



BINGHAM TOWN COUNCIL

The Old Court House
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To: Councillor J Stockwood
" M Stockwood
" F Purdue-Horan
" A Shelton
" R Bird
" T Wallace

25 November 2020

Dear Councillor,

You are hereby summoned to attend a virtual meeting of the Policy and Resources Committee, on Tuesday 01 December 2020 at 7.00pm.

Members of the public and press who wish to remotely access the meeting, please click on the link below:

[Click here to join the meeting](#)

If you have an apple device or a mobile device, you may be asked to download the free Microsoft Teams app to join the meeting. You can test the link before the meeting, if you wish. There will be no staff available to take calls or help with technical issues on the evening.

Regards

SP

Sharon Pyke
Proper Officer of Council



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Press and Public joining the meeting

There will be an option on entering to use your video, mic and enter your name.

- Name - The name you enter will be displayed on screen, so please decide before joining the meeting if you wish to use your first or last name only, or put anonymous if you don't want your name displayed as the meeting will be recorded. If you already have a Teams account, the name you use will be displayed.
- Camera - This does not have to be used, you will see the Councillors and other attendees, but we will not see you unless you have the camera on. If you wish to speak, it would be useful for your camera to be on, but it is not essential.
- Mic - There is not a public speaking section on the agenda, it will be at the Chair's discretion if a request to speak is made and then a vote taken by Councillors, to suspend standing orders (Council's rules) and allow comments. Please could we ask you to mute your microphones on entering the meeting.
- Recording – The meeting will be recorded, when the recording is on, this should be shown on your screen. The recording may show faces of those with the camera turned on and this will be uploaded to the website. By having your camera on, you will therefore need to be aware that you are agreeing to this. If you do not wish your face to be seen, please leave your camera turned off.

You can view the Town Council's privacy's policy by visiting <https://www.bingham-tc.gov.uk/2018/05/16/general-privacy-notice-may-2018/>

The recordings of meetings will be stored on the town council's website as a permanent record of the meeting.



BINGHAM TOWN COUNCIL

Virtual meeting of the Policy and Resources Committee of Bingham Town Council
to be held on Tuesday 01 December 2020 at 7.00pm

A G E N D A

1. To receive apologies for absence & acceptance
2. To receive any Declarations of Interest
3. To sign the minutes of the meeting held on 15 September 2020 (Appendix A)
4. To receive an update on outstanding decisions and consider further actions
5. To verify Accounts Paid Report to 31 October 2020 (Appendix B)
6. To verify the Bank Reconciliations:
 - (a) to 30 September 2020 (Appendix C)
 - (b) to 31 October 2020 (Appendix D)
7. To receive the budget to actuals to 31 October 2020 (Appendix E)
8. To consider the year end forecast to 31 March 2021 (Appendix F)
9. To consider the 1st draft of the budget for the year ending 31 March 2022 (Appendix G)
10. To review the 3 year reserve plan for the year ending 31 March 2024 (Appendix H)
11. To note the additional costs incurred for the installation and removal of the small Christmas trees in the town centre (as referred from Community & Environment)
12. To note the decision by the Council's HR and Health and Safety Consultants not to re-tender for a new 3-year term and to discuss next steps
13. To note an additional direct debit for fuel cards
14. To review the allotment rents for the year ending 31 December 2021
15. To consider the terms and conditions of Nest's pension scheme (Appendix I)
16. To consider whether to extend the provision of free of charge read only access of the finance software to all members of Policy & Resources should they make such a request
17. To note and receive an update on the van hire expenditure incurred
18. To consider setting a budget for a 2nd vehicle

19. To increase the limit from £500 to £1,000 for the Proper Officer to authorise emergency expenditure of the Financial Regulations paragraph 4.5
 20. To agree the frequency and meeting dates for the Car Park and Policy sub-committees
 21. To receive the staff training matrix
 22. To receive the Councillor training matrix
 23. To consider supporting the Proper Officer's 3rd year of their Community Governance degree as part of the statutory status as an advanced qualified Clerk (Appendix J)
 24. To note the Proper Officer's and Deputy Clerk's virtual attendance at the SLCC Practitioner's Conference on 23 to 25 February 2021
 25. To note the Christmas office closure dates from Wednesday 23 December 2020 through to Friday 01 January 2021 (inclusive)
 26. To receive the updated calendar of meetings to May 2021 (Appendix K)
 27. To consider any correspondence received:
 - (a) Nottinghamshire County Councils Local Government Pension Scheme reform of exit pay arrangements (Appendix L)
 28. Confidential Business
Public Bodies (Admission to Meetings) Act 1960: -
To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."
- The following matters will be discussed:
- To approve the confidential notes from 15 September 2020
 - To consider items of correspondence and recommend further actions
 - To receive an update on confidential items decisions that remain outstanding
 - Staffing Matters