

Minutes of the Virtual Meeting of Bingham Town Council
held on Tuesday 23 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, J Best, R Bird, G Simms and J Lewis.

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

Public: 10

1. APOLOGIES

An apology for absence was received and accepted from Councillor M Monni, due to family commitments. It was noted that Councillor R Bird and G Simms would be arriving late to the meeting.

2. DECLARATIONS OF INTEREST

Councillor G Williams declared an interest in any items relating to Wynhill as a coach at the Rugby Club. Councillor V Leach and Councillor J Lewis declared an interest in item 13 as directors of Bomberz CIC.

3. PUBLIC SESSION

A question was received in relation to two documents containing amendments being provided on the day of the Extra Ordinary Full Council meeting in February, with the public unable to view and have no time to query the information.

A response was given regarding the timetable leading up to the budget meeting and it confirmed that amendments to items can be made within a meeting.

4. MINUTES

- (a) **RESOLVED:** that the minutes of the meeting held on 15 December 2020 (Folios 9682 to 9687), having been circulated prior to the meeting, were taken as read, approved and will be signed by the Mayor as an accurate record when the ongoing restrictions allow.
- (b) **RESOLVED:** that the minutes of the Extra Ordinary meeting held on 02 February 2021 (Folios 9701 to 9706), having been circulated prior to the meeting, were taken as read, approved and will be signed by the Mayor as an accurate record when the ongoing restrictions allow.

RESOLVED: that the HR Committee Terms of Reference membership be altered to read four Conservative Group Councillors and two Non-Conservative Group Councillors. Councillor T Wallace and Councillor G Simms were agreed to complete membership of the HR Committee.

5. COMMITTEE MINUTES

- (a) Recreation & Amenities Committee, 19 January 2021
RESOLVED: that the recommendations of the meeting of this Committee be accepted.
- (b) Community & Environment Committee, 26 January 2021
RESOLVED: that the recommendations of the meeting of this Committee be accepted.
- (c) Policy & Resources Committee, 09 February 2021
RESOLVED: that the recommendations of the meeting of this Committee be accepted.
- (d) Planning Committee, 15 December 2020
RESOLVED: that the decisions of the meeting be noted.
- (e) Planning Committee, 19 January 2021
RESOLVED: that the decisions of the meeting be noted.
- (f) Planning Committee, 09 February 2021
RESOLVED: that the decisions of the meeting be noted.

6. SUB-COMMITTEE NOTES

- (a) Resilience Sub-Committee, 16 February 2021
RESOLVED: that the recommendations of the meeting of this Sub-Committee be accepted.

7. BANK AUTHORISED SIGNATORIES

RESOLVED: that Councillor G Williams be added as an authorised signatory.

8. INTERNAL CONTROLS (FOLIO 9728 to 9733)

The Clerk requested an amendment to add an Administration Assistant to the line regarding transferal of funds between accounts.

RESOLVED: that subject to the amendment noted, the statement of Internal Controls be accepted.

9. JOINT WORKING GROUP (FOLIO 9734)

RESOLVED: that the terms of reference for the Butt Field Sports Expansion Working Group be accepted.

10. MAJOR PROJECTS COMMITTEE

The Council agreed that although an overview was needed for the large projects, there was concern over creating an additional Committee. The Policy & Resources Committee was

considered as the appropriate committee to take an overview, although projects would still be reported to their relevant committees.

RESOLVED: that the Policy and Resources Committee be renamed Policy, Resources and Major Projects Committee.

The Clerk would bring altered terms of reference for the Committee to the Annual Council meeting for approval.

11. OLD COURT HOUSE BROADBAND AND TELEPHONE UPGRADE

RESOLVED: to move to the cloud-based phone system with NT Voice and Data at a monthly cost of £106.80 plus VAT and to cancel the current phone and broadband contract with Utility Warehouse

RESOLVED: to accept the set-up costs of £886 to include the costs of three desk phones and two headsets.

RESOLVED: to purchase Wildix Huddle for live meeting recording at a cost of £345

12. VEHICLE ACCESSORIES

RESOLVED: that the quote for £1852.00 plus VAT for heater and immobiliser improvements to the Gator.

The public meeting closed at 8.02pm.

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”

- Confidential Notes from the Full Council held on 15 December 2020
RESOLVED: that the notes be approved.
- Confidential Notes from the Extra-Ordinary Full Council held on 02 February 2021
RESOLVED: that the notes be approved.
- Confidential Notes and recommendations from the Community & Environment held on 26 January 2021
RESOLVED: that the recommendations of this Committee be approved.

Minutes of the Virtual Meeting of Bingham Town Council
held on Tuesday 23 February 2021 at 7:00pm

- Confidential Notes and recommendations from the Policy & Resources held on 09 February 2020
RESOLVED: that the recommendations of this Committee be approved.
- Staff Matters
RESOLVED: that the request be accepted.

The Council concluded its confidential session with the meeting closing at 8.45pm

.....CHAIRMAN

Date:

DRAFT



Bingham Town Council

Statement of Internal Control and Annual Review of Effectiveness of Internal Control

1.0 Overview

- 1.1 Regulation 4 of the Accounts and Audit Regulations, 2003 as amended, imposes a duty on local councils to ensure “that the financial management of the body is adequate and effective and that the body has a sound system of internal control.”
- 1.2 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of its system of internal control. The Town Council is required to sign the Annual Governance Statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.3 In order for the Town Council to review the effectiveness of the internal control system there needs to be clarity on the internal controls in place.
- 1.4 Some internal controls are listed in the Financial Regulations document, but the system of controls goes beyond this. A Statement of Internal Controls has therefore been prepared and this is included following this report.

2.0 RECOMMENDATION

- 2.1 That the Town Council consider the attached Statement of Internal Controls, reviewing it to consider whether the controls currently in place are effective.

Prepared by: Sharon Pyke
Town Clerk (Proper Officer of Council and Responsible Financial Officer)
15 February 2021

The following statement of internal control was considered by Full Council on 23 February 2021.

Minute Reference:

Minutes of the Virtual Meeting of Bingham Town Council
held on Tuesday 23 February 2021 at 7:00pm

Statement of Internal Control

Financial Regulations & Standing Orders

- The Town Council has adopted Financial Regulations and Standing Orders, based on the model versions prepared by NALC/SLCC. They were last reviewed in 2018 as the Town Council did not adopt the Financial Regulations and Standing Orders put forward in May 2019. No changes to the Financial Regulations or Standing Orders were made in response to the pandemic. The Town Council will update their Financial Regulations and Standing Orders, based on the latest model versions prepared by NALC/SLCC to be adopted at the Annual Town Council meeting in May 2021. The Financial Regulations and Standing Orders will be reviewed for continued relevance at least annually and amended where necessary by the Proper Officer with any proposed amendments subject to approval by the Town Council.

Budgetary controls

- The budget for the year ending 31 March 2021 was prepared by the Responsible Financial Officer which was subject to amendment that was presented and approved by Full Council, as evidenced by reports and minutes in advance of the start of the financial year
- The precept is set on the basis of the budget and submitted in advance of the deadline set by Rushcliffe Borough Council

Order/Tender controls

- The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work
- Framework Agreements as set out in Standing Orders are utilised when appropriate to do so
- Official orders/letters are issued to suppliers for services which are not regular in nature

Payment controls

- Depending on the nature of the supply, the Responsible Financial Officer or Deputy Clerk checks the purchase invoice to indicate that the supply has been received, that the supply has not previously been paid and that the invoice calculations are correct.
- Purchase orders/emails/letters ordering the work are matched to purchase invoices where applicable
- Payment processing is checked by two members of staff
- Payments will be listed in their corresponding payment packs in the accounts files

Minutes of the Virtual Meeting of Bingham Town Council
held on Tuesday 23 February 2021 at 7:00pm

- Payments over £5,000 (exclusive of VAT) to be identified separately for payment approval by Full Council so that a corresponding minute is recorded
- Payments over £2,000 and below £5,000 (exclusive of VAT) are subject to additional authorisation by the Chair of Policy and Resources and the relevant Committee Chair the expenditure relates to
- Invoices are prepared for payment and held in a payment packs which is authorised by two Councillors, who are authorised to sign on the Town Council's bank mandate
- All invoices for payment are listed on the report tabled at the Policy and Resources Committee meeting where the expenditure is to be verified
- Payments are subject to scrutiny at the Policy and Resources Committee meeting
- Payments made are included in the minutes of the Policy and Resources Committee meeting
- Original invoices are available to all Councillors to view
- Upon request, all Councillors are authorised for read-only access to the Council's current finance software package
- Cheques will be signed by two Councillors, who are authorised to sign on the Town Council's bank mandate
- The Responsible Financial Officer, Deputy Clerk and an administration assistant are authorised to transfer funds from one Town Council account to another Town Council account
- The Responsible Financial Officer maintains control of the cheque book at all times, cheques will be signed by two Councillors who are authorised to sign on the Town Council's bank mandate
- When invoices are paid by cheque, they are with identified by the cheque number and referenced in the cashbook by the cheque number. This is cross checked with the bank statements.
- Changes to bank account details of suppliers are checked before being acted upon
- On-line payments made via Bankline are restricted to the Responsible Financial Officer, Deputy Clerk and an Administrative Assistant
- The Town Council maintains a petty cash float in accordance with its Financial Regulations

Minutes of the Virtual Meeting of Bingham Town Council
held on Tuesday 23 February 2021 at 7:00pm

- The petty cash float is reconciled every month and is part of the banking reconciliation reports sent to Policy and Resources Committee meetings for approval and reported to Full Council

Income controls

- The Responsible Financial Officer ensures that precept amount received is correct in accordance with the precept demand made to Rushcliffe Borough Council
- The Responsible Financial Officer ensures that the precept instalments are received when due
- The Responsible Financial Officer ensures that other receipts (deposit interest, room hire charges, leases, sports rental, wayleaves and cemetery fees) are received when due and correctly calculated
- Receipts are issued for cash received and a copy kept
- Income is banked promptly

VAT repayment claims

- The Responsible Financial Officer ensures that all invoices are addressed to the Town Council
- The Responsible Financial Officer ensures that proper VAT invoices are received where VAT is payable
- The Responsible Financial Officer maintains a VAT account to show that the correct amount of VAT is reclaimed in the year
- VAT is reclaimed on a quarterly basis

Payroll controls

- Staff contracts are prepared by the Town Clerk and agreed by the Human Resources Committee and approved by the Town Council. They are reviewed and amended where necessary by the Town Clerk and approved by the Town Council.
- The Town Clerk's contract is prepared by the Town Clerk with the direct involvement of at least two members of the Human Resources Committee. The Human Resources Committee to agree the contract with approval being sought from Full Council.
- All employees are paid under PAYE as an employee and the necessary system for HMRC RTI is in place

Minutes of the Virtual Meeting of Bingham Town Council
held on Tuesday 23 February 2021 at 7:00pm

- All employees' salaries are set by the Town Council and a minute is prepared to show the agreed salary
- Salaries are paid by bank transfer
- The Responsible Financial Officer will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done
- The Responsible Financial Officer will ensure that all necessary pension returns are made to the Local Government Pension Scheme and any other pension provider

Staff expenses

- Staff submit a request for reimbursement of monies owing by way of an expense account. The Town Clerk will approve the reimbursement of the monies owed which will then be included in the accounts for payment schedule sent to Policy and Resources Committee meeting for approval.
- The expenses cover any out of pocket expenses as well as motoring expenses as laid down by joint SLCC/NALC guidelines

Cash Book/Bank Reconciliations

- The cash book is kept electronically, maintained up to date from original documents (cash received, invoices, payments (standing orders, direct debits and bank transfers made and cheques as they are prepared)
- The cash book is reconciled to the bank statement monthly
- Reconciled accounts are presented at every cycle of the Policy and Resources meeting for reference
- The latest financial position and movements of the Town Council can be traced back to the expenditure approved at previous meetings

Financial reporting

- A budget control, comparing actual receipts and payments to the budget is prepared on a quarterly basis and presented to the Policy and Resources Committee meeting

Asset Control

- The Responsible Financial Officer maintains a full asset register

Minutes of the Virtual Meeting of Bingham Town Council
held on Tuesday 23 February 2021 at 7:00pm

- The existence and condition of assets should be checked on an annual basis by the Town Clerk but in several instances this was restricted due to the pandemic
- The adequacy of insurance of the Parish Council's assets is considered in advance of the insurance renewal

Risk Assessment

- A Risk Assessment, in the form of this document, the Statement of Internal Control and Annual Review of Effectiveness of Internal Control, is carried out annually by the Responsible Financial Officer and approved and minuted as adopted by the Town Council

Payments made under section 137 of the 1972 LGA ("The Free Resource")

Bingham Town Council has the General Power of Competency, if this power lapses the Town Council will return to operating payments under S.137 as instructed below.

- A separate s137 account will be maintained
- The Responsible Financial Officer will calculate the maximum amount of s137 expenditure able to be made each year and will ensure that it is not exceeded. The amount will be confirmed to the Town Council
- The corresponding legal power will be identified in advance of any expenditure
- Where requests for expenditure from s137 are made, it will be made clear at the Policy and Resources meeting where the payment is to be approved
- A minute authorising expenditure from s137 will be recorded on each occasion

Internal Audit

- The current cycle of internal audit review is on an annual basis following the end of the financial year
- The internal auditor produces a written report after completion of their audit review which will highlight any deficiencies in the internal controls and make recommendations or confirming that the Town Council's internal controls are sufficiently robust
- This report will be considered by Full Council with approved recommendations being implemented at the earliest opportunity
- The Town Clerk will keep the Policy and Resources Committee updated on the adoption of the auditor's recommendations

Minutes of the Virtual Meeting of Bingham Town Council
held on Tuesday 23 February 2021 at 7:00pm



BINGHAM TOWN COUNCIL

Butt Field Sports Expansion Working Group

Reporting to: Recreation & Amenities Committee

Councillors Members: G Williams, W Stapleton and J Stockwood

Terms of Reference:

The working group shall have 3 members of Bingham Town Council and 3 representatives of Bingham Town Sports. The Chair and if required, a Vice-Chair are to be elected at the first meeting of the Butt Field Sports Expansion Working Group following the Annual Town Council Meeting.

- (a) To investigate all matters related to the expansion of the site, to provide increased sporting facilities based at the East of Bingham
- (b) Shall make recommendations to the Recreation & Amenities Committee on all matters relating to the sports expansion
- (c) Will provide written notes on all meetings of the working group to the next meeting of the Recreation and Amenities Committee
- (d) Shall meet when necessary at places, times and dates as required
- (e) Shall have members appointed by the Recreation & Amenities Committee and/or the Council
- (f) Shall have members whose membership of the working group ends at the first Recreation & Amenities Committee meeting, after the Annual Town Council Meeting
- (g) Shall have substitute members who are all the Councillors of the Council who are not members of the working group
- (h) May also have 3 representatives of Bingham Town Sports Club as members, who are non-councillors
- (i) Shall have a quorum of 3 with a minimum of 2 members of Bingham Town Council
- (j) Shall not have public participation in the working group meetings
- (k) Shall not allow the press and public to attend working group meetings
- (l) Shall not require advance public notice of meetings