

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 3 March 2020 at 7.00pm

PRESENT:

Councillors: A Shelton, T Wallace, R Bird, J Stockwood and F Purdue-Horan

Officer: S Pyke (Clerk) & J Riddle (Deputy Clerk)

Members of the Public: 4 including Councillor J Lewis

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted from Councillor M Stockwood due to a commitment at Rushcliffe Borough Council.

2. **DECLARATIONS OF INTEREST**

Councillor F Purdue-Horan declared an interest in item 16, as a County Councillor supporting the application.

3. **MINUTES**

The minutes of 29 October 2019, Folio 9416-9417 were not signed by the Chair. A query was raised over the authority of the committee to agree actions rather than recommend. Legal advice would be sought on the matter.

4. **MINUTES**

The minutes of 17 December 2019, Folio 9434-9455 were taken as read, approved and signed by the Chair as a true record.

5. **MINUTES**

The minutes of the extra-ordinary meeting on 14 January 2020, Folio 9461-9463 were taken as read, approved and signed by the Chair as a true record.

6. **ACCOUNTS PAID REPORT TO 31 JANUARY 2020 – FOLIOS 9494-9496**

RECOMMEND: approval of the accounts paid report of £53,168.13

7. **BUDGET REVIEW REPORT TO 31 JANUARY 2020 – FOLIOS 9497 – 9499**

It was noted that a concern was raised regarding the overspend of the budgeted HR fees for the year. The report was noted.

8. **BANK RECONCILIATIONS – FOLIOS 9500-9507**

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The Reconciliation Reports to 31 December 2019 and 31 January 2020 were presented and it was agreed to

RECOMMEND: approval of the Reconciliation Reports.

9. PROGRESS OF THE RUGBY CLUB PLANNING APPLICATION AND ACTIONS

Standing Orders were suspended at 7:05pm and reinstated at 7:20pm to enable members of the public to participate.

A representative of Bingham Rugby Club updated the committee that it was hoped that the planning application would go before the Planning Committee at the Borough Council on 12 March. Concerns had been raised by a resident over the recent flooding of the pitches, but after further discussion, a flood risk assessment would unlikely be a pre-condition due to the area of land being under 1 hectare.

The fields had never seen the flooding of recent weeks and many ditches seem to be converging into the ditch at the railway edge of Wynhill. A flood risk assessment would be welcome if the Town Council wished to carry one out.

The Architect, was moving forward with the work on the next stage of preparing tenders so that if the Planning Permission is granted, things can proceed without delay. The Rugby Club asked if a representative of the Town Council would be part of any working group moving forward.

The Committee confirmed that the Rugby Club will be reporting via the Recreation and Amenities Committee.

10. CONSIDERATION OF PUBLIC CONSULTATION ON INFRASTRUCTURE & COMMUNITY PROJECTS

Three projects were noted as needing public consultation, the community facility improvements at Wynhill, purchase of land for sports pitches and purchase of Warners Paddock site. The information would be presented to the Council on 24 March, so that one public consultation could move forward, rather than three. Subject to the land valuations being complete, as the tight timescales were noted, it was agreed to:

RECOMMEND: that the Full Council, on 24 March, move forward with public consultation.

11. GRANT APPLICATIONS

Standing Orders were suspended at 7:49pm and were reinstated at 7:50pm to enable members of the public to participate. They were further suspended at 7.54pm and were re-instated at 7.56pm.

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- a) Bomberz Skateboarding CIC – a member of the Community Interest Company gave background information on the group and details of the planned event.
It was agreed to:

RECOMMEND: that a Grant of £1175 be awarded to Bomberz Skateboarding CIC.

- b) Ready Steady Go – the committee noted that this was run as a business by an individual. The committee therefore could not consider making a grant to an individual, due to the grant policy.
- c) Community Heartbeat Trust – This item could not be considered as no application had been received in time for the meeting.

12. DONATION TO METHODIST CENTRE FOR ROOM HIRE FOR CIVIC AWARDS

It was **RECOMMENDED**: that a donation of £50 be made to the Methodist Centre.

13. ROOM HIRE CHARGES IN SUPPORT OF THE ARMED FORCES COVENANT MEETING

It was **RECOMMENDED**: that no charge be made as the meeting is for Town Council business.

14. TO CONSIDER THE RE-JOINING OF THE NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS

The Chair was investigating alternatives, a decision was therefore deferred to the Policy Sub-Committee.

15. RE-MAPPING THE CURRENT RESERVE HEADINGS TO THE 3 YEAR FORECAST

The committee considered the previous reserve headings and it was:

RECOMMENDED: that the Promotions & Depot reserve headings be deleted and the amount in the Depot Reserve be transferred into the Recreation Equipment reserve.

The reserve headings will be mapped to the three year reserves plan at the end of the financial year and brought back to committee.

16. COGLEY LANE LIS GRANT FUNDING SUBMISSION

The Local Improvement Scheme Grant submission was noted as being submitted for the refurbishment of the Cogley Lane Play Area.

17. CONSIDER ACTIONS IN RELATION TO THE UTILITY VEHICLES TRAILER

The Committee noted that after the Clerk was informed that the Council's trailer was agricultural, the trailer had been removed from use and the circumstances surrounding the trailer would be looked at. It was agreed to move the item for further discussion under confidential.

18. **ROOM BOOKINGS REPORT TO 31 JANUARY 2020 (FOLIOS 9508 - 9509)**

The report was noted and it requested that an additional column be added to include the invoiced amounts.

19. **GOOD WORK PLAN**

The Clerk updated that committee that preparations to write to each individual employee had been made, with advice from the Council's external HR consultants. To make sure that the additional information, should it be requested by an employee to add to their contract, would be written, checked by the HR consultant and presented for approval to avoid delays in adding the information.

20. **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, 14 January 2020

RECOMMEND: that the notes be approved.

2. Staff capacity working group meeting, 16 January 2020

RECOMMEND: that the notes be approved.

3. Land Valuations

RECOMMEND: If Quote A cannot proceed, Quote B for 1250 + VAT and relevant expenditure would be instructed and Quote C for £1900 + VAT and disbursements, should be instructed if quote A or B are not able to proceed.

4. Staffing Matters

RECOMMEND: that a Grounds Person be employed for a fixed term contract of 5 days a week from 1st April to 30th September 2020.

RECOMMEND: that the course is not supported.

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Meeting Closed at: 9.24pm

.....CHAIRMAN

Date:

RECOMMENDATIONS:

- Approval of the accounts paid report of £53,168.13
- Approval of the Reconciliation Reports to 31 December 2019 & 31 January 2020
- The Full Council, on 24 March, move forward with public consultation for projects
- A grant of £1175 be awarded to Bomberz Skateboarding CIC.
- A donation of £50 be made to the Methodist Centre for the Civic Awards evening
- No charge be made for the Armed Forces Covenant meeting as it is for Town Council business.
- The Promotions & Depot reserve headings be deleted and the amount in the Depot Reserve be transferred into the Recreation Equipment reserve.

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Accounts Paid Report to 31 January 2020

478	05/12/2019	Milk	Petty Cash	1.50
479	05/12/2019	Snow for Xmas Grotto	Petty Cash	12.50
480	02/12/2019	Trade Waste collection	Enva	175.61
481	09/12/2019	Non domestic rates	Rushcliffe Borough Council	737.00
482	16/12/2019	Bank charges	Nat West	16.80
483	16/12/2019	Non domestic rates	Rushcliffe Borough Council	79.00
484	19/12/2019	WAGES m9	WAGES m9	4,979.47
485	19/12/2019	WAGES m9	WAGES m9	4,538.05
486	19/12/2019	WAGES m9	WAGES m9	459.95
487	19/12/2019	Travel expenses	K Handley	10.80
488	19/12/2019	Travel expenses	V Herring	7.20
489	19/12/2019	Crows nest replacement parts	Proludic Ltd	1,125.56
490	19/12/2019	Cloud Backup	Arcsus	37.98
491	19/12/2019	IT support	Arcsus	90.00
492	19/12/2019	Taxi fare to A & E	Mr J Johnson	48.00
493	19/12/2019	Lighting repairs	RJM Electrical	240.00
494	19/12/2019	Christmas Tree	RJM Electrical	105.00
495	19/12/2019	First Aid	Newark Community First Aid	50.00
496	19/12/2019	Keyholding	Foremost Security	42.00
497	19/12/2019	Photocopying charges	Automated Systems Group Ltd	26.05
498	19/12/2019	Photocopying charges	Automated Systems Group Ltd	71.00
499	19/12/2019	Fair litter collection	Streetwise Environmental Ltd	50.40
500	19/12/2019	Window cleaning	DHazzle	25.00
501	19/12/2019	Scooter Rack fixing	Handicentre (Bingham) Ltd	53.65
502	19/12/2019	Cable ties	Handicentre (Bingham) Ltd	57.91
503	19/12/2019	Small tree repairs	Handicentre (Bingham) Ltd	6.89
504	19/12/2019	Repairs to Carnarvon Play area	Handicentre (Bingham) Ltd	15.38
505	19/12/2019	Spray paint for market stalls	Handicentre (Bingham) Ltd	17.98
506	19/12/2019	Extension cables x 2	Handicentre (Bingham) Ltd	38.98
507	19/12/2019	Batteries & xmas lights	Handicentre (Bingham) Ltd	15.98
508	19/12/2019	Gloves & screws	Handicentre (Bingham) Ltd	5.95
509	19/12/2019	Selection boxes for Grotto	E Hutchinson	24.00
510	19/12/2019	Stationery	Espo	99.68
511	19/12/2019	Cleaning materials	Espo	78.70
512	19/12/2019	Play Area Bench	TDP Ltd	421.20
513	19/12/2019	Anti Graffiti Glaze	Urban Hygiene Ltd	137.98
514	19/12/2019	Puncture Repair	Bingham Auto Care	21.60
515	19/12/2019	Superann M9	NCC Pension Fund	479.96
516	19/12/2019	Superann M9	NCC Pension Fund	1,317.78
517	19/12/2019	Superann M9	NCC Pension Fund	112.92
518	19/12/2019	Superann M9	NCC Pension Fund	475.00
519	19/12/2019	PAYE M9	HMRC	1,348.20
520	19/12/2019	PAYE M9	HMRC	1,062.74
521	13/12/2019	Tea Bags	Petty Cash	2.00
522	31/12/2019	Trade Waste collection	Enva	178.61
523	31/12/2019	Gas/elec bill	Utility Warehouse	993.55
524	31/12/2019	Mobiles	Utility Warehouse	26.00
525	31/12/2019	Mobiles	Utility Warehouse	52.00
526	31/12/2019	Cemetery Electric	Utility Warehouse	11.03
527	31/12/2019	Depot Alarm bill	Utility Warehouse	17.64
528	31/12/2019	Phone/broadband bill	Utility Warehouse	110.41
529	09/12/2019	Fuel	Petty Cash	19.90
530	09/12/2019	Refreshments	Petty Cash	8.40
531	17/12/2019	Milk	Petty Cash	1.50
532	07/01/2020	Non domestic rates	Rushcliffe Borough Council	737.00
533	08/01/2020	Photocopier Lease rental	PeAC UK LTD	446.18

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534	10/01/2020	Insurance - Grant Aid	Friends of Bingham Linear Park	117.60
535	10/01/2020	Condolence Books	Sharon Pyke	57.90
536	10/01/2020	Cloud Backup	Arcsus	39.92
537	10/01/2020	IT support	Arcsus	90.00
538	10/01/2020	Bin emptying	Streetwise Environmental Ltd	234.00
539	10/01/2020	Sports pitch maintenance	Larch Groundwork Limited	360.00
540	10/01/2020	Photocopying charges	Automated Systems Group Ltd	26.05
541	14/01/2020	Non domestic rates	Rushcliffe Borough Council	79.00
542	15/01/2020	Bank charges	Natwest	14.40
543	22/01/2020	Data Protection renewal	ICO	35.00
544	24/01/2020	WAGES M10	WAGES M10	4,554.29
545	24/01/2020	WAGES M10	WAGES M10	4,069.06
546	24/01/2020	WAGES M10	WAGES M10	459.95
547	24/01/2020	Cemetery & open space tree works	AT2 Tree Surgery	2,550.00
548	24/01/2020	Lighting install & remove	Blachere Illuminations	2,935.50
549	24/01/2020	Consultancy fees	Ellis Whittam	1,635.00
550	24/01/2020	Consultancy fees	Ellis Whittam	1,635.00
551	24/01/2020	V E Day Celebrations	Bingham Community Events	2,000.00
552	24/01/2020	Photocopying charges	Automated Systems Group Ltd	44.34
553	24/01/2020	Royal photographs	Royal Images	187.20
554	24/01/2020	Grave digging fees	A Buckingham	275.00
555	24/01/2020	Window cleaning	DHazzle	25.00
556	24/01/2020	Gator Tyres	Henton & Chattell	340.80
557	24/01/2020	Black bin bags	Cleaning supplies 4U	91.09
558	24/01/2020	Keyholding	Foremost Security	42.00
559	24/01/2020	Barrier hire	GAP Group Ltd	132.00
560	24/01/2020	Zip ties & Washers	Handicentre (Bingham) Ltd	6.43
561	24/01/2020	Neighbourhood Plan External Gran	Neighbourhood Plan Steering Grc	1,773.00
562	24/01/2020	Insurance	Ellis Whittam	177.00
563	24/01/2020	Play Area Fencing repairs	Handicentre (Bingham) Ltd	189.98
564	24/01/2020	Grotto proceeds	Bingham Community Events	141.02
565	24/01/2020	Food vendor income to BCE	Bingham Community Events	70.00
566	24/01/2020	Reimbursement of Cemetery Accol	Sharon Pyke	25.83
567	24/01/2020	H R Fees	Castle Associates Employment La	410.02
568	24/01/2020	Mayor's Charity Donation	Bingham Penguins	1,010.81
569	24/01/2020	Puncture Repair	Bingham Auto Care	21.60
570	24/01/2020	Data Entry	Hrunk	60.00
571	24/01/2020	Superann M10	NCC Pension Fund	426.24
572	24/01/2020	Superann M10	NCC Pension Fund	1,167.34
573	24/01/2020	Superann M10	NCC Pension Fund	112.92
574	24/01/2020	Superann M10	NCC Pension Fund	475.00
575	24/01/2020	PAYE M 10	HMRC	1,128.10
576	24/01/2020	PAYE M 10	HMRC	857.29
577	31/01/2020	Gas/elec bill	Utility Warehouse	1,109.43
578	31/01/2020	Mobile	Utility Warehouse	26.00
579	31/01/2020	Mobile	Utility Warehouse	52.00
580	31/01/2020	Cemetery Electric	Utility Warehouse	7.68
581	31/01/2020	Depot Alarm bill	Utility Warehouse	17.64
582	31/01/2020	Phone/broadband bill	Utility Warehouse	101.48
583	31/01/2020	Trade Waste collection	Enva	355.20
584	02/01/2020	Milk	Petty Cash	1.50
585	03/01/2020	Coffee & sugar	Petty Cash	5.69
586	09/01/2020	Stamps	Petty Cash	15.72
587	13/01/2020	Milk	Petty Cash	1.50
588	15/01/2020	Stamps	Petty Cash	22.57
589	17/01/2020	Stamps	Petty Cash	7.32
590	17/01/2020	Fuel	Petty Cash	22.70
591	27/01/2020	Coffee & biscuits	Petty Cash	9.75

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592	27/01/2020	Tea Bags	Petty Cash	3.70
Total				53,168.13

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BUDGETS TO 31 JAN 2020

Actual Receipts to Date	CC ID Cost Centre	2019/2020 Budget	Payments as at 31 January 2020
<u>COMMUNITY & ENVIR COMM</u>			
COMMUNITY & EVENTS			
£ 4,774.00	1 CHRISTMAS/SUMMER FAIRS	£ 9,000.00	£ 6,688.04
	2 CHRISTMAS LIGHTS	£ 7,000.00	£ 6,707.79
	3 CHRISTMAS TREE	£ -	£ -
	4 OTHER PROMOTIONS	£ 2,000.00	£ 2,000.00
	5 TOWN NEWS/LEAFLETS	£ 2,000.00	£ -
	6 TOWN GUIDE/PROMO	£ 3,250.00	£ -
	7 CIVIC EVENTS & EXPENSES	£ 1,500.00	£ 1,258.38
	8 TRANSFER TO COMM RESERVE	£ -	£ -
£ 1,773.00	9 NEIGHBOURHOOD PLAN EXT GRANT	£ -	£ 1,773.00
		£ 24,750.00	£ 18,427.21
ENVIRONMENT			
	12 CCTV MAINTENANCE	£ 500.00	£ 25.00
	13 GENERAL MAINTENANCE	£ 300.00	£ 500.00
	14 TOWN AND FLORAL DISPLAY	£ 3,200.00	£ 2,727.58
	15 LITTER & DOG BINS	£ 1,000.00	£ 756.89
	16 TRANS TO ENV/CCTV RESERVE	£ -	£ -
		£ 5,000.00	£ 4,009.47
<u>RECREATION COMMITTEE</u>			
ALLOTMENTS			
£ 667.76	20 RENT	£ 360.00	£ 352.00
	21 WATER CHARGES	£ 500.00	£ 264.32
	22 MAINTENANCE	£ 750.00	£ -
		£ 1,610.00	£ 616.32
CEMETERY			
	26 RATES	£ 700.00	£ 791.20
	27 WATER/DRAINAGE	£ 350.00	£ 224.36
	28 GRAVE PREPARATION	£ 3,300.00	£ 2,594.15
	29 ELECTRICITY	£ 100.00	£ 67.04
	30 MAINTENANCE	£ 4,000.00	£ 480.00
£ 5,619.99	31 MEMORIALS & FEES	£ 1,000.00	£ 397.82
		£ 9,450.00	£ 4,554.57
RECREATION			
	35 LINEAR PARK	£ 1,000.00	£ -
	36 TRANSFER TO LINEAR PARK RES	£ 3,000.00	£ -
	37 PLAY AREA/OPEN SPACE MAINT	£ 8,000.00	£ 3,594.80
£ 1,325.00	38 RENT	£ 300.00	£ 578.70
£ 1,500.00	39 SPORTS PITCH MAINTENANCE	£ -	£ 12,425.00

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£	221.26	40 WAYLEAVES	£	-	£	6.91
		41 TREE/SHRUB MAINTENANCE	£	2,500.00	£	2,717.49
		42 TRANSFER TO RECREATION RES	£	5,000.00	£	-
			£	19,800.00	£	19,322.90
		RECREATION EQUIPMENT				
		46 EQUIPMENT & MAINTENANCE	£	7,500.00	£	4,110.64
		47 MOBILE PHONES	£	600.00	£	433.40
		48 VEHICLE TAX/INSURANCE	£	1,500.00	£	1,037.70
		49 FUEL	£	1,750.00	£	1,275.42
		50 TRANSFER TO RECR EQUIP RES	£	5,000.00	£	-
			£	16,350.00	£	6,857.16
		<u>POLICY & RESOURCES COMM</u>				
		DEPOT				
		54 DEPOT MAINTENANCE	£	-	£	-
		55 TRANSFER TO DEPOT RESERVE	£	-	£	-
			£	-	£	-
		FINANCE				
		60 AUDIT	£	1,100.00	£	938.28
£	21.71	61 OFFICE EXPENSES	£	6,500.00	£	4,538.13
		62 SUBSCRIPTIONS	£	800.00	£	485.00
		63 TRAVEL/MILEAGE STAFF	£	300.00	£	110.67
		64 INSURANCE	£	3,500.00	£	3,281.50
		65 GRANT AID	£	5,000.00	£	617.60
		66 TRANS TO RISK MANAGEM RES	£	-	£	-
		67 ELECTIONS	£	-	£	-
£	723.53	68 INVESTMENT INCOME	£	-	£	-
£	1,155.00	69 TRAINING	£	3,000.00	£	2,680.75
		70 MILEAGE/EXP COUNCILLORS	£	100.00	£	16.00
		71 WEBSITE/IT	£	3,000.00	£	3,280.28
		72 RECRUITMENT	£	250.00	£	-
		73 BANK FEES	£	250.00	£	144.80
		74 QUALITY COUNCIL	£	-	£	-
		75 COUNCILLORS TRAINING	£	1,500.00	£	-
			£	25,300.00	£	16,093.01
		SALARIES & ON COSTS				
		80 GROUNDSTAFF	£	69,000.00	£	55,440.87
		81 OFFICE STAFF	£	82,500.00	£	72,021.55
		82 CARETAKER	£	6,900.00	£	5,788.79
		83 PENSION DEFICIT	£	5,704.00	£	4,754.00
			£	164,104.00	£	138,005.21
		OLD COURT HOUSE				
		86 ALARM	£	250.00	£	147.00
		87 INSURANCE	£	400.00	£	385.46
		88 WATER RATES	£	1,200.00	£	1,058.38
		89 NON DOMESTIC RATES	£	6,400.00	£	7,365.00

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	90 GAS/ELEC	£	4,500.00	£	4,838.38
	91 REPAIRS/MAINTENANCE	£	5,000.00	£	4,850.48
	92 TRANSFER TO OLD COURT	£	-	£	-
£ 4,328.50	93 TENANTS RENT	£	-	£	-
£ 2,978.64	94 ROOM HIRE	£	-	£	45.00
		£	17,750.00	£	18,689.70

PROFESSIONAL FEES

98 HR	£	1,500.00	£	4,327.53
99 HEALTH & SAFETY	£	1,500.00	£	1,528.50
100 LEGAL FEES	£	5,000.00	£	10,155.40
	£	8,000.00	£	16,011.43

MAYORS CHARITY

£ 1,010.81	104 MAYORS CHARITY	£	-	£	1,010.81
		£	-	£	1,010.81

PROPERTY DEVELOPMENT

105 PROPERTY DEVELOPMENT	£	-	£	-
	£	-	£	-

RESERVES

107 COMMUNITY RESERVE	£	-	£	-
108 PROMOTIONS RESERVE	£	-	£	-
109 ENVIRONMENT/CCTV RESERVE	£	-	£	-
110 RECREATION	£	-	£	612.00
111 RECREATION EQUIPMENT	£	-	£	-
112 LINEAR PARK RESERVE	£	-	£	-
113 DEPOT RESERVE	£	-	£	-
114 OLD COURT HOUSE RESERVE	£	-	£	-
115 RISK MANAGEMENT RESERVE	£	-	£	548.00
116 LAND & PROP DEVELOP RES	£	-	£	-
117 GENERAL RESERVE	£	21,100.00	£	12,588.33
	£	21,100.00	£	13,748.33

£ 26,099.20

BUDGET	ACTUAL
£ 313,214.00	£ 257,346.12

Payments minus Recs £ 231,246.92

Precept £ 283,414.00

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2 January 2020 (2019/2020)

Bingham Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/12/2019		
	Cash in Hand 01/04/2019		433,819.14
	ADD Receipts 01/04/2019 - 31/12/2019		329,829.13
			763,648.27
	SUBTRACT Payments 01/04/2019 - 31/12/2019		344,275.39
	Cash in Hand 31/12/2019 (per Cash Book)		419,372.88
B	Cash in hand per Bank Statements		
	Cash 31/12/2019	168.20	
	Nat West Reserve Account 31/12/2019	398,256.86	
	Nat West Current Account 31/12/2019	20,947.82	
			419,372.88
	Less unrepresented cheques		0.00
			419,372.88
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		419,372.88
	A = B Checks out OK		

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2 January 2020 (2019/2020)

Bingham Town Council

Transactions for Cash

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			STARTING BALANCE		109.27	
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	08/10/2019	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
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2 January 2020 (2019/2020)

Bingham Town Council

Transactions for Cash

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			STARTING BALANCE		189.27	
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 lape	-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	
478	05/12/2019	PC	Milk	-1.50	17.97	
479	05/12/2019	PC	Snow for Xmas Grotto	-12.50	5.47	
529	09/12/2019	PC	Fuel	-19.90	-14.43	
530	09/12/2019	PC	Refreshments	-8.40	-22.83	
521	13/12/2019	PC	Tea Bags	-2.00	-24.83	
531	17/12/2019	PC	Milk	-1.50	-26.33	
28,687	30/12/2019		Transfer from Nat West Current Account	194.53	168.20	
			CLOSING BALANCE		168.20	

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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on Tuesday 3 March 2020 at 7.00pm



Bankline

Statement for account [REDACTED] from 01/12/2019 to 31/12/2019

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				20,947.82Cr
31/12/2019	UTILITY WAREHOUSE 6094729/6094729/14	D/D	1,210.63		20,947.82Cr
31/12/2019	ENVA ENGLAND LTD WC00346	D/D	178.61		22,158.45Cr



Bankline

Statement for account [REDACTED] from 01/12/2019 to 31/12/2019

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				398,256.86Cr
31/12/2019	31DEC GRS 21499039	INT		71.79	398,256.86Cr
17/12/2019	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		398,185.07Cr
	OPENING BALANCE				418,185.07Cr
Totals			20,000.00	71.79	

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

Bingham Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/01/2020		
	Cash in Hand 01/04/2019		433,819.14
	ADD Receipts 01/04/2019 - 31/01/2020		334,507.08
	SUBTRACT Payments 01/04/2019 - 31/01/2020		768,326.22 377,301.13
	Cash in Hand 31/01/2020 (per Cash Book)		391,025.09
B	Cash in hand per Bank Statements		
	Cash 31/01/2020	77.75	
	Nat West Reserve Account 31/01/2020	358,322.43	
	Nat West Current Account 31/01/2020	32,624.91	
			391,025.09
	Less unrepresented payments		0.00
			391,025.09
	Plus unrepresented receipts		0.00
			391,025.09
B	Adjusted Bank Balance		391,025.09
	A = B Checks out OK		

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5 February 2020 (2019/2020)

Bingham Town Council

Transactions for Cash

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			STARTING BALANCE		109.27	
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	
266	06/09/2019	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
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5 February 2020 (2019/2020)

Bingham Town Council

Transactions for Cash

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			STARTING BALANCE		109.27	
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	
478	05/12/2019	PC	Milk	-1.50	17.97	
479	05/12/2019	PC	Snow for Xmas Grotto	-12.50	5.47	
529	09/12/2019	PC	Fuel	-19.90	-14.43	
530	09/12/2019	PC	Refreshments	-8.40	-22.83	
521	13/12/2019	PC	Tea Bags	-2.00	-24.83	
531	17/12/2019	PC	Milk	-1.50	-26.33	
28,687	30/12/2019		Transfer from Nat West Current Account	194.53	168.20	
584	02/01/2020	PC	Milk	-1.50	166.70	
585	03/01/2020	PC	Coffee & sugar	-5.69	161.01	
586	09/01/2020	PC	Stamps	-15.72	145.29	
587	13/01/2020	PC	Milk	-1.50	143.79	
588	15/01/2020	PC	Stamps	-22.57	121.22	
589	17/01/2020	PC	Stamps	-7.32	113.90	
590	17/01/2020	PC	Fuel	-22.70	91.20	
591	27/01/2020	PC	Coffee & biscuits	-9.75	81.45	
592	27/01/2020	PC	Tea Bags	-3.70	77.75	
			CLOSING BALANCE		77.75	

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council
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on Tuesday 3 March 2020 at 7.00pm



Bankline

Statement for account 00000000000000000000 from 01/01/2020 to 31/01/2020

Short name:	BING TOWN COUNCIL	Currency:	GBP
Alias:	BING TOWN COUNCIL	Account type:	BUSINESS CURRENT
BIC:	00000000000000000000	Bank name:	National Westminster Bank
IBAN:	00000000000000000000	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				32,624.91Cr
31/01/2020	UTILITY WAREHOUSE 6094729/6094729/15	D/D	1,314.23		32,624.91Cr
31/01/2020	ENVA ENGLAND LTD WC00346	D/D	355.20		33,939.14Cr



Bankline

Statement for account 00000000000000000000 from 01/01/2020 to 31/01/2020

Short name:	BINGHAM TOWN CL	Currency:	GBP
Alias:	BINGHAM TOWN CL	Account type:	BUSINESS RESERVE ACC
BIC:	00000000000000000000	Bank name:	National Westminster Bank
IBAN:	00000000000000000000	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				358,322.43Cr
31/01/2020	31JAN GRS 21499039	INT		65.57	358,322.43Cr
22/01/2020	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		358,256.86Cr
21/01/2020	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		378,256.86Cr
	OPENING BALANCE				398,256.86Cr
Totals			40,000.00	65.57	

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Bingham Town Council

Ad-Hoc Room Bookings

Policy and Resources Committee

Individual/Group	Date	Chargeable/Non-Chargeable	Invoice number	Cost of Individual Booking
Bingham U3A	3.12.19	Chargeable	63	£7.50
Bingham U3A	3.12.19	Chargeable	99	£9.00
Bingham U3A	6.12.19	Chargeable	58	£9.38
Bingham Neighbourhood Watch	12.12.19	Chargeable	6	£30.00
Diabetes Group	18.12.19	Chargeable	110	£11.25
Bingham U3A	20.12.19	Chargeable	58	£9.38
Bingham U3A	3.1.20	Chargeable	113	£9.38
Bingham U3A	7.1.20	Chargeable	106	£9.00
Bingham U3A	14.1.20	Chargeable	105	£7.50
Diabetes Group	15.1.20	Chargeable	155	£11.25
Bingham U3A	17.1.20	Chargeable	113	£9.38
Bingham Neighbourhood Plan Steering Group	27.1.20	Chargeable	65	£15.00
Bingham U3A	28.1.20	Chargeable	105	£7.50

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Bingham Town Council

Tenants and Weekly Room Hire

Policy and Resources Committee

	<u>TENANTS RENT</u>			<u>INVOICE NO</u>	<u>Total of Invoice</u>
	PP Design	Quarter 4		154	£612.00
		Quarter 3		80	£612.00
		Quarter 2		35	£612.00
		Quarter 1		2	£612.00
	Notts Police	yearly		1	£2,491.00
	<u>OCH ROOM HIRE</u>				
	Thera	quarter 4		152	£858.00
	(Thurs/Fri)	quarter 3		81	£792.00
		quarter 2		33	£858.00
		quarter 1		4	£759.00
	Advice Centre	quarter 4		153	£180.00
	(Wed am)	quarter 3		79	£180.00
		quarter 2		34	£195.00
		quarter 1		3	£165.00