 31 March 2019

667	04/02/2019	Bankline	Pension Deficit	NCC Pension Fund	464.00
668	08/03/2019	Bankline	Grave digging fees	A Buckingham	1,100.00
669	08/03/2019	Bankline	Water bills	Water Plus	309.17
670	08/03/2019	Bankline	Water bills	Water Plus	110.40
671	08/03/2019	Bankline	Water bills	Water Plus	339.08
672	08/03/2019	Bankline	Chipper Hire	P S Marsden Ltd	390.00
673	08/03/2019	Bankline	Service of equipment	J R Mowers	958.23
674	08/03/2019	Bankline	Chainsaw oil	J R Mowers	20.00
675	08/03/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
676	08/03/2019	Bankline	Allotment site tree	AT2 Tree Surgery	325.00
677	08/03/2019	Bankline	Annual Tree Inspection	AT2 Tree Surgery	575.00
678	08/03/2019	Bankline	Antivirus protection	Arcsus	225.72
679	08/03/2019	Bankline	IT support	Arcsus	90.00
680	08/03/2019	Bankline	Cloud Backup	Arcsus	34.93
681	08/03/2019	Bankline	PAYE M11	HMRC	906.13
682	08/03/2019	Bankline	PAYE M11	HMRC	1,191.53
683	08/03/2019	Bankline	Superann M11	NCC Pension Fund	407.31
684	08/03/2019	Bankline	Superann M11	NCC Pension Fund	1,305.87
685	08/03/2019	Bankline	Superann M11	NCC Pension Fund	105.74
686	08/03/2019	Bankline	Superann M11	NCC Pension Fund	464.00
687	08/03/2019	Bankline	Sports pitch cutting	Larch Groundwork	1,200.00
688	08/03/2019	Bankline	Photocopying charges	Reprotec	20.10
689	08/03/2019	Bankline	Hire of Fencing	GAP Group Ltd	42.00
690	08/03/2019	Bankline	Soil removal	Bakers Waste	252.00
691	08/03/2019	Bankline	Soil removal	Bakers Waste	252.00
692	12/03/2019	9907	Room Hire	Bingham WI	97.50
693	14/03/2019	DD	Fuel Account	Allstar Business	92.44
694	15/03/2019	Bankline	Bank charges	Nat West	16.80
695	19/03/2019	9908	Room Hire fees	Bingham WI	35.00
696	05/03/2019	9916	Refund for cancelled	Bingham Neighbourhood	15.00
697	05/03/2019	9917	Grant aid	Radcliffe Advice Group	500.00
698	22/03/2019	Bankline	Allotment Maintenance	Handicentre (Bingham)	5.40
699	22/03/2019	Bankline	Civic Awards book	Timothy O'Brien	45.00
700	22/03/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	816.00
701	22/03/2019	Bankline	Room Hire fees	Methodist Centre	50.00
702	22/03/2019	Bankline	Legal fees - Cogley Lane	Nelsons	720.00
703	22/03/2019	Bankline	Stationery	Viking Direct	28.79
704	22/03/2019	Bankline	Stationery	Viking Direct	382.80
705	22/03/2019	Bankline	Keyholding	Gener8 Finance Ltd	42.00
706	22/03/2019	Bankline	Window cleaning	DHazzle	25.00
707	22/03/2019	Bankline	Plaque inscriptions	Granart Ltd	57.60
708	22/03/2019	Bankline	Equipment maintenance	J R Mowers	25.42
709	22/03/2019	Bankline	Stationery	Espo	82.97
710	22/03/2019	Bankline	Safety Equipment	MG Safety ltd	132.98
711	22/03/2019	Bankline	Travel expenses	Sharon Pyke	14.40
712	21/03/2019	Bankline	WAGES m12	WAGES m12	2,939.53
713	21/03/2019	Bankline	WAGES m12	WAGES m12	3,821.24
714	21/03/2019	Bankline	WAGES m12	WAGES m12	444.87
715	28/03/2019	Bankline	Cemetery tree works	AT2 Tree Surgery	395.00
716	28/03/2019	Bankline	Electrical testing	RJM Electrical	325.00
717	28/03/2019	Bankline	Cemetery bin emptying	Streetwise	216.00
718	28/03/2019	Bankline	PAYE M12	HMRC	877.45
719	28/03/2019	Bankline	PAYE M12	HMRC	800.83
720	28/03/2019	Bankline	Superann M12	NCC Pension Fund	414.56
721	28/03/2019	Bankline	Superann M12	NCC Pension Fund	1,111.83
722	28/03/2019	Bankline	Superann M12	NCC Pension Fund	109.21
723	28/03/2019	Bankline	Superann M12	NCC Pension Fund	464.00
724	28/03/2019	Bankline	Soil removal	Bakers Waste	252.00
725	29/03/2019	Bankline	Gas/elec bill	Utility Warehouse	759.19
726	29/03/2019	Bankline	Mobile	Utility Warehouse	26.00

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727	29/03/2019	Bankline	Mobile	Utility Warehouse	52.00
728	29/03/2019	Bankline	Cem Elec bill	Utility Warehouse	6.23
729	29/03/2019	Bankline	Depot Alarm bill	Utility Warehouse	17.64
730	29/03/2019	Bankline	Phone/broadband bill	Utility Warehouse	115.06
731	01/03/2019	PC	Milk	Petty Cash	1.20
732	13/03/2019	PC	Milk	Petty Cash	1.20
733	21/03/2019	PC	Milk	Petty Cash	1.10
734	26/03/2019	PC	Coffee	Petty Cash	10.00
735	26/03/2019	PC	Fuel	Petty Cash	28.89
736	29/03/2019	PC	Milk	Petty Cash	1.50
					27,872.84

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1	01/04/2019	DD	Trade Waste collection	Enva	122.60
2	08/04/2019	DD	Photocopier Lease rental	PeAC UK LTD	349.20
3	08/04/2019	DD	Non domestic rates	Rushcliffe	732.00
4	11/04/2019	Bankline	Sports pitch cutting	Larch Groundwork	900.00
5	11/04/2019	Bankline	Emptying of bins	Streetwise	234.00
6	11/04/2019	Bankline	Old allotment site security	GAP Group Ltd	221.76
7	11/04/2019	Bankline	Supply & Fit of new	Paul Abbey	1,677.50
8	11/04/2019	Bankline	Cloud Backup	Arcsus	36.34
9	11/04/2019	Bankline	IT support	Arcsus	90.00
10	11/04/2019	Bankline	Window cleaning	DHazzle	25.00
11	11/04/2019	Bankline	Keyholding	Gener8 Finance	42.00
12	11/04/2019	Bankline	CILCA Course	NALC	450.00
13	11/04/2019	Bankline	Microsoft 365 renewal	Microsoft	838.93
14	11/04/2019	Bankline	Scribe Licence renewal	Starboard Systems	584.40
15	11/04/2019	Bankline	Rental of Hill Drive	Rushcliffe	352.00
16	11/04/2019	Bankline	Lift insurance	Allianz Insurance	462.55
17	11/04/2019	Bankline	Vehicle Insurance	WPS Insurance	1,037.70
18	11/04/2019	Bankline	Hygiene bins	Rentokil Initial	64.90
19	11/04/2019	Bankline	OCH Redecorating &	Handicentre	108.19
20	15/04/2019	Bankline	Bank charges	Natwest	16.80
21	15/04/2019	DD	Non domestic rates	Rushcliffe	80.20
22	18/04/2019	Bankline	New Memorial kerbs	Granart Ltd	2,484.00
23	18/04/2019	Bankline	Playparks consultants fees	Mr L D Sycamore	2,450.00
24	18/04/2019	Bankline	Gator repair	Henton & Chattell	142.92
25	18/04/2019	Bankline	Tarmac Driveway	Strelley Asphalt	5,250.00
26	18/04/2019	Bankline	Rugby Club services	Corporate	3,000.00
27	18/04/2019	Bankline	Clearance of contaminated	S J Mellors	2,960.00
28	18/04/2019	Bankline	Grave digging fees	A Buckingham	550.00
29	18/04/2019	Bankline	Soil removal	A Buckingham	495.00
30	18/04/2019	Bankline	Staff holiday cover	A Buckingham	400.00
31	18/04/2019	Bankline	Drain repairs	T B L Survey Ltd	12,364.40
32	18/04/2019	Bankline	Internal Audit fee	Barrie Woodcock	138.28
33	18/04/2019	Bankline	Lighting repairs - Tenants	R J M Electrical	80.00
34	18/04/2019	Bankline	End of year support	Paul Burdick	47.00
35	18/04/2019	Bankline	Xmas light electric	Eon	59.01
36	18/04/2019	Bankline	Photocopying charges	Reprotec	36.39
37	18/04/2019	Bankline	Support of the	Bingham	3,750.00
38	18/04/2019	Bankline	WAGES m1	WAGES m1	3,167.16
39	18/04/2019	Bankline	WAGES m1	WAGES m1	4,045.97
40	18/04/2019	Bankline	WAGES m1	WAGES m1	459.95
41	05/04/2019	PC	Bubble wrap	Boyes petty cash	0.99
42	05/04/2019	PC	Postage	Post Office	3.00
43	08/04/2019	PC	Petrol	Kings Garage	19.62
44	10/04/2019	PC	Milk	Co-op	1.50
45	11/04/2019	PC	Tea Bags	Co-op	3.00
46	16/04/2019	PC	Refreshments	Sainsburys	12.40
47	25/04/2019	PC	Milk	Sainsburys	1.10
48	29/04/2019	PC	Coffee	Co-op	10.00
49	30/04/2019	DD	Trade Waste collection	Enva	88.68
50	30/04/2019	DD	Gas/elec bill	Utility Warehouse	858.90
51	30/04/2019	DD	Mobile	Utility Warehouse	26.00
52	30/04/2019	DD	Mobile	Utility Warehouse	52.00
53	30/04/2019	DD	Cemetery Electric	Utility Warehouse	8.46
54	30/04/2019	DD	Depot Alarm bill	Utility Warehouse	17.64
55	30/04/2019	DD	Phone/broadband bill	Utility Warehouse	112.63
56	03/05/2019	Bankline	Xmas lights	Blachere	3,561.55
57	03/05/2019	Bankline	Superann M 1	NCC Pension Fund	438.50
58	03/05/2019	Bankline	Superann M 1	NCC Pension Fund	1,161.58
59	03/05/2019	Bankline	Superann M 1	NCC Pension Fund	112.92

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60	03/05/2019	Bankline	Superann M 1	NCC Pension Fund	479.00
61	03/05/2019	Bankline	PAYE M 1	HMRC	984.56
62	03/05/2019	Bankline	PAYE M 1	HMRC	856.89
63	03/05/2019	Bankline	Water bills	Water Plus	301.09
64	03/05/2019	Bankline	Water bills	Water Plus	264.32
65	03/05/2019	Bankline	Equipment	J R Mowers	258.87
66	03/05/2019	Bankline	Membership	SICC	220.00
67	03/05/2019	Bankline	Summer fair leaflets	DW Graphic	144.00
68	03/05/2019	Bankline	Cloud Backup	Arcsus	39.64
69	03/05/2019	Bankline	IT support	Arcsus	90.00
70	03/05/2019	Bankline	Tree/Shrubbery	AT2 Tree Surgery	95.00
71	03/05/2019	Bankline	Kettle & Toaster	Mees Electrical	59.98
72	07/05/2019	DD	Non domestic rates	Rushcliffe	737.00
					61,326.97



Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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on Tuesday 04 June 2019 at 7.15pm

3 April 2019 (2018/20)

Bingham Town Council

Bank Reconciliation at 31/03/2019			
	Cash in Hand 01/04/2018		418,330.80
	ADD		
	Receipts 01/04/2018 - 31/03/2019		328,920.45
	SUBTRACT		
	Payments 01/04/2018 - 31/03/2019		313,432.11
A	Cash in Hand 31/03/2019 (per Cash Book)		433,819.14
	Cash in hand per Bank Statements		
	Cash 31/03/2019	109.27	
	Nat West Current Account 31/03/2019	19,574.97	
	Nat West Reserve Account 31/03/2019	414,184.90	
			433,869.14
	Less unrepresented cheques As attached		50.00
			433,819.14
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		433,819.14
	A = B Checks out OK		

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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3 April 2019 (2018/2019)

Bingham Town Council

Transactions for Cash

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

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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on Tuesday 04 June 2019 at 7.15pm

Transactions for Cash

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed d
			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	
731	01/03/2019	PC	Milk	-1.20	151.96	
732	13/03/2019	PC	Milk	-1.20	150.76	
733	21/03/2019	PC	Milk	-1.10	149.66	
734	26/03/2019	PC	Coffee	-10.00	139.66	
735	26/03/2019	PC	Fuel	-28.89	110.77	
736	29/03/2019	PC	Milk	-1.50	109.27	
			CLOSING BALANCE		109.27	

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

Statement for account 60-02-41 81492286 from 01/03/2019 to 31/03/2019

Short name:	BING TOWN COUNCIL	Currency:	GBP
Alias:	BING TOWN COUNCIL	Account type:	BUSINESS CURRENT
BIC:	██████████	Bank name:	National Westminster Bank
IBAN:	████████████████████	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				19,574.97Cr
29/03/2019	UTILITY WAREHOUSE 6094729/6094729/13	D/D	975.12		19,574.97Cr
29/03/2019	BAKERS WASTE CEMETERY SKIP FP 29/03/19 40 26024036627958000N	EBP	252.00		20,551.09Cr
30/03/2019	STREETSIDE SW LITD	EBP	252.00		20,551.09Cr



Bankline

Statement for account 60-02-41 21499039 from 01/03/2019 to 31/03/2019

Short name:	BINGHAM TOWN CL	Currency:	GBP
Alias:	BINGHAM TOWN CL	Account type:	BUSINESS RESERVE ACC
BIC:	██████████	Bank name:	National Westminster Bank
IBAN:	████████████████████	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				414,184.90Cr
29/03/2019	29MAR GRS 21499039	INT		67.45	414,184.90Cr
15/03/2019	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		414,117.45Cr
	OPENING BALANCE				434,117.45Cr
Totals			20,000.00	67.45	

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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2 May 2019 (2019/2020)

Bingham Town Council

Bank Reconciliation at 30/04/2019			
	Cash in Hand 01/04/2019		
			433,819.14
	ADD		
	Receipts 01/04/2019 - 30/04/2019		148,713.78
			582,532.92
	SUBTRACT		
	Payments 01/04/2019 - 30/04/2019		51,522.07
A	Cash in Hand 30/04/2019 (per Cash Book)		531,010.85
Cash in hand per Bank Statements			
	Cash	30/04/2019	57.66
	Nat West Current Account	30/04/2019	14,988.96
	Nat West Reserve Account	30/04/2019	515,964.23
			531,010.85
	Less unpresented cheques As attached		0.00
			531,010.85
	Plus unpresented receipts As attached		0.00
B	Adjusted Bank Balance		531,010.85
A = B Checks out OK			

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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 on Tuesday 04 June 2019 at 7.15pm



Bankline

Statement for account 60-02-41 81492286 from 01/04/2019 to 30/04/2019

Short name:	BING TOWN COUNCIL	Currency:	GBP
Alias:	BING TOWN COUNCIL	Account type:	BUSINESS CURRENT
BIC:	██████████	Bank name:	National Westminster Bank
IBAN:	████████████████████	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				14,988.96Cr
30/04/2019	UTILITY WAREHOUSE 6094729/6094729/14	D/D	1,075.63		14,988.96Cr
30/04/2019	ENVA ENGLAND LTD WC00346	D/D	88.68		16,064.59Cr
26/04/2019	PP BUILDING DESIGN PP B DES RENT VIA ONLINE - PYMT	DPC		612.50	16,153.27Cr



Bankline

Statement for account 60-02-41 21499039 from 01/04/2019 to 30/04/2019

Short name:	BINGHAM TOWN CL	Currency:	GBP
Alias:	BINGHAM TOWN CL	Account type:	BUSINESS RESERVE ACC
BIC:	██████████	Bank name:	National Westminster Bank
IBAN:	████████████████████	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				515,964.23Cr
30/04/2019	30APR GRS 21499039	INT		72.33	515,964.23Cr
26/04/2019	RUSHCLIFFE BC	BAC		141,707.00	515,891.90Cr
17/04/2019	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		374,184.90Cr
12/04/2019	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		394,184.90Cr
	OPENING BALANCE				414,184.90Cr
Totals			40,000.00	141,779.33	

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BINGHAM TOWN COUNCIL

Car Park sub-committee

Reporting to: Policy and Resources Committee

Councillors Members: Mayor, Deputy Mayor, 2 Conservatives, 2 Non- Conservatives, 1 representative of Butt Field Sports Club

Terms of Reference:

The sub-committee shall have X members, plus the Town Mayor and Deputy Town Mayor. The Chair and if required, a Vice-Chair are to be elected at the first meeting of the Car Parking sub-committee following the Annual Town Council Meeting.

- (a) To decide all matters progressing the Council decisions relating to a new Car Park until the sub-committee is dissolved when the Car Park is constructed and available for use
- (b) Shall make recommendations to the Policy and Resources Committee on all matters relating to a new Car Park
- (c) Will provide written reports on all meetings of the sub-committee to the next meeting of the Policy and Resources Committee
- (d) Shall meet when necessary at places, times and dates as required
- (e) Shall have members appointed by the Policy and Resources Committee and/or the Council
- (f) Shall have members whose membership of the sub-committee ends at the first Policy and Resources committee after the Annual Town Council Meeting
- (g) Shall have substitute members who are all the Councillors of the Council who are not members of the sub-committee
- (h) May also have members who are non-councillors
- (i) Shall have a quorum of 3