

PRESENT:

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

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

Members of the Public: 6 including Councillors W Stapleton, V Leach, G Williams, M Monni and G Simms.

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted from Councillor R Bird due to personal reasons.

2. **DECLARATIONS OF INTEREST**

Councillor J Lewis declared a non-pecuniary interest in item 5, as vice chair of Bingham U3A and item 4, Bomberz grant aid application.

3. **MINUTES**

A request to change the word 'recommend' to 'agreed' on item 3 for two items was raised. The minutes of 29 October 2019, Folio 9416-9417 were taken as read and approved, subject to the two alterations.

4. **MINUTES**

A request to change items 1 and 2 under item 20, folio 9492 was requested. The word 'recommend' was to be altered to 'agreed'. The minutes of 03 March 2020, Folio 9489-9509 were taken as read, approved subject to the two alterations noted.

5. **MINUTES**

The minutes of the Resilience Sub-Committee on 28 April 2020, were taken as read, approved upon the inclusion of the confidential recommendations in the public minutes.

6. **ACCOUNTS PAID REPORT TO 31 MARCH 2020 (FOLIOS 9536 TO 9538)**

A query on the purchase of the furniture was raised and the Clerk responded.

RECOMMEND: approval of the accounts paid report of £57,254.88

7. **BUDGET TO ACTUAL REPORT TO 31 MARCH 2020 (FOLIOS 9539 TO 9541)**

A concern was raised regarding the overspend of the budgeted HR fees for the year and a request to understand what the amounts relates to was noted. The report was noted.

8. **BANK RECONCILIATIONS (FOLIOS 9542 TO 9549)**

The Reconciliation Reports to 28 February 2020 and 31 March 2020 were presented and it was agreed to

RECOMMEND: approval of the Reconciliation Reports.

9. **BUDGETS FOR THE CHRISTMAS FAIR AND OTHER COMMUNITY EVENTS**

The recommendations from the Community and Environment Committee were considered and were supported.

RECOMMEND: that the budget for the Christmas Fair be based on the 2019 costs plus the additional costs of the stage and supporting equipment for a community-led event the next day. An additional £1000 for an end of pandemic event would be allocated from the other promotions budget.

10. **FRIENDS OF BINGHAM LINEAR PARK ADDITIONAL INSURANCE PREMIUM**

The insurance had been increased to provide 10 Million Pounds public liability cover.

RECOMMEND: that the increased premium of £80.96 be paid to the Friends of Bingham Linear Park to cover these costs.

11. **SOCIETY OF LOCAL CLERKS MEMBERSHIP FOR THE CLERK AND DEPUTY CLERK**

RECOMMEND: that the Society of Local Clerks memberships for Town Clerk and Deputy Town Clerk are renewed subject to confirmation of renewal dates and costs being sent to the committee.

12. **RURAL COMMUNITY AND ACTION NOTTINGHAMSHIRE**

RECOMMEND: that a year's membership to Rural Community Action Nottinghamshire is taken at a cost of £95 plus VAT.

13. **COMMUNITY & ENVIRONMENT RECOMMENDATION FOR UPDATING THE GRANTS POLICY TO ENABLE SMALL GRANTS TO COMMUNITY EVENTS**

The previous Grants Policy, first introduced in 2008, was considered and it was agreed that the Mayor would work with the Clerk to update the Grants Policy to include small grants to community events, related to the Town Council's supported causes.

14. **LETTER FROM RUSHCLIFFE BOROUGH COUNCIL'S CHIEF EXECUTIVE AND LEADER**

It was agreed that the Mayor would work with the Clerk to compile a list of lost income during the pandemic and this would be communicated to Rushcliffe Borough Council.

15. **REQUEST FROM RUSHCLIFFE BOROUGH COUNCIL TO IDENTIFY AREA FOR BIODIVERSITY NET GAIN**

The committee agreed that Councillor Shelton speak with the Friends of Bingham Linear Park and that this item would be referred to the Recreation and Amenities Committee.

16. **ROOM BOOKINGS REPORT TO 31 MARCH 2020 (FOLIOS 9550 TO 9551)**

The report was noted by the committee.

17. **UPDATE ON PREPARATIONS FOR THE GOOD WORK PLAN**

The Clerk updated that letters were ready to send to staff and it was agreed that the Mayor would sign the letter for the Clerk.

18. **ARMED FORCES COVENANT INVITATION TO SIGN UP FOR AN ERS BRONZE AWARD**

RECOMMEND: that the Town Council apply for an Employers Recognition Scheme Bronze Award.

19. **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:

Confidential Notes from the Policy and Resources meeting, 03 March 2020

RECOMMEND: that the notes and recommendations be approved.

Notes and recommendations from the Resilience Sub-Committee meeting, 28 April 2020

RECOMMEND: that the recommendations be approved.

Tenancies

RECOMMEND: Q1 tenancy charge invoice to be sent

RECOMMEND: The rent for the Registrar’s office is pro-rata of the rent applied for the current tenant on the first floor based, upon room size

Staffing Matters

Incident report -

RECOMMEND: that a copy of the report is sent to Councillor Williams and included on the next Recreation & Amenities agenda

Bereavement Leave -

RECOMMEND: approval of this request

Office restructure -

RECOMMEND:

- a) To conduct a non-statutory consultation with relevant employees on making redundancies
- b) To approve a potential timetable for such a process
- c) To recommend an enhanced redundancy formula of up to 2.0 weeks salary per year of service (for aged 41+)*
- d) To recommend new posts of a full-time Town Manager and a part-time Democratic Services Assistant.*
- e) To invite applications from existing employees and new applicants.*

(Note: *Recommendations c), d) and e) will also be subject to a final decision of full Council following a consultation process.)

A recorded was requested:

Cllr John Lewis - Voted Against the proposal

Cllr Purdue-Horan - Voted For the proposal

Cllr Shelton - Voted For the proposal

Cllr John Stockwood - Voted For the proposal

Cllr Maureen Stockwood - Voted For the proposal

Cllr Tony Wallace - Voted Against the proposal

Meeting Closed at: 9.40pm

.....CHAIRMAN

Date:

RECOMMENDATIONS:

- Approval of the accounts paid report of £57,254.88
- Approval of the Reconciliation Reports to 28 February 2020 & 31 March 2020
- The budget for the Christmas Fair be based on the 2019 costs plus the additional costs of the stage and supporting equipment for a community-led event the next day.
- The increased premium of £80.96 be paid to the Friends of Bingham Linear Park to cover these costs.
- Society of Local Clerks memberships for Town Clerk and Deputy Town Clerk are renewed subject to confirmation of renewal dates and costs being sent to the committee.
- A year's membership to Rural Community Action Nottinghamshire is taken at a cost of £95 plus VAT.
- The Town Council apply for an Employers Recognition Scheme Bronze Award.

Minutes of a virtual meeting of the Policy & Resources Committee of Bingham Town Council
on Tuesday 19 May 2020 at 7.10pm

Accounts Paid Report to 31 March 2020

593	07/02/2020	Scribe Read Only Licence	Starboard Systems Ltd	34.80
594	07/02/2020	IT support	Arcsus	90.00
595	07/02/2020	Cloud Backup	Arcsus	38.33
596	07/02/2020	Cogley Lane Play Area Consultants fees	Mr L D Sycamore	580.00
597	07/02/2020	Wychwood Rd Play Area Consultant fees	Mr L D Sycamore	1,540.00
598	07/02/2020	Replacement water heaters	Rowlson Plumbing & Heating Services	556.08
599	07/02/2020	H R Fees	Castle Associates Employment Law Limited	500.00
600	07/02/2020	Civic Awards book calligraphy	Timothy O'Brien	45.00
601	07/02/2020	Stationery	Espo	18.06
602	07/02/2020	Stall Contractor Christmas fair	A Buckingham	350.00
603	07/02/2020	CCTV Monitor	Central Security Systems Ltd	1,301.51
604	07/02/2020	Gator repair	Henton & Chattell	306.41
605	07/02/2020	Chainsaw oil	Screwfix	14.99
606	07/02/2020	Councillor expenses	Andrew Shelton	8.00
607	07/02/2020	Cemeter water bill	Water Plus	53.08
608	07/02/2020	Allotment water bill	Water Plus	167.45
609	07/02/2020	OCH Water bill	Water Plus	341.48
610	07/02/2020	Buttercross inserts	St Marys Church	1,516.00
611	06/02/2020	Civic Award Framing	Petty Cash	42.00
612	06/02/2020	Milk	Petty Cash	1.15
613	06/02/2020	Dry Cleaning - Tea towels	Petty Cash	7.50
614	17/02/2020	Bank charges	Nat West	16.00
615	21/02/2020	Photocopying charges	Automated Systems Group Ltd	60.20
616	21/02/2020	Equipment	Handicentre (Bingham) Ltd	84.32
617	21/02/2020	Grave digging fees	A Buckingham	275.00
618	21/02/2020	Sports pitch maintenance	Larch Groundwork Limited	2,610.00
619	21/02/2020	Keyholding	Foremost Security	42.00
620	21/02/2020	Window cleaning	DHazzle	25.00
621	21/02/2020	Litter/dog bins emptying	Streetwise Environmental Ltd	234.00
622	21/02/2020	PAYE M11	HMRC	1,191.38
623	21/02/2020	PAYE M11	HMRC	857.09
624	21/02/2020	Superann M11	NCC Pension Fund	426.24
625	21/02/2020	Superann M11	NCC Pension Fund	1,161.58
626	21/02/2020	Superann M11	NCC Pension Fund	112.92
627	21/02/2020	Superann M11	NCC Pension Fund	475.00
628	21/02/2020	table cloth hire	Celebration China Hire	148.74
629	21/02/2020	Chipper Hire	P S Marsden Ltd	1,512.00
630	21/02/2020	Habitation work on Linear Park	Jonathan Rhodes Countryside Maintenance	810.00
631	21/02/2020	Gator service	Henton & Chattell	428.03
632	21/02/2020	WAGES M11	WAGES M11	4,685.45
633	21/02/2020	WAGES M11	WAGES M11	4,045.77
634	21/02/2020	WAGES M11	WAGES M11	459.95
635	17/02/2020	Bank charges	Natwest	0.00
636	28/02/2020	Gas/elec bill	Utility Warehouse	1,006.28
637	28/02/2020	Mobile	Utility Warehouse	26.00
638	28/02/2020	Mobile	Utility Warehouse	52.00
639	28/02/2020	Cemetery Electric	Utility Warehouse	9.25
640	28/02/2020	Depot Alarm bill	Utility Warehouse	17.64
641	28/02/2020	Phone/broadband bill	Utility Warehouse	106.08
642	12/02/2020	Fuel	Petty Cash	20.00
643	13/02/2020	Coffee	Petty Cash	3.50
644	20/02/2020	Civic Reception refreshments	Petty Cash	10.24
645	20/02/2020	Civic Reception refreshments	Petty Cash	16.45
646	27/02/2020	covers	Petty Cash	2.00
647	04/03/2020	Topographical survey = Cogley Lane	Midland Surveying & Engineering	511.20
648	04/03/2020	Cloud Backup	Arcsus	38.52
649	04/03/2020	IT support	Arcsus	90.00
650	04/03/2020	Service of large equipment	J R Mowers	966.48
651	04/03/2020	Fuel	WCF Chandlers	564.01
652	04/03/2020	Replacement microwave	Mees Electrical	66.00
653	04/03/2020	Puncture Repair	Bingham Auto Care	21.60
654	04/03/2020	Travel expenses	Sharon Pyke	6.30

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655	04/03/2020	Civic Awards catering	Platform 29 Tea Rooms	300.00
656	04/03/2020	BCE Savings	Bingham Community Events	997.00
657	04/03/2020	Sand Bags	Start Traffic Ltd	37.20
658	04/03/2020	Black bin bags	Cleaning supplies 4U	91.09
659	04/03/2020	Reimbursement of Civic Items	Sharon Pyke	46.20
660	04/03/2020	Grave digging fees	A Buckingham	50.00
661	04/03/2020	Replacement fridge for mess room	Mees Electrical	159.99
662	05/03/2020	Trade Waste collection	Enva	195.86
663	12/03/2020	Chipper Hire	P S Marsden Ltd	294.00
664	12/03/2020	Play area repairs	GB Sport & Leisure	1,496.13
665	12/03/2020	Keyholding	Foremost Security	42.00
666	12/03/2020	Replacement dog bin	Espo	91.15
667	12/03/2020	Sports pitch maintenance	Larch Groundwork Limited	360.00
668	12/03/2020	Civic Award Room Hire	The Methodist Church	50.00
669	12/03/2020	Servicing	J R Mowers	966.48
670	12/03/2020	Stationery	Espo	186.15
671	12/03/2020	Cleaning supplies	Espo	11.95
672	12/03/2020	Xmas light electric	Eon	153.17
673	12/03/2020	New National Flag	Hampshire Flag Company	119.33
674	12/03/2020	Folding Tables	Espo	595.20
675	12/03/2020	Chairs	Espo	1,308.00
676	12/03/2020	Safe Keys	The Safe Shop Ltd	68.88
677	12/03/2020	Equipment	Handicentre (Bingham) Ltd	14.57
678	12/03/2020	Equipment	Handicentre (Bingham) Ltd	41.28
679	12/03/2020	Equipment	Handicentre (Bingham) Ltd	36.73
680	12/03/2020	Equipment	Handicentre (Bingham) Ltd	59.63
681	12/03/2020	Equipment	Handicentre (Bingham) Ltd	115.42
682	12/03/2020	Equipment	Handicentre (Bingham) Ltd	13.73
683	12/03/2020	Equipment	Handicentre (Bingham) Ltd	75.26
684	24/03/2020	WAGES m12	WAGES W12	459.95
685	24/03/2020	WAGES m12	WAGES m12	4,122.49
686	24/03/2020	WAGES m12	WAGES m12	3,383.44
687	31/03/2020	Eset Antivirus	Arcsus	38.12
688	31/03/2020	Data Entry	Hrunk	60.00
689	31/03/2020	CCTV repairs and test	Central Security Systems Ltd	752.18
690	31/03/2020	Cloud Backup	Arcsus	37.57
691	31/03/2020	Wynhill Asbestos Survey	P2 Environmental Services Ltd	387.60
692	31/03/2020	Cogley Lane lease	Jas Martin & Co	400.00
693	31/03/2020	Warners Paddock lease rent review	Crown Estates	12.00
694	31/03/2020	Town Guide 2020	County Life Ltd	2,296.00
695	31/03/2020	Superann M12	NCC Pension Fund	1,180.41
696	31/03/2020	Superann M12	NCC Pension Fund	433.25
697	31/03/2020	Superann M12	NCC Pension Fund	112.92
698	31/03/2020	Superann M12	NCC Pension Fund	475.00
699	31/03/2020	Town Guide distribution	Gamston Distribution Services	477.84
700	31/03/2020	IT support	Arcsus	90.00
701	31/03/2020	Photocopying charges	Automated Systems Group Ltd	38.88
702	31/03/2020	Play area repairs	GB Sport & Leisure	33.60
703	31/03/2020	PAYE M12	HMRC	857.09
704	31/03/2020	PAYE M12	HMRC	709.81
705	31/03/2020	CCTV Maint contract	Central Security Systems Ltd	513.47
706	31/03/2020	Window cleaning	DHazzle	25.00
707	31/03/2020	Grave preparation	A Buckingham	275.00
708	31/03/2020	Trade Waste collection	Enva	189.12
709	31/03/2020	Gas/elec bill	Utility Warehouse	998.17
710	31/03/2020	Mobile phone charges	Utility Warehouse	16.14
711	31/03/2020	Mobile phone charges	Utility Warehouse	28.76
712	31/03/2020	Cemetery Electric	Utility Warehouse	10.65
713	31/03/2020	Depot Alarm bill	Utility Warehouse	17.64
714	31/03/2020	Phone/broadband bill	Utility Warehouse	115.62
715	16/03/2020	Bank charges	Nat West	15.60
716	16/03/2020	Petty Cash - Milk	Petty Cash	3.00
717	16/03/2020	Petty Cash	Petty Cash	0.90
718	17/03/2020	Petty Cash Coffee	Petty Cash	5.00

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719 18/03/2020 Petty Cash - Boyes

Petty Cash

0.20

Total 57,254.88

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Minutes of a virtual meeting of the Policy & Resources Committee of Bingham Town Council
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BUDGETS TO ACTUAL WITH ADJUSTMENTS FOR 2019/2020
WITH RESERVE TRANSFERS

Receipts as at Year End 31 March 2020	CC ID Cost Centre	2019/2020 Budget	Payments as at Year End 31 March 2020
<u>COMMUNITY & ENVIR COMM</u>			
COMMUNITY & EVENTS			
£ 4,774.00	1 CHRISTMAS/SUMMER FAIRS	£ 9,000.00	£ 8,035.04
	2 CHRISTMAS LIGHTS	£ 7,000.00	£ 6,853.67
	3 CHRISTMAS TREE	£ -	£ -
	4 OTHER PROMOTIONS	£ 2,000.00	£ 2,000.00
	5 TOWN NEWS/LEAFLETS	£ 2,000.00	£ 1,516.00
£ 700.00	6 TOWN GUIDE/PROMO	£ 3,250.00	£ 2,773.84
	7 CIVIC EVENTS & EXPENSES	£ 1,500.00	£ 1,991.66
	8 TRANSFER TO COMM RESERVE	£ -	£ -
£ 1,773.00	9 NEIGHBOURHOOD PLAN EXT GRAN	£ -	£ 1,773.00
		£ 24,750.00	£ 24,943.21
ENVIRONMENT			
	12 CCTV MAINTENANCE	£ 500.00	£ 452.89
	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	£ 1,103.76
	16 TRANS TO ENV/CCTV RESERVE	£ -	£ -
		£ 5,000.00	£ 4,784.23
<u>RECREATION COMMITTEE</u>			
ALLOTMENTS			
£ 1,101.16	20 RENT	£ 360.00	£ 352.00
	21 WATER CHARGES	£ 500.00	£ 431.77
	22 MAINTENANCE	£ 750.00	£ 112.42
		£ 1,610.00	£ 896.19
CEMETERY			
	26 RATES	£ 700.00	£ 791.20
	27 WATER/DRAINAGE	£ 350.00	£ 277.44
£ 275.00	28 GRAVE PREPARATION	£ 3,300.00	£ 3,194.15
	29 ELECTRICITY	£ 100.00	£ 85.99
	30 MAINTENANCE	£ 4,000.00	£ 514.40
£ 7,208.32	31 MEMORIALS & FEES	£ 1,000.00	£ 397.82
		£ 9,450.00	£ 5,261.00
RECREATION			
	35 LINEAR PARK	£ 1,000.00	£ 810.00
	36 TRANSFER TO LINEAR PARK RES	£ 3,000.00	£ 3,000.00
	37 PLAY AREA/OPEN SPACE MAINT	£ 8,000.00	£ 4,965.76
£ 1,825.00	38 RENT	£ 300.00	£ 990.70
£ 1,500.00	39 SPORTS PITCH MAINTENANCE	£ -	£ 14,900.00
£ 221.26	40 WAYLEAVES	£ -	£ 6.91
	41 TREE/SHRUB MAINTENANCE	£ 2,500.00	£ 2,717.49
	42 TRANSFER TO RECREATION RES	£ 5,000.00	£ 5,000.00
		£ 19,800.00	£ 32,390.86

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RECREATION EQUIPMENT			
£ 614.40	46 EQUIPMENT & MAINTENANCE	£ 7,500.00	£ 7,993.79
	47 MOBILE PHONES	£ 600.00	£ 500.72
	48 VEHICLE TAX/INSURANCE	£ 1,500.00	£ 1,037.70
	49 FUEL	£ 1,750.00	£ 1,829.24
	50 TRANSFER TO RECR EQUIP RES	£ 5,000.00	£ 5,000.00
		£ 16,350.00	£ 16,361.45
<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	£ 6,669.89
	62 SUBSCRIPTIONS	£ 800.00	£ 514.00
	63 TRAVEL/MILEAGE STAFF	£ 300.00	£ 116.97
	64 INSURANCE	£ 3,500.00	£ 3,281.50
	65 GRANT AID	£ 5,000.00	£ 617.60
	66 TRANS TO RISK MANAGEM RES	£ -	£ -
	67 ELECTIONS	£ -	£ -
£ 836.47	68 INVESTMENT INCOME	£ -	£ -
£ 1,155.00	69 TRAINING	£ 3,000.00	£ 2,680.75
	70 MILEAGE/EXP COUNCILLORS	£ 100.00	£ 24.00
	71 WEBSITE/IT	£ 3,000.00	£ 3,692.40
	72 RECRUITMENT	£ 250.00	£ -
	73 BANK FEES	£ 250.00	£ 176.40
	74 QUALITY COUNCIL	£ -	£ -
	75 COUNCILLORS TRAINING	£ 1,500.00	£ -
		£ 25,300.00	£ 18,711.79
SALARIES & ON COSTS			
	80 GROUNDSTAFF	£ 69,000.00	£ 66,270.44
	81 OFFICE STAFF	£ 82,500.00	£ 84,245.98
	82 CARETAKER	£ 6,900.00	£ 6,934.53
	83 PENSION DEFICIT	£ 5,704.00	£ 5,704.00
		£ 164,104.00	£ 163,154.95
OLD COURT HOUSE			
	86 ALARM	£ 250.00	£ 176.40
	87 INSURANCE	£ 400.00	£ 385.46
	88 WATER RATES	£ 1,200.00	£ 1,399.86
	89 NON DOMESTIC RATES	£ 6,400.00	£ 7,365.00
	90 GAS/ELEC	£ 4,500.00	£ 6,532.98
	91 REPAIRS/MAINTENANCE	£ 5,000.00	£ 5,991.07
	92 TRANSFER TO OLD COURT	£ -	£ -
£ 4,941.00	93 TENANTS RENT	£ -	£ -
£ 4,849.89	94 ROOM HIRE	£ -	£ 45.00
		£ 17,750.00	£ 21,895.77
PROFESSIONAL FEES			
	98 HR	£ 1,500.00	£ 4,744.20
	99 HEALTH & SAFETY	£ 1,500.00	£ 1,528.50

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100 LEGAL FEES	£	5,000.00	£	10,155.40
	£	8,000.00	£	16,428.10
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	£	-	£	1,711.41
110 RECREATION	£	-	£	1,038.00
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	£	36,131.33
	£	21,100.00	£	39,428.74

£ 32,807.02

	BUDGET	ACTUAL
	£ 313,214.00	£ 345,267.10
Payments minus Recs	£ 312,460.08	
Precept	£ 283,414.00	

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3 March 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)

	Bank Reconciliation at 29/02/2020		
	Cash in Hand 01/04/2019		433,819.14
	ADD Receipts 01/04/2019 - 29/02/2020		348,873.16
			782,692.30
	SUBTRACT Payments 01/04/2019 - 29/02/2020		405,743.08
A	Cash in Hand 29/02/2020 (per Cash Book)		376,949.22
	Cash in hand per Bank Statements		
	Cash	29/02/2020	147.81
	Nat West Reserve Account	29/02/2020	338,376.42
	Nat West Current Account	29/02/2020	38,424.99
			376,949.22
	Less unrepresented payments		0.00
			376,949.22
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		376,949.22
	A = B Checks out OK		

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3 March 2020 (2019/2020)

Bingham Town Council

Transactions for Cash

Voucher	Date	Chq/Rec	Description	Total	Balance	Cashed
			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	

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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
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
611	06/02/2020	PC	Civic Award Framing	-42.00	35.75
612	06/02/2020	PC	Milk	-1.15	34.60
613	06/02/2020	PC	Dry Cleaning - Tea towels	-7.50	27.10
642	12/02/2020	PC	Fuel	-20.00	7.10
643	13/02/2020	PC	Coffee	-3.50	3.60
34,263	19/02/2020		Transfer from Nat West Current Account	172.90	176.50
644	20/02/2020	PC	Civic Reception refreshments	-10.24	166.26
645	20/02/2020	PC	Civic Reception refreshments	-16.45	149.81
646	27/02/2020	PC	covers	-2.00	147.81
			CLOSING BALANCE		147.81



Bankline

Statement for account [REDACTED] from 01/02/2020 to 29/02/2020

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				38,424.99Cr



Bankline

Statement for account [REDACTED] from 01/02/2020 to 03/03/2020

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				338,376.42Cr
28/02/2020	28FEB GRS 21499039	INT		53.99	338,376.42Cr
19/02/2020	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		338,322.43Cr
	OPENING BALANCE				358,322.43Cr
Totals			20,000.00	53.99	

Minutes of a virtual meeting of the Policy & Resources Committee of Bingham Town Council
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2 April 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)

	Bank Reconciliation at 31/03/2020			
	Cash in Hand 01/04/2019			433,819.14
	ADD			
	Receipts 01/04/2019 - 31/03/2020			353,150.86
				786,970.00
	SUBTRACT			
	Payments 01/04/2019 - 31/03/2020			434,556.01
A	Cash in Hand 31/03/2020 (per Cash Book)			352,413.99
	Cash in hand per Bank Statements			
	Cash	31/03/2020	138.71	
	Nat West Reserve Account	31/03/2020	319,655.37	
	Nat West Current Account	31/03/2020	32,619.91	
				352,413.99
	Less unrepresented payments			0.00
				352,413.99
	Plus unrepresented receipts			0.00
B	Adjusted Bank Balance			352,413.99
	A = B Checks out OK			

Minutes of a virtual meeting of the Policy & Resources Committee of Bingham Town Council
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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	08/09/2019	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	-8.00	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 virtual meeting of the Policy & Resources Committee of Bingham Town Council
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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	
611	06/02/2020	PC	Civic Award Framing	-42.00	35.75	
612	06/02/2020	PC	Milk	-1.15	34.60	
613	06/02/2020	PC	Dry Cleaning - Tea towels	-7.50	27.10	
642	12/02/2020	PC	Fuel	-20.00	7.10	
643	13/02/2020	PC	Coffee	-3.50	3.60	
34,263	19/02/2020		Transfer from Nat West Current Account	172.90	176.50	
644	20/02/2020	PC	Civic Reception refreshments	-10.24	166.26	
645	20/02/2020	PC	Civic Reception refreshments	-16.45	149.81	
646	27/02/2020	PC	covers	-2.00	147.81	
716	16/03/2020	PC	Petty Cash - Milk	-3.00	144.81	
717	16/03/2020	PC	Petty Cash	-0.90	143.91	
718	17/03/2020	PC	Petty Cash Coffee	-5.00	138.91	
719	18/03/2020	PC	Petty Cash - Boyes	-0.20	138.71	
			CLOSING BALANCE		138.71	



Bankline

Statement for account [REDACTED] from 01/03/2020 to 31/03/2020

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				32,619.91Cr



Bankline

Statement for account [REDACTED] from 01/03/2020 to 31/03/2020

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				319,655.37Cr
31/03/2020	RUSHCLIFFE BC	BAC		220.00	319,655.37Cr
31/03/2020	31MAR GRS 21499039	INT		58.95	319,435.37Cr
27/03/2020	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		319,376.42Cr
20/03/2020	RUSHCLIFFE BC	BAC		1,000.00	339,376.42Cr
	OPENING BALANCE				338,376.42Cr
Totals			20,000.00	1,278.95	

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

Tenants and Agency Charges

Policy Resources Committee

<u>TENANTS RENT</u>				<u>INVOICE NO</u>		
PP Design	£612.00	Quarter 4		154		
	£612.00	Quarter 3		80		
	£612.00	Quarter 2		35		
	£612.50	Quarter 1		2		
Notts Police	£2,491.00	yearly		1		
<u>OCH ROOM HIRE</u>						
Thera	£858.00	quarter 4		152	£4.50 per hour plus £1.50 daily kitchen hire	
(Thurs/Fri)	£792.00	quarter 3		81		
	£858.00	quarter 2		33		
	£759.00	quarter 1		4		
Advice Centre	£180.00	quarter 4		153	£4.50 per hour plus £1.50 daily kitchen hire	
(Wed am)	£180.00	quarter 3		79		
	£195.00	quarter 2		34		
	£165.00	quarter 1		3		

Minutes of a virtual meeting of the Policy & Resources Committee of Bingham Town Council
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Individual/Group	Date	Chargeable/Non-Chargeable	Invoice number
Bingham U3A	3.12.19	Chargeable	63
Bingham U3A	3.12.19	Chargeable	99
Bingham U3A	6.12.19	Chargeable	58
Bingham Neighbourhood Watch	12.12.19	Chargeable	6
Diabetes Group	18.12.19	Chargeable	110
Bingham U3A	20.12.19	Chargeable	58
Bingham U3A	3.1.20	Chargeable	113
Bingham U3A	7.1.20	Chargeable	106
Bingham U3A	14.1.20	Chargeable	105
Diabetes Group	15.1.20	Chargeable	155
Bingham U3A	17.1.20	Chargeable	113
Bingham Neighbourhood Plan Steering Group	27.1.20	Chargeable	65
Bingham U3A	28.1.20	Chargeable	105
Bingham U3A	7.2.20	Chargeable	113
Bingham U3A	11.2.20	Chargeable	106
Bingham U3A	11.2.20	Chargeable	105
Diabetes Group	19.2.20	Chargeable	167
NALC meeting with Councillors	21.2.20	Non-Chargeable	N/A
Bingham U3A	21.2.20	Chargeable	113
Bingham Neighbourhood Plan Steering Group	24.2.20	Chargeable	65
Bingham U3A	25.2.20	Chargeable	105
Armed Forces Community Champion	26.2.20	Non-Chargeable	N/A
Bingham U3A	6.3.20	Chargeable	113
Robert Jenrick	6.3.20	Chargeable	168
Bingham U3A	10.3.20	Chargeable	106
Bingham U3A	10.3.20	Chargeable	105
Bingham Neighbourhood Watch	12.3.20	Chargeable	114
Diabetes Group CANCELLED	18.3.20	Chargeable	Not Invoiced Until day
Bingham U3A CANCELLED	20.3.20	Chargeable	113
Bingham U3A CANCELLED	24.3.20	Chargeable	105
Neighbourhood Plan Steering Group CANCELLED	30.3.20	Chargeable	65