



BINGHAM TOWN COUNCIL

The Old Court House
Church Street
Bingham
Nottingham
NG13 8AL
Telephone: 01949 831445

To: All Bingham Town Councillors

Email: info@bingham-tc.gov.uk
Website: www.bingham-tc.gov.uk

18 May 2022

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Bingham Town Council to be held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday 24 May 2022 at 7.00pm.

Press and members of the public are invited to attend.

Regards

Joanne Riddle
Town Clerk



Bingham Town Council
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In the Council Chamber at the Old Court House, Church Street, Bingham

A G E N D A

1. **Town Mayor**
To elect a Town Mayor for the year 2022/2023 and to sign the Declaration of Acceptance of Office
2. **Apologies**
To receive apologies for absence and acceptance
3. **Deputy Mayor**
To elect a Deputy Mayor for the year 2022/2023 and to sign the Declaration of Acceptance of Office
4. **Declarations of Interest**
 - (a) To receive any Declarations of Interest
 - (b) To remind Councillors to review their Declaration of Interest forms and update where appropriate
5. **Mayors Announcements**
To receive the Mayors Announcements including confirmation of the amount raised for the Mayor's chosen charity 2021/22
6. **Questions and Comments from Members of the Public**
Members of the public to ask questions and make observations to the Town Council
7. **Minutes**
To approve and sign the minutes of the meeting held on 19 April 2022 (Appendix A)
8. **Committee Minutes**
To note the decisions from the following meeting:
Planning Committee, 03 May 2022 (Appendix B)
9. **Improvement Board**
To receive the report from the Improvement Board and to consider the action plan (Appendix C)
10. **Councillor Training**
To receive a report on training for Councillors and to review and adopt the Training and Development Policy (Appendix D)
11. **Internal Auditor's Report** (Appendix E)
To note that there were no matters arising



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- 12. Annual Governance and Accountability Return** (Appendix F)
- (a) To consider the assertions in the Annual Governance Statement
 - (b) To approve the signing of the Annual Governance Statement
 - (c) To review the Annual Accounting Statement
 - (d) To approve the signing of the Annual Accounting Statement
- 13. Exercise of Public Rights**
- To note the exercise of Public Rights and Publication of the unaudited Annual Governance and Accountability return will commence on Monday 13 June 2022 and conclude on Friday 22 July 2022
- 14. Terms of Reference**
- To consider the Terms of Reference for the following Standing Committees and agree any alterations:
- (a) Planning (Appendix G)
 - (b) HR (Appendix H)
 - (c) Community & Environment (Appendix I)
 - (d) Recreation & Amenities (Appendix J)
 - (e) Policy, Resources and Major Projects (Appendix K)
 - (f) Car Park (Appendix L)
- 15. Committee Members**
- To appoint Councillors to Committees
- 16. Substitutes**
- To consider substitutes for Committees
- 17. Outside Bodies or Agencies**
- To appoint Councillors to Outside Bodies or Agencies, to include consideration of a representative for Bingham Neighbourhood Watch (Appendix M)
- 18. Subscriptions**
- To review and approve the Council's and Officer subscriptions (Appendix N)
- 19. Direct Debits and Standing Orders**
- To review and approve the list of direct debits and standing orders (Appendix O)
- 20. Policies**
- To review and adopt the following policies: (Appendix P)
- (a) Data Breach
 - (b) Data Protection



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- (c) General Privacy Notice
- (d) Privacy Notice for Councillors and Staff
- (e) Subject Access Request
- (f) Records retention
- (g) Health & Safety
- (h) Media & Recording Policy
- (i) Mayors Allowance
- (j) Parish Travel and Subsistence Allowance
- (k) Asset Valuation
- (l) Complaints
- (m) Co-option
- (n) Environmental

21. Standing Orders and Financial Regulations

To note that a review of the Standing Orders and Financial Regulations will take place in 2022/23

22. Meeting Calendar

To receive a meeting calendar from June 2022 (Appendix Q)

23. Grant Aid Application

(a) Bingham Heritage Trails Association (Appendix R)

24. Door Entry System

To consider quotations for repairs & upgrades at the Old Court House (Appendix S)

25. Linear Park Bridges Inspection

To consider the quotations for the Linear Park Bridges Structural Inspections (Appendix T)

26. Metropolitan Contract

To sign for the free use of a garage for the flood store

27. Consultation – Bingham Arena and Enterprise Centre

To consider a response to the proposed introduction of off-road parking places order 2022 (Appendix U)

28. Correspondence

To consider any correspondence received:

- (a) Growth Board Minutes



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29. 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:

- Confidential notes from Council meeting held on 19 April 2022
- Contractor feedback
- Vacancies – To confirm the appointment of two members of staff
- Locum Support
- Staffing Matters