

**PRESENT:**

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

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

Members of the Public: 7 including Councillors W Stapleton, V Leach, and G Williams

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted from Councillor T Wallace. Councillor J Lewis attended as substitute.

2. **DECLARATIONS OF INTEREST**

Councillor J Lewis declared a non-pecuniary interest in item 8, as a director of Bomberz CIC.

3. **MINUTES**

The minutes of 19 May 2020, Folio 9531-9551 were taken as read, approved and signed by the Chairman as a correct record.

4. **ACCOUNTS PAID REPORT TO 31 MAY 2020 (FOLIOS 9575 TO 9576)**

**RECOMMEND:** approval of the accounts paid report of £38,890.18

5. **BANK RECONCILIATIONS (FOLIOS 9577 TO 9582)**

The Reconciliation Reports to 30 April 2020 and 31 May 2020 were presented and it was agreed to

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

6. **MEMBERSHIP OF THE CAR PARK SUB-COMMITTEE AND REVIEW OF THE TERMS OF REFERENCE**

Standing Orders were suspended at 7.59pm and were re-instated at 8.01pm to allow a member of the public to comment on the sub-committee being held without members of the public being allowed to attend.

**RECOMMEND:** that the Car Park sub-committee members be confirmed as Councillors J Stockwood, A Shelton, V Leach, J Lewis and M Stockwood and the Committee be given the delegated authority to add items J, K and L back into the terms of reference.

The sub-committee was to also make contact with the Sports Club to request a representative to join the sub-committee.

**7. UPDATE ON THE CAR PARK DEVELOPMENT PROJECT AND NEXT STEPS**

As the sub-committee would now be quorate, a meeting would be arranged to update on progress.

**8. GRANT APPLICATION FOR BOMBERZ CIC**

An update on the progress and plans for the group was given.

**RECOMMEND:** that £1175 be awarded to Bomberz CIC in support of the planned skate event.

**9. HUMANITARIAN AID BUDGET UPDATE**

The Committee noted the payments and were updated that further expenses from Bingham Helping Hands was expected.

**10. COMMUNITY GRANT AID APPLICATIONS FOR HUMANITARIAN AID**

It was agreed that all groups should complete a Grant Aid form for consideration, including information on how Covid 19 has affected the income for the group and details of any other grants that the group has received relating to Covid 19.

**RECOMMEND:** that delegated authority for reviewing the applications be given to the Resilience Sub-Committee if the applications were not received in time for the next meeting of the Full Council.

**11. UPDATE ON THE PWLB COMMUNITY ENGAGEMENT ELEMENT**

The Clerk updated that the survey was ready and once the narrative for website was agreed, the survey would go live later in the week. Results from the consultation would be taken for review and a decision at an extra-ordinary meeting of the Full Council in August.

**12. REPORT AND RECOMMENDATIONS FROM THE PENSION SCHEME WORKING GROUP**

The working group has met twice to consider pension arrangements. The report was discussed by the committee.

**RECOMMEND:**

- a) that Bingham Town Council remains an Admitted Body member of the Nottinghamshire County Council Local Government Pension Scheme, as at 31 July 2020.
- b) As from 1 August 2020, new members of staff or existing staff who choose to join a pension arrangement, will be offered a new Bingham Town Council Workplace Pension Scheme with the Government backed NEST scheme.
- c) Members of the new Bingham Town Council NEST Pension Scheme, will contribute at least a minimum of 5% gross of their qualifying earnings, ie, between £6,240 and £50,000 (2020/21)
- d) Bingham Town Council will also contribute 5% gross of the employee's qualifying earnings.

The Clerk will inform staff not currently in the current pension scheme of the withdrawal of the current scheme.

13. **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, 19 May 2020

**RECOMMEND:** that the notes and recommendations be approved.

New Tenancy

The Committee noted this item

Staffing Matters

**RECOMMEND:** that Councillors F Purdue-Horan, J Stockwood, A Shelton and G Williams  
consider the request and a proposal would be taken to the next Full Council meeting.

**RECOMMEND:** that the request for advice and a referral be made.

The Clerk and Deputy Clerk left the meeting for this item.

Staff Restructure update:

The Chairman gave a verbal update to members on progress of the Staff Consultation and  
informed that Kate Marks, an experienced HR Consultant, on behalf of Ellis Whittam, would assist  
Bingham Town Council in the process.

The update was **NOTED**

Meeting Closed at: **TBC**

.....CHAIRMAN

Date: .....

RECOMMENDATIONS:

- Approval of the accounts paid report of £38,890.18
- Approval of the Reconciliation Reports to 30 April 2020 & 31 May 2020
- The Car Park sub-committee members be confirmed as Councillors J Stockwood, A Shelton, V Leach, J Lewis and M Stockwood and the committee be given the delegated authority to add items J, K and L back into the terms of reference.
- £1175 be awarded to Bomberz CIC in support of the planned skate event.
- Delegated authority for reviewing the applications be given to the Resilience Sub-Committee if the applications were not received in time for the next meeting of the Full Council.
- Bingham Town Council remains an Admitted Body member of the Nottinghamshire County Council Local Government Pension Scheme, as at 31 July 2020.
- As from 1 August 2020, new members of staff or existing staff who choose to join a pension arrangement, will be offered a new Bingham Town Council Workplace Pension Scheme with the Government backed NEST scheme.
- Members of the new Bingham Town Council NEST Pension Scheme, will contribute at least a minimum of 5% gross of their qualifying earnings, ie, between £6,240 and £50,000 (2020/21)
- Bingham Town Council will also contribute 5% gross of the employee's qualifying earnings.

# Minutes of a virtual meeting of the Policy & Resources Committee of Bingham Town Council on Tuesday 7 July 2020 at 7.15pm

## Accounts Paid Report to 31 May 2020

1	07/04/2020	Non domestic rates	Rushcliffe Borough Council	744.00
2	08/04/2020	Photocopier Lease rental	PeAC UK LTD	386.18
3	14/04/2020	Non domestic rates	Rushcliffe Borough Council	91.68
4	15/04/2020	Bank charges	Natwest	21.60
5	21/04/2020	Lift Inspection Contract	Allianz Insurance plc	476.42
6	21/04/2020	Equipment	Handicentre (Bingham) Ltd	45.41
7	21/04/2020	Rental of Hill Drive allotments	Rushcliffe Borough Council	352.00
8	21/04/2020	Sanitary/Hygiene Unit	Rentokil Initial	64.90
9	21/04/2020	Scribe Licence renewal	Starboard Systems Ltd	876.60
10	21/04/2020	Grave digging fees	A Buckingham	275.00
11	21/04/2020	Wychwood Play Project	FCC Environment	5,369.63
12	24/04/2020	WAGES m1	WAGES m1	3,749.21
13	24/04/2020	WAGES m1	WAGES m1	4,248.93
14	24/04/2020	WAGES m1	WAGES m1	459.95
15	30/04/2020	Trade Waste collection	Envia	153.31
16	30/04/2020	Gas/elec bill	Utility Warehouse	868.50
17	30/04/2020	Mobile	Utility Warehouse	11.00
18	30/04/2020	Mobile	Utility Warehouse	22.00
19	30/04/2020	Cem Elec bill	Utility Warehouse	8.26
20	30/04/2020	Depot Alarm bill	Utility Warehouse	17.64
21	30/04/2020	Phone/broadband bill	Utility Warehouse	109.05
22	24/04/2020	Cleaning materials	Petty Cash	8.70
23	30/04/2020	Cleaning materials	Petty Cash	2.75
24	30/04/2020	Cleaning materials	Petty Cash	3.63
25	30/04/2020	Cleaning materials	Petty Cash	2.37
26	30/04/2020	Fuel	Petty Cash	20.00
27	30/04/2020	Fuel	Petty Cash	10.01
28	04/05/2020	Superann M 1	NCC Pension Fund	448.96
29	04/05/2020	Superann M 1	NCC Pension Fund	1,358.13
30	04/05/2020	Superann M 1	NCC Pension Fund	125.09
31	04/05/2020	Superann M 1	NCC Pension Fund	491.00
32	04/05/2020	PAYE M 1	HMRC	857.03
33	04/05/2020	Photocopying charges	Automated Systems Group Ltd	12.65
34	04/05/2020	Entertainment	The Bowkers	75.00
35	04/05/2020	H R Fees	Castle Associates Employment L	348.40
36	04/05/2020	Keyholding	Foremost Security	42.00
37	04/05/2020	Subscriptions	NALC	1,425.85
38	04/05/2020	Uniform	Logomeup Ltd	108.04
39	04/05/2020	Hand sanitiser	Cotgrave & District Funeral Serv	73.52
40	07/05/2020	Non domestic rates	Rushcliffe Borough Council	749.00
41	14/05/2020	Non domestic rates	Rushcliffe Borough Council	91.00
42	15/05/2020	Bank charges	Natwest	6.00
43	15/05/2020	Cloud Backup	Arcsus	206.87
44	15/05/2020	Water bills	Water Plus	64.44
45	15/05/2020	Grave digging fees	A Buckingham	275.00
46	15/05/2020	Vehicle Insurance	WPS Insurance Brokers Service	1,037.70
47	15/05/2020	Face masks/Gloves & Hand gel	Cotgrave & District Funeral Serv	110.45
48	20/05/2020	mower repairs/parts	Pirtek Nottingham	348.22
49	22/05/2020	WAGES m2	WAGES m2	4,507.07
50	22/05/2020	WAGES m2	WAGES m2	4,240.77
51	22/05/2020	WAGES m2	WAGES m2	459.95
52	22/05/2020	Photocopying charges	Automated Systems Group Ltd	14.35
53	22/05/2020	Cemetery Skip Soil Removal	Bakers Waste	194.64
54	22/05/2020	BHH Mileage	Mark Rishardson	47.25
55	22/05/2020	Town Guide distribution	Gamston Distribution Services	71.28
56	22/05/2020	Grave digging fees	A Buckingham	275.00
57	22/05/2020	Fridge/freezer	Mees Electrical	269.99
58	22/05/2020	CILCA course fees	SICC	350.00
59	04/05/2020	PAYE M 1	HMRC	957.51
60	01/05/2020	Fuel	Petty Cash	10.01
61	11/05/2020	Cleaning supplies	Petty Cash	5.00
62	11/05/2020	Fuel	Petty Cash	15.00
63	12/05/2020	Cleaning supplies and keys	Petty Cash	17.05

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64	19/05/2020	Fuel	Petty Cash	20.00
65	29/05/2020	Gas/elec bill	Utility Warehouse	608.55
66	29/05/2020	Mobile	Utility Warehouse	11.00
67	29/05/2020	Mobile	Utility Warehouse	22.00
68	29/05/2020	Cem Elec bill	Utility Warehouse	7.86
69	29/05/2020	Depot Alarm bill	Utility Warehouse	17.64
70	29/05/2020	Phone/broadband bill	Utility Warehouse	96.38
71	29/05/2020	Fuel	Petty Cash	18.80

<b>Total</b>	<b>38,890.18</b>
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on Tuesday 7 July 2020 at 7.15pm

21 May 2020 (2020-202

**Bingham Town Council**

Prepared by: \_\_\_\_\_  
Name and Role (Clerk/RFO etc)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 30/04/2020</b>			
	Cash in Hand 01/04/2020			352,413.99
	<b>ADD</b> Receipts 01/04/2020 - 30/04/2020			150,189.98
	<b>SUBTRACT</b> Payments 01/04/2020 - 30/04/2020			502,603.97
	<b>Cash in Hand 30/04/2020</b> (per Cash Book)			18,398.73
<b>B</b>				<b>484,205.24</b>
	Cash in hand per Bank Statements			
	Cash	30/04/2020	91.25	
	Nat West Reserve Account	30/04/2020	449,845.35	
	Nat West Current Account	30/04/2020	34,268.64	
				<b>484,205.24</b>
	Less unrepresented payments			0.00
<b>B</b>				<b>484,205.24</b>
	Plus unrepresented receipts			0.00
	<b>Adjusted Bank Balance</b>			<b>484,205.24</b>
	<b>A = B Checks out OK</b>			

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21 May 2020 (2020-2021)

**Bingham Town Council**

**Transactions for Cash**

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>		<b>138.71</b>	
22	24/04/2020	PC	Cleaning materials	-8.70	130.01	
23	30/04/2020	PC	Cleaning materials	-2.75	127.26	
24	30/04/2020	PC	Cleaning materials	-3.63	123.63	
25	30/04/2020	PC	Cleaning materials	-2.37	121.26	
26	30/04/2020	PC	Fuel	-20.00	101.26	
27	30/04/2020	PC	Fuel	-10.01	91.25	
			<b>CLOSING BALANCE</b>		<b>91.25</b>	



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Bankline

Statement for account [REDACTED] from 01/04/2020 to 30/04/2020

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
	<b>CLOSING BALANCE</b>				<b>34,268.64Cr</b>
30/04/2020	UTILITY WAREHOUSE 6094729/6094729/15	D/D	1,036.45		34,268.64Cr



Bankline

Statement for account [REDACTED] from 01/04/2020 to 30/04/2020

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

Date	Narrative	Type	Debit	Credit	Ledger balance
	<b>CLOSING BALANCE</b>				<b>449,845.35Cr</b>
01/04/2020	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		449,845.35Cr
01/04/2020	30APR GRS 21499039	INT		57.48	469,845.35Cr
04/04/2020	RUSHCLIFFE BC	BAC		150,132.50	469,787.87Cr
	<b>OPENING BALANCE</b>				<b>319,655.37Cr</b>
<b>Totals</b>			<b>20,000.00</b>	<b>150,189.98</b>	

Minutes of a virtual meeting of the Policy & Resources Committee of Bingham Town Council  
on Tuesday 7 July 2020 at 7.15pm

3 June 2020 (2020-2021)

**Bingham Town Council**

Prepared by: \_\_\_\_\_  
Name and Role (Clerk/RFO etc)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 31/05/2020</b>		
	Cash in Hand 01/04/2020		352,413.99
	<b>ADD</b> Receipts 01/04/2020 - 31/05/2020		156,428.26
	<b>SUBTRACT</b> Payments 01/04/2020 - 31/05/2020		508,842.25
	<b>Cash in Hand 31/05/2020</b> (per Cash Book)		38,890.18
<b>B</b>	<b>Cash in hand per Bank Statements</b>		
	Cash	31/05/2020	181.20
	Nat West Reserve Account	31/05/2020	429,915.85
	Nat West Current Account	31/05/2020	39,855.02
			<b>469,952.07</b>
	Less unrepresented payments		0.00
			<b>469,952.07</b>
<b>B</b>	Plus unrepresented receipts		0.00
	<b>Adjusted Bank Balance</b>		<b>469,952.07</b>
	<b>A = B Checks out OK</b>		

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3 June 2020 (2020-2021)

**Bingham Town Council**

**Transactions for Cash**

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>		<b>138.71</b>	
22	24/04/2020	PC	Cleaning materials	-8.70	130.01	
23	30/04/2020	PC	Cleaning materials	-2.75	127.26	
24	30/04/2020	PC	Cleaning materials	-3.63	123.63	
25	30/04/2020	PC	Cleaning materials	-2.37	121.26	
26	30/04/2020	PC	Fuel	-20.00	101.26	
27	30/04/2020	PC	Fuel	-10.01	91.25	
60	01/05/2020	PC	Fuel	-10.01	81.24	
61	11/05/2020	PC	Cleaning supplies	-5.00	76.24	
62	11/05/2020	PC	Fuel	-15.00	61.24	
63	12/05/2020	PC	Cleaning supplies and keys	-17.05	44.19	
64	19/05/2020	PC	Fuel	-20.00	24.19	
36,949	22/05/2020		Transfer from Nat West Current Account	175.81	200.00	
71	29/05/2020	PC	Fuel	-18.80	181.20	
			<b>CLOSING BALANCE</b>		<b>181.20</b>	

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## Bankline

Statement for account [REDACTED] from 01/05/2020 to 31/05/2020

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
	<b>CLOSING BALANCE</b>				<b>39,855.02Cr</b>
29/05/2020	UTILITY WAREHOUSE 6094729/6094729/15	D/D	763.43		39,855.02Cr



## Bankline

Statement for account [REDACTED] from 01/05/2020 to 31/05/2020

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
	<b>CLOSING BALANCE</b>				<b>429,915.85Cr</b>
29/05/2020	29MAY GRS 21499039	INT		70.50	429,915.85Cr
20/05/2020	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		429,845.35Cr
	<b>OPENING BALANCE</b>				<b>449,845.35Cr</b>
<b>Totals</b>			<b>20,000.00</b>	<b>70.50</b>	

22.

24.