

**PRESENT:**

Councillors: A Shelton, R Bird, J Stockwood, M Stockwood, J Lewis, G Williams and F Purdue-Horan

Officer: J Riddle (Town Clerk)

Members of the Public: 0

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted from Councillor T Wallace. Councillor R Bird was noted as a substitute.

2. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

3. **MINUTES**

The minutes of 20 July 2021, Folio 9794 to 9798 were taken as read, approved and signed by the Chairman as a correct record.

4. **COMMITTEE MINUTES**

(a) Recreation & Amenities Sub-Committee, 17 August 2021

The resolutions of this sub-committee were noted.

(b) Community & Environment Sub-Committee, 14 September 2021

The resolutions of this sub-committee were noted.

(c) HR Sub-Committee, 21 September 2021

The resolutions of this sub-committee were noted and it was agreed to

**RECOMMEND:** that sub-committees' recommendations be approved by Full Council.

5. **UPDATE ON OUTSTANDING DECISIONS AND AGREE FURTHER ACTIONS**

The Committee received the following updates on the major projects:

- Butt Field – the Crown Estates review was still taking place, with no end date available, so the Council's action to progress acquiring additional land was unable to proceed at this time.
- Wynhill – Bingham Rugby Club had submitted an ecological impact survey in support of the planning application and an agreement in principle on their loan had been received. The Council were awaiting information on the loan and other documents requested.
- Car Park – a delay with the contractor attending site was confirmed and this would be chased again in the coming week.
- Cogley Lane – A hand over from the play area consultant was still outstanding.

6. **ACCOUNTS PAID REPORT TO 31 AUGUST 2021**

**RESOLVED:** that the accounts paid report of £57,059.81 be approved.

7. **BANK RECONCILIATIONS**

The reconciliation reports to 31 July 2021 & 31 August 2021 were presented and it was agreed to

**RESOLVED:** to approve the Reconciliation Reports.

8. **BUDGET TO ACTUALS TO 31 AUGUST 2021**

The Clerk updated Council on the budget position, and it was

**RESOLVED:** that the budgets to actuals report was accepted.

9. **THREE YEAR RESERVES PLAN TO 31 MARCH 2022**

The committee noted the projects that had been completed or were nearing completion.

**RESOLVED:** that the three-year reserves plan update was accepted.

10. **CONCLUSION OF AUDIT FOR THE YEAR ENDING 31 MARCH 2021**

The Committee noted that the conclusion of audit had been published and an unqualified audit had been returned, so the committee had no recommendations to review. The staff were thanked for their work.

11. **EMERGENCY EXPENDITURE**

The Committee noted the emergency expenditure of £523.00 plus VAT for the removal of two concrete manhole sections, that had blocked a boundary line for a neighbouring landowner. The amount would be allocated to the three years reserves plan for the car park project.

12. **APPOINTMENT OF INTERNAL AUDITOR FOR THE YEAR ENDING 31 MARCH 2022**

The internal auditor used for the previous year was considered for a second year. It was agreed to

**RECOMMEND:** that CA Plus be instructed as the internal auditor for the year ending 31 March 2022, at a cost of £425.00 plus VAT

13. **PENSIONS DISCRETIONS POLICY**

The Local Councils Consultancy review had recommended that a pensions discretions policy be introduced. It was agreed to

**RECOMMEND:** to delegate to an officer in consultation with 2 or 3 Councillors, to bring back a Pensions Discretions Policy for review

#### 14. **FEES FOR THE REVIEW OF THE STAFF HANDBOOK**

The committee noted the HR budget and that some expenditure shown within the budget was from a previous financial year. The work had been recommended by Full Council and it was therefore agreed to

**RECOMMEND:** to accept that the HR budget code would be overspent for the year ending 31 March 2022

#### 15. **DELEGATION TO AN OFFICER IN CONSULTATION WITH THE MAYOR FOR CIVIC EVENTS**

The committee agreed to formalise the scheme of delegation arrangements for the Civic Service and Civic Awards. Delegated authority would be given to an officer to work with the Mayor to agree arrangements and expenditure within the Civic budget.

**RESOLVED:** that delegated authority be given to an officer in consultation with the Mayor to arrange the Civic Service and Civic Awards within the allocated budget.

#### 16. **CORRESPONDENCE**

No correspondence had been received.

#### 17. **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 20 July 2021

**RESOLVED:** that the notes be approved.

- Confidential Notes and recommendations from the HR Sub-Committee, 21 September 2021

The resolutions of this sub-committee were noted and it was agreed to

**RECOMMEND:** that the HR sub-committees' recommendations be approved by Full Council.

- Warner's Paddock

Minutes of a meeting of the Policy, Resources & Major Projects Committee of Bingham Town Council  
held on Tuesday 20 July 2021 at 7.15 pm  
held in the Councill Chamber of The Old Court House, Church Street, Bingham

**RESOLVED:** that the costs of £275 plus vat from Nelsons be accepted for the lease to be signed

**RESOLVED:** The amendments for the 2022/23 year be progressed

- Staff Matter

**RECOMMEND:** that the acting up request be accepted

The public meeting closed at: 7:34pm. The confidential meeting closed at: 7:43pm

.....CHAIRMAN

Date: .....

**RECOMMENDATIONS:**

- To accept the recommendations of the HR sub-committee, 21 September 2021
- CA Plus be instructed as the internal auditor for the year ending 31 March 2022, at a cost of £425.00 plus VAT
- To delegate to an officer in consultation with 2 or 3 Councillors, to bring back a Pensions Discretions Policy for review
- To accept the HR budget code would be overspent for the year ending 31 March 2022
- The acting up request be accepted

**RESOLUTIONS:**

- The accounts paid report of £57,059.81 be approved.
- Approval of the Reconciliation Reports to 31 July 2021 & 31 August 2021
- The budgets to actuals report was accepted
- The three year reserves plan updates were accepted
- Delegated authority be given to an officer in consultation with the Mayor to arrange the Civic Service and Civic Awards within the allocated budget.
- The costs of £275 plus vat from Nelsons be accepted for the lease to be signed
- The amendments for the 2022/23 year be progressed