

Minutes of the Virtual Extra Ordinary Meeting of Bingham Town Council  
held on Tuesday 02 February 2021 at 7:00pm

**PRESENT:**

Councillors: J Stockwood, M Stockwood, F Purdue-Horan, A Shelton, W Stapleton, P Moskwa, G Williams, V Leach, T Wallace, M Monni, R Bird, G Simms and J Lewis.

Officers: S Pyke (Town Clerk) & J Riddle (Deputy Clerk)

Public: 13

**1. APOLOGIES**

Councillor J Best sent her apologies due to illness which were accepted

**2. DECLARATIONS OF INTEREST**

Councillor R Bird declared a non-pecuniary interest in item 7a as a friend of a relative who is affected by the item.

**3. PUBLIC SESSION**

No public questions had been submitted.

**4. BUDGET (Folio 9704)**

Amendments to the budget was moved by Councillor F Purdue-Horan and this was seconded by Councillor J Stockwood.

After a debate, a recorded vote was requested by Councillor T Wallace, on the amended budget, items a to h.

For:	Abstention:	Against:
Councillor M Monni	Councillor R Bird	Councillor T Wallace
Councillor P Moskwa	Councillor V Leach	
Councillor F Purdue-Horan	Councillor J Lewis	
Councillor A Shelton	Councillor G Simms	
Councillor W Stapleton		
Councillor J Stockwood		
Councillor M Stockwood		
Councillor G Williams		

The amended motion was passed and Councillor T Wallace requested a recorded vote on the substantive motion.

For:	Against:
Councillor M Monni	Councillor R Bird
Councillor P Moskwa	Councillor V Leach
Councillor F Purdue-Horan	Councillor J Lewis
Councillor A Shelton	Councillor G Simms

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Councillor W Stapleton                      Councillor T Wallace  
Councillor J Stockwood  
Councillor M Stockwood  
Councillor G Williams

**RESOLVED:** that items a to h be accepted and a budget proposal for 2021/2022 of £318,237 net be agreed.

**5. PRECEPT**

**RESOLVED:** to agree the precept of £318,237 and to authorise the Responsible Financial Officer to sign the precept demand.

**6. HR COMMITTEE (Folio 9705 to 9706)**

(a) Setting up of a HR Committee -  
**RESOLVED:** that a HR Committee be set up

(b) Terms of Reference –

Amendments to the Terms of Reference were moved by Councillor F Purdue-Horan and this was seconded by Councillor J Stockwood.

After a debate, a recorded vote was requested by Councillor T Wallace, on the amended Terms of Reference.

For:	Against:
Councillor M Monni	Councillor V Leach
Councillor P Moskwa	Councillor J Lewis
Councillor F Purdue-Horan	Councillor G Simms
Councillor A Shelton	Councillor T Wallace
Councillor W Stapleton	
Councillor J Stockwood	
Councillor M Stockwood	
Councillor G Williams	

Councillor R Bird lost connection for this item.

The amended motion was passed and a vote was taken on the substantive motion.

**RESOLVED:** that the Terms of Reference be accepted with the agreed amendments.

(c) Membership –

A recorded vote was requested by Councillor G Simms on the membership.

For:	Against:
Councillor M Monni	Councillor R Bird

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Councillor P Moskwa                      Councillor V Leach  
Councillor F Purdue-Horan      Councillor J Lewis  
Councillor A Shelton                      Councillor G Simms  
Councillor W Stapleton                  Councillor T Wallace  
Councillor J Stockwood  
Councillor M Stockwood  
Councillor G Williams

**RESOLVED:** that the HR Committee Membership be two non-conservative Councillors (to be confirmed) and Councillor F Purdue-Horan, Councillor J Stockwood, Councillor M Stockwood and Councillor A Shelton.

**7. CEMETERY ARRANGEMENTS**

Councillor J Stockwood added an amendment to include the additional circumstance whereby a grave may be pre-purchased adjacent to a family member because of Covid.

**RESOLVED:** that if a grave for two is not possible due to wet conditions or because of a Covid burial, the family will be offered the pre-purchase of an adjacent grave.

Recreation and Amenities Committee would review this in 6 months.

The Public session was closed at 8.39pm.

**8. 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”

- Warners Paddock  
**RESOLVED:** that the invoice be issued as in previous years.
- Bingham Town Sports Club  
**RESOLVED:** to accept payment of £1533.50 in settlement of the invoice.
- Staff Matter  
**RESOLVED:** to provide the service to the employee

Council concluded its confidential session with the meeting closing at 8.49pm

.....CHAIRMAN

Date: .....

## Draft Budget amendment

To amend and reduce the published draft budget precept proposal for 2021/2022 from £360,094 to a net amount of **£318,237**.

Based on a tax base of 3647, this would result in a Band D property equivalent of **£87.26** for Bingham Town Council's portion of the overall Council Tax.

This reduces a published increase proposal of £15.61 or 19% to a much smaller increase of **£4.14 or 4.98%** for a tax band D property as follows;

- a) To complete the change in budgeting for projects to the new system of named projects in a 3-year reserve plan by deleting old codes (8,16,36,42,50,66,92) for transfer to reserves and create a single new code for funding the 3-year reserve plan and maintaining the previously planned funding of £30,000 per annum.
- b) To fund annual salary increases and support the Council's decisions on staffing arrangements, the budgets for Groundstaff (code 80), Office Staff (code 81) and Caretaker (code 82) be increased from the 2020/2021 budget by 3% each and a new item for £25,000 be added to the 3-year reserves plan for a temporary project support role (as resolved by Council on 13<sup>th</sup> October 2020)
- c) The Linear Park (code 35) maintenance budget be increased by £500 to £1,500 per annum to reflect increased costs of work to implement the 5-year biodiversity management plan.
- d) The Cogley Lane Refurbishment project costs and Cogley Lane Refurbishment fees be increased by a total of £40,000 in the 3-year reserves plan to reflect the difficulty in winning grant funding during the pandemic and the need for contract administration throughout the project lifetime.
- e) The Councillor training (code 75) budget be reduced by £500 to £1,000 per annum to reflect savings achieved through NALC membership discounts on courses.
- f) The Legal fees (code 100) budget be reduced by £3,000 to £4,000 per annum as £5,000 for the renewal of leases at Wynhill and Butt field is already included in the 3-year reserves plan.
- g) The Quality Council (code 74) budget be set to zero from £500 and this code deleted as there are no annual fees of the Local Council Award scheme, and instead add a new item in the 3-year reserves plan for the initial registration fee and subsequent award fees of a total of up to £500.
- h) An amount of £2223 to be added for possible Play Park support and BTC branded outdoor clothing.

AMENDED TERMS OF REFERENCE

**Human Resources Committee**

**Purpose of the Human Resources Committee**

The Committee is tasked with establishing protocols and procedures to ensure strong working relationships within Council. In turn, this should help facilitate the delivery of Bingham Town Council's priorities, such as community projects and events.

The Human Resources Committee operates subject to the budget and expenditure limits set by Full Council.

The Terms of Reference will be kept under review. Bingham Town Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

**Policy & Resources Committee Terms of Reference.**

Should Full Council resolve to establish a Human Resources Committee, the Terms of Reference for the Policy & Resources Committee will require amendment. In the interim, matters relating to Human Resources will be assigned to the Human Resources Committee.

**Policy & Resources Budget Lines**

The budget lines connected to Human Resources will be transferred from Policy & Resources to the Human Resources Committee.

**Human Resources Terms of Reference**

Level of authority from Full Council: Executive

Committee Membership: The Committee will consist of 6 Councillors.  
(Members will include four Conservative Group Councillors and two Non-Conservatives)

**Committee Responsibilities**

To oversee working relationships, staffing levels and performance and best practice by the following means:

- reviewing staffing levels
- overseeing the recruitment and appointment of staff
- providing line management to the Town Clerk, to administer leave requests, record and monitor absences and overtime and handle grievance and disciplinary matters and pay disputes
- securing relevant professional services
- reviewing and updating the staff handbook
- reviewing and updating terms and conditions of employment for employees
- confirming the risk register pertaining to staff
- carrying out performance management (including appraisals) relating to the Town Clerk

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- carrying out pay reviews in relation to the Town Clerk and to consider the Town Clerk's recommendations in relation to staff
- monitoring and addressing regular or sustained staff absence
- facilitating appropriate training and/or mentoring relating to employees
- overseeing any process leading to the dismissal of staff (including redundancy)

### **Operational Parameters**

- The first meeting date will be held after the Full Council meeting of 23 February 2021, to be agreed by the Committee members.
- The frequency and dates of the Committee to be included in the schedule of meetings
- A Chairman and a Vice-Chairman to be elected at the first meeting
- The Committee may establish sub-committees or working groups which may include individuals who are not Councillors.
- The Committee may engage with outside agencies (including inviting their representatives to attend and participate in its meetings) as it considers necessary and appropriate to obtain advice and guidance and ensure a fair, transparent and balanced approach to any issues or concerns that may be raised in the course of its activities
- The Committee will report on progress to Full Council, depending on the subject matter some reports may necessitate inclusion under Confidential Business
- The frequency and dates of Sub-Committee or Working Groups will not require public notification
- The public will have no right to attend a Sub-Committee or Working Group because of the personal nature of the Sub-Committee or Working Group's work
- Sub-Committee and Working Group meetings will follow the convention of its Committee and be convened with 3 clear days' notice to its members
- A quorum of 3 Councillors is required for Committee, Sub-Committee and Working Group meetings
- The Town Clerk will provide administrative support to the Committee and any Sub-Committee and Working Groups unless it is not appropriate to do so. In this instance external administrative support will be engaged.

### **Committee Limits**

- The decision to recruit additional staff remains with Full Council
- The decision to confirm the appointment of a new employee will be verified by Full Council
- The decision relating to pay reviews remains with Full Council
- The decision to dismiss staff (including redundancy) remains with Full Council