

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 25 May 2021 at 7:00pm
in the hall of the Methodist Centre, Union Street, Bingham

PRESENT:

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

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

Public: 0

1. TOWN MAYOR

Councillor Purdue-Horan thanked the out-going Mayor for his focus on community over the past 24 months which was especially relevant during the pandemic with the setting up of a resilience fund to provide financial assistance to community groups. Councillor Purdue-Horan then nominated and proposed Councillor Shelton which was seconded by Councillor Monni.

Councillor Lewis nominated and proposed Councillor Bird which was seconded by Councillor Leach.

A vote was taken, and it was **RESOLVED**: that Councillor Shelton be elected as Town Mayor.

Councillor Shelton signed the declaration of acceptance of office and went on to chair the meeting.

2. APOLOGIES

Apologies for absence were received and accepted from Councillor Stapleton for personal circumstances and Councillor Simms as she was delayed at work.

3. DEPUTY MAYOR

Councillor Monni nominated and proposed Councillor Purdue-Horan which was seconded by Councillor Best.

Councillor Bird nominated and proposed Councillor Lewis which was seconded by Councillor Leach.

A vote was taken, and it was **RESOLVED**: that Councillor Purdue-Horan be elected Deputy Mayor.

Councillor Purdue-Horan signed the declaration of acceptance of office.

4. DECLARATIONS OF INTEREST

Councillor Monni declared an interest in item 20, the foot and cycle path as a Councillor for East Bridgford Parish Council and Councillor Williams declared an interest in item 5 as the dispensation request relates to Councillor Williams.

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Councillor Purdue-Horan later declared an interest in item 20 as the Nottinghamshire County Councillor for Bingham West which covers the route to East Bridgford.

5. DISPENSATION

Councillor Williams has submitted a dispensation request form on the advice of the Monitoring Officer in relation to the Wynhill site and its redevelopment for the length of the project (up to 4 years).

It was **RESOLVED**: to grant the dispensation.

6. PUBLIC SESSION

No questions or observations were submitted.

7. MINUTES

- (a) **RESOLVED**: that the minutes of the meeting held on 23 February 2021 (Folios 9724 to 9727), having been circulated prior to the meeting, were taken as read, approved and were signed by the Mayor as an accurate record.
- (b) **RESOLVED**: that the minutes of the Extra Ordinary meeting held on 27 April 2021 (Folios 9749 to 9750), having been circulated prior to the meeting, were taken as read, approved with one amendment and signed by the Mayor as an accurate record.

8. COMMITTEE MINUTES

- (a) Recreation & Amenities Committee, 09 March 2021
RESOLVED: that the recommendations of the meeting of this Committee be accepted.
- (b) Community & Environment Committee, 23 March 2021
RESOLVED: that the recommendations of the meeting of this Committee be accepted.
- (c) Policy & Resources Committee, 27 April 2021
RESOLVED: that the recommendations of the meeting of this Committee be accepted.
- (d) Planning Committee, 09 March 2021
RESOLVED: that the decisions of the meeting be noted.
- (e) Planning Committee, 27 April 2021
RESOLVED: that the decisions of the meeting be noted.
- (f) Planning Committee, 18 May 2021
RESOLVED: that the decisions of the meeting be noted.

9. INTERNAL AUDITOR'S REPORT

The report was **NOTED**

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

- (a) To consider the assertions in the Annual Governance Statement
Each assertion was read out in turn with a recorded vote request:

Assertion 1 - We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements

For: M Stockwood, J Stockwood, F Purdue-Horan, A Shelton, P Moskwa, G Williams, J Best and M Monni

Abstain: J Lewis and V Leach

Against: T Wallace and R Bird

RESOLVED: To answer yes to assertion 1

Assertion 2 - We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness

For: M Stockwood, J Stockwood, F Purdue-Horan, A Shelton, P Moskwa, G Williams, J Best and M Monni

Abstain: J Lewis and V Leach

Against: T Wallace and R Bird

RESOLVED: To answer yes to assertion 2

Assertion 3 – We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

For: M Stockwood, J Stockwood, F Purdue-Horan, A Shelton, P Moskwa, G Williams, J Best and M Monni

Abstain: J Lewis and V Leach

Against: T Wallace and R Bird

RESOLVED: To answer yes to assertion 3

Assertion 4 - We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations

For: M Stockwood, J Stockwood, F Purdue-Horan, A Shelton, P Moskwa, G Williams, J Best and M Monni

Abstain: J Lewis and V Leach

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RESOLVED: To answer yes to assertion 4

Assertion 5 - We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required

For: M Stockwood, J Stockwood, F Purdue-Horan, A Shelton, P Moskwa, G Williams, J Best and M Monni

Abstain: V Leach

Against: T Wallace, J Lewis and R Bird

RESOLVED: To answer yes to assertion 5

Assertion 6 - We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

For: M Stockwood, J Stockwood, F Purdue-Horan, A Shelton, P Moskwa, G Williams, J Best and M Monni

Abstain: V Leach

Against: T Wallace, J Lewis and R Bird

RESOLVED: To answer yes to assertion 6

Assertion 7 - We took appropriate action on all matters raised in reports from internal and external audit.

For: M Stockwood, J Stockwood, F Purdue-Horan, A Shelton, P Moskwa, G Williams, J Best, M Monni and T Wallace

Abstain: V Leach, J Lewis and R Bird

RESOLVED: To answer yes to assertion 7

Assertion 8 - We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

For: M Stockwood, J Stockwood, F Purdue-Horan, A Shelton, P Moskwa, G Williams, J Best, M Monni and T Wallace

Abstain: V Leach

Against: J Lewis and R Bird

RESOLVED: To answer yes to assertion 8

(b) To approve the signing of the Annual Governance Statement

For: M Stockwood, J Stockwood, F Purdue-Horan, A Shelton, P Moskwa, G Williams, J Best, M Monni and T Wallace

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Abstain: V Leach
Against: J Lewis and R Bird

RESOLVED: That the Annual Governance Statement be signed

- (c) To review the Annual Accounting Statement – no comments were notes
- (d) To approve the signing of the Annual Accounting Statement

For: M Stockwood, J Stockwood, F Purdue-Horan, A Shelton, P Moskwa, G Williams, J Best and M Monni
Abstain: V Leach
Against: T Wallace, J Lewis and R Bird

RESOLVED: That the Annual Accounting Statement be signed

11. EXERCISE OF PUBLIC RIGHTS

It was noted that the exercise of Public Rights and Publication of the unaudited Annual Governance and Accountability return will commence on Monday 21 June 2021 and conclude on Friday 30 July 2021

12. TERMS OF REFERENCE (FOLIO 9767-9772)

The following updates were put forward by the leading group, the Clerk had not been consulted on the proposed changes:

- (a) Planning Committee

RESOLVED: No change

- (b) HR Committee

RESOLVED: that the Committee is designated as a sub-committee of Policy, Resources and Major Projects with authority to spend up to its allocated budget including any reserve. Remove the date of the 1st meeting as no longer relevant.

- (c) Community & Environment Committee:

RESOLVED: that the Committee is designated as a sub-committee of Policy, Resources and Major Projects with authority to spend up to its allocated budget including any reserve.

- (d) Recreation & Amenities Committee

RESOLVED: that the Committee is designated as a sub-committee of Policy, Resources and Major Projects with authority to spend up to its allocated budget including any reserve.

- (e) Policy, Resources and Major Projects Committee

RESOLVED: that HR, Community & Environment and Recreation & Amenities become sub-committees of this committee with overall responsibility for the Wynhill community facilities project and the Butt Field new car-park project

13. COMMITTEE MEMBERS

The Mayor and Deputy Mayor are voting members of the following Committees and Sub-Committees plus the following members:

- (a) Planning Committee – 3 Conservatives + 3 non-Conservatives
- (b) HR Sub-Committee – 2 Conservatives + 2 non-Conservatives
- (c) Community & Environment Sub-Committee – 2 Conservatives + 2 non-Conservatives
- (d) Recreation & Amenities Sub-Committee – 2 Conservatives + 2 non-Conservatives
- (e) Policy, Resources and Major Projects Committee – 3 Conservatives + 2 non-Conservatives

Questions were asked in relation to the increase of Conservative membership for Policy, Resources and Major Projects Committee. This was to reflect the inclusion of the Chair from Recreation & Amenities Sub-Committee.

Councillor Williams asked why the HR Committee needed to be politically balanced.

A recorded vote was requested:

For: M Stockwood, J Stockwood, F Purdue-Horan, A Shelton, P Moskwa, J Best and M Monni
Against: T Wallace, J Lewis, and R Bird
Abstain: V leach and G Williams

This motion did not carry.

RESOLVED: To accept the above format with member names of committee and sub-committees to follow

14. SUBSTITUTES

RESOLVED: That the Conservatives and non-Conservatives would continue to provide their own substitutes as required.

15. OUTSIDE BODIES OR AGENCIES

It was noted that Plastic free Bingham is not currently active and seeking someone to spearhead

RESOLVED: to continue with the previous membership format updated to reflect the changes to the Mayor and Deputy Mayor.

16. SUBSCRIPTIONS

RESOLVED: that the subscriptions be accepted

17. DIRECT DEBITS AND STANDING ORDERS

RESOLVED: to approve the list

18. MEETING DATES

RESOLVED: the meeting dates with an amendment from January 2022 whereby meetings are pushed out a week.

19. COMMUNITY EVENTS FOR 2021

RESOLVED: for Bingham Community Events to go ahead with their proposed events programme subject to keeping within the agreed Council budget or identifying sponsors if the budget is likely to be exceeded

20. FOOT AND CYCLE PATH

Following an approach by East Bridgford Parish Council, it was

RESOLVED: to write in support of the creation of a foot and cycle path between East Bridgford and Bingham to Nottinghamshire County Council and cc NCC Councillor Neil Clarke

21. CORRESPONDENCE

A request was received to follow up on how a power supply can be restored to the telephone box which houses the defibrillator in the Market Place.

22. 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”

- Confidential notes from the Full Council held on 23 February 2021
RESOLVED: that the notes be approved.

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- Confidential notes and recommendations from the Policy & Resources held on 27 April 2021

RESOLVED: that the recommendations of this Committee be approved.

- Staff Matters

RESOLVED: to extend the counselling service provision to Councillors

RESOLVED: that the consultancy proposal to evaluate the role of the Deputy Clerk and Clerk be accepted.

The Council concluded its confidential session with the meeting closing at 8.53pm

.....CHAIRMAN

Date:

DRAFT

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BINGHAM TOWN COUNCIL

Planning Committee

Level of authority from Full Council: Executive

Councillors Members:

W Stapleton
J Stockwood
M Stockwood
T Wallace
R Bird
J Lewis
F Purdue-Horan
A Shelton

Terms of Reference:

The Committee shall have 8 members, plus the Town Mayor and Deputy Town Mayor. The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting.

To comment upon planning applications to the relevant planning authority, usually Rushcliffe Borough Council, with the proviso that when major developments are on the agenda, all Council members are invited to attend. This Committee is also responsible for the naming of roads. Strategic matters, such as the Local Plan or main trunk roads are to be considered via full Council.

Responsible for funds held in the Planning budget and recommendations to the Policy and Resources Committee for capital expenditure.

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BINGHAM TOWN COUNCIL

Recreation and Amenities Sub-Committee

Sub-Committee of: Policy, Resources and Major Projects Committee

Level of authority from parent committee: executive authority up to its allocated annual budget and capital projects in the 3-year reserves plan

Councillors Members:

G Williams
P Moskwa
V Leach
J Lewis
A Shelton
F Purdue-Horan

Terms of Reference:

The Committee shall have 4 members, plus the Town Mayor and Deputy Town Mayor. The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting.

- Management and development of playing fields, play areas, amenity areas, Linear Park, allotment gardens, etc.
- Management and maintenance of the grounds equipment and the two cemeteries
- Working with the Bingham Community Play Parks Group
- Liaison with the Butt Field Sports Club Association and related clubs regarding Butt Field and Pavilion matters
- Liaison with Bingham Rugby Club regarding the Town Pavilion and Wynhill playing field matters
- Matters relating to public footpaths (rights of way)

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BINGHAM TOWN COUNCIL

Community and Environment Sub-Committee

Sub-Committee of Policy, Resources and Major Projects Committee

Level of authority from parent committee: Executive authority up to its allocated annual budget and capital projects in the 3-year reserves plan

Councillors Members:

M Stockwood
J Best
A Shelton
F Purdue-Horan
R Bird
J Lewis

Terms of Reference:

The Committee shall have 4 members, plus the Town Mayor and Deputy Town Mayor. The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting.

Matters relating to social, community, physical and environmental Bingham, including:

- Promoting Bingham, the town guide, town map, publications, local fairs and events, tourism, Christmas decorations, public communications, website, social media. CCTV, liaison with the Police, youth issues and relevant public services, etc.
- Tree planting, flower displays, bulb planting, street furniture, standards of maintenance, environmental improvements, litter issues, street lighting, roads, road safety, car-parking, traffic movements, public transport, air quality, etc.
- Principal sub-Committee liaising with Community Groups, including Bingham Community Events Group
- Leading on the establishment of the Parson's Hill Community Wood Environmental project, in partnership with others and local volunteers.



BINGHAM TOWN COUNCIL

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.

Human Resources Terms of Reference

Sub-Committee of: Policy, Resources and Major Projects Committee

Level of authority from parent committee: Executive authority

Councillor Members:

Councillor A Shelton
Councillor F Purdue-Horan
Councillor J Stockwood
Councillor M Monni
Councillor T Wallace
Councillor G Simms

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

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- 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
- 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
- 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 Policy, Resources and Major Projects Committee, 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 Senior staff remains with Full Council (Town Clerk & Deputy Town Clerk)
- 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

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BINGHAM TOWN COUNCIL

Policy, Resources & Major Projects Committee

Level of authority from Full Council: Executive Authority up to allocated annual budget and 3-year Reserves Plan

Councillor Members:

J Stockwood
M Stockwood
A Shelton
F Purdue-Horan
G Williams
T Wallace
J Lewis

Terms of Reference:

The Committee shall have 5 members, plus the Town Mayor and Deputy Town Mayor. The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting.

Responsibility for the effective management and control of the financial affairs, assets/resources of the Council, including:

- Co-ordination of committee draft budgets and recommendation of Town Council precept
- Finance and recommendation of the capital programme and expenditure
- Finance and consideration of application for grants
- Payment of accounts, wages and salaries
- Statement of accounts at end of year and balance sheet, regular monitoring of accounts
- Performance management and delivery of Council priorities
- Civic functions
- Management of the main Council office, the Old Court House, Town office, rooms and the depot
- Compliance with the Council's statutory obligations, lease agreements and insurance matters
- Co-ordination of items affecting more than one Committee such as major projects that require capital and/or grant funding
- Overall responsibility for the Wynhill Community Facilities project (Rugby Club.)
- Overall responsibility for the Butt Field new car-park project. (Former allotments.)

Responsible for funds held and co-ordination of and approval for recommendations on capital expenditure.