

Minutes of the Extra Ordinary Meeting of Bingham Town Council  
held on Tuesday 23 November 2021 at 7:00pm  
in the Council Chamber at the Old Court House, Church Street, Bingham

**PRESENT:**

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

Officers: J Riddle (Town Clerk)

Members of the public: 7

**1. APOLOGIES**

Apologies for absence were received and accepted from Councillors J Best and M Monni.

**2. DECLARATIONS OF INTEREST**

Councillor G Williams declared an interest in item 4 as a Rushcliffe Borough Councillor and confirmed that he did not participate in the debate on the report at the Borough Council and therefore stated that he was approaching the item with an open mind and without predetermination.

Councillor J Lewis declared an interest in the Legal advice item on the confidential agenda and he stated that he was approaching the item with an open mind and without predetermination.

**3. PUBLIC SESSION**

A resident asked for an update on the progress of the long stay car park. As the land had been cleared twice the resident asked at what cost that had been.

The Mayor asked the Clerk to confirm that latest update. The Clerk confirmed that some of the reports that had been authorised had commenced but that a further site clearance was required to progress the rest of the reports. The office would provide the costs incurred for land clearance for both occasions.

A resident attended to query the improvement board terms of reference and why there were no places on the board for the organiser of the Bingham Deserves Better petition, no Rushcliffe Borough Councillors were sat on the board and if liaison with the internal and external auditor would take place.

It was confirmed that the terms of reference had been drafted by Rushcliffe Borough Council and that it was understood from the Mayors meeting with Rushcliffe, that the members of the improvement board would make contact with the organiser of the Bingham Deserves Better petition to understand the concerns and reasoning behind the petition.

#### **4. IMPROVEMENT BOARD**

- (a) Draft terms of reference

**RESOLVED:** to accept the draft terms of reference.

- (b) Budget of £5000 for the work of the Improvement Board

**RESOLVED:** to allocate a budget of £5000 for the work of the Improvement Board

- (c) Nomination of two Councillors

**RESOLVED:** that Councillors R Bird and G Williams be members of the Improvement Board.

- (d) Nomination of substitute members

**RESOLVED:** that Councillors T Wallace, G Simms, J Lewis and M Stockwood be substitute members of the Improvement Board.

#### **5. COUNCILLOR MOTION – COMMITTEE STRUCTURE AND TERMS OF REFERENCE**

Bingham Town Council have resolved to work collaboratively with Rushcliffe Borough Council in the setting up of an Improvement Board to review its governance arrangements. To assist with moving forward in a positive direction and to support the work of the improvement board, the Town Council should take steps to revise its decision-making processes and the committees' terms of reference. This will see a return to committee structures reverting directly to the Full Council to support open and transparent decision making.

This Council resolves to immediately disapply the following resolutions made to amend Council's structure, at Council's Annual meeting of 25 May 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,

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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.

Council further Resolves that Council Structure shall Immediately be revised as follows:

1. The Terms of Reference for each Committee shall be as set out at Folios 9767 to 9772 of Council minutes subject to the following amendments:

a. Planning Committee: No change

b. HR Sub-Committee:

The Terms of Reference to be as set out at Folio 9770-9771 except as to the following, which are to be enacted immediately:

- i. The level of authority of HR Sub-Committee from parent Committee to be Advisory
- ii. Councillor members: To be subject to appointment at the Extraordinary Full Council meeting of 23 November 2021
- iii. The Committee shall have six members: The Chairman and Vice-Chairman to be elected at the first meeting after the extraordinary Full Council meeting of 23 November 2021
- iv. The first meeting to be held on 30 November 2021

c. Community & Environment Committee:

The Terms of Reference to be as set out at Folio 9769 except as to the following, which are to be enacted immediately:

- i. Community and Environment is designated a Standing Committee of Full Council
- ii. Level of Authority: Advisory
- iii. Councillor members: To be subject to appointment at the Extraordinary Full Council meeting of 23 November 2021

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- iv. The Committee shall have six members: The Chairman and Vice-Chairman to be elected at the first meeting after the extraordinary Full Council meeting of 23 November 2021

d. Recreation & Amenities Committee:

The Terms of Reference to be as set out at Folio 9768 except as to the following, which are to be enacted immediately:

- i. Recreation and Amenities is designated a Standing Committee of Full Council
- ii. Level of Authority: Advisory
- iii. Councillor members: To be subject to appointment at the Extraordinary Full Council meeting of 23 November 2021
- iv. The Committee shall have six members: The Chairman and Vice-Chairman to be elected at the first meeting after the extraordinary Full Council meeting of 23 November 2021

e. Resources & Major Projects:

The Terms of Reference to be as set out at Folio 9772 except as to the following, which are to be enacted immediately

- i. Policy, Resource and Major Projects is designated a Standing Committee of Full Council
- ii. Level of Authority From full Council: Advisory
- iii. Councillor members: To be subject to appointment at the Extraordinary Full Council meeting of 23 November 2021
- iv. The Committee shall have Seven members: The Chairman and Vice-Chairman to be elected at the first meeting after the extraordinary Full Council meeting of 23 November 2021

f. Car Park Sub-Committee:

The Terms of Reference to be as set out as agreed on Folio 9796 of the Policy, Resources and Major Projects Committee, held on 20 July, except as to the following, which are to be enacted immediately

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- i. Level of Authority of the Car Park Sub-Committee from parent Committee to be Advisory
- ii. Councillor members: To be subject to appointment at the Extraordinary Full Council meeting of 23 November 2021
- iii. The Committee shall have Seven members: The Chairman and Vice-Chairman to be elected at the first meeting after the extraordinary Full Council meeting of 23 November 2021

Proposed: Councillor A Wallace                      Seconded: Councillor G Simms  
Signatories: Councillors A Wallace, G Simms, R Bird, G Williams and J Lewis

An amendment was proposed to the motion by Councillor R Bird and this was seconded by Councillor V Leach to the HR and Car Park Sub-Committees to become Standing Committees reporting to Full Council.

**RESOLVED:** that the motion carried to designate all Committees, Standing Committees reporting to Full Council.

**6. COUNCILLOR MOTION – MEMBERSHIP OF COMMITTEES (FOLIOS 9847 – 9853)**

To remove the practice of determining Membership of Committees by reference to a political group.

This Council Resolves that membership of any Standing Committee or Subcommittee of Bingham Town Council being determined by reference to a political group has been damaging to Bingham Town Council and should be discontinued forthwith.

Proposed: Councillor A Wallace                      Seconded: Councillor R Bird

Signatories: Councillors A Wallace, R Bird J Lewis and G Williams

**RESOLVED:** that the motion carried.

**RESOLVED:** that the committee membership was agreed and that the Terms of Reference reflect the agreed membership.

It was noted that a vacancy for a member remained on the Planning Committee.

**7. 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:

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“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”

- Legal advice  
**RESOLVED:** that the advice be approved.
- Staff Matters

The Council concluded its public session at 8.19pm and its confidential session at 8.57pm.

.....CHAIRMAN

Date: .....

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BINGHAM TOWN COUNCIL

Community and Environment Committee

Standing Committee of Full Council

Level of authority: Advisory

Councillor Members:

R Bird  
V Leach  
T Wallace  
J Lewis  
M Stockwood  
W Stapleton

Terms of Reference:

The Committee shall have 6 members. The Chairman and Vice-Chairman are to be elected at the first meeting after the Extra-Ordinary Full Council meeting of 23 November 2021.

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.

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BINGHAM TOWN COUNCIL

Policy, Resources & Major Projects Committee

Standing Committee of Full Council

Level of authority: Advisory

Councillor Members:

R Bird

T Wallace

J Lewis

G Simms

G Williams

M Stockwood

A Shelton

Terms of Reference:

The Committee shall have 7 members. The Chairman and Vice-Chairman are to be elected at the first meeting after the Extra-Ordinary Full Council meeting of 23 November 2021.

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.



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BINGHAM TOWN COUNCIL

Recreation and Amenities Committee

Standing Committee of Full Council

Level of authority: Advisory

Councillor Members:

R Bird  
V Leach  
J Lewis  
G Williams  
P Moskwa  
W Stapleton

Terms of Reference:

The Committee shall have 6 members. The Chairman and Vice-Chairman are to be elected at the first meeting after the Extra-Ordinary Full Council meeting of 23 November 2021.

- 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

Human Resources Committee

**Human Resources Terms of Reference**

Standing Committee of Full Council

Level of authority: Advisory

Councillor Members:

Councillor R Bird  
Councillor J Lewis  
Councillor P Moskwa  
Councillor G Williams  
Councillor T Wallace  
Councillor G Simms

The Committee shall have 6 members. The Chairman and Vice-Chairman are to be elected at the first meeting after the Extra-Ordinary Full Council meeting of 23 November 2021.

**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
- carrying out pay reviews in relation to the Town Clerk and to consider the Town Clerk's recommendations in relation to staff

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- 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 on 30 November 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 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 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

Car Parking Committee

Standing Committee of Full Council

Level of authority: Advisory

Councillors Members:

R Bird

T Wallace

J Lewis

G Williams

J Stockwood

M Stockwood

W Stapleton

Terms of Reference:

The committee shall have 7 members. The Chair and if required, a Vice-Chair are to be elected at the first meeting of the Car Parking committee following the Full Council meeting held 23 November 2021.

- (a) To decide all matters progressing the Council decisions relating to a new Car Park until the sub-committee is dissolved when the Car Park is constructed and available for use
- (b) Shall make recommendations to Full Council on all matters relating to a new Car Park
- (c) Will provide written reports on all meetings of the committee to the next meeting of the Full Council.
- (d) Shall meet when necessary at places, times and dates as required
- (e) Shall have members appointed by the Council
- (f) Shall have members whose membership of the committee ends at the Annual Town Council Meeting
- (g) Shall have substitute members who are all the Councillors of the Council who are not members of the committee
- (h) May also have members who are non-councillors
- (i) Shall have a quorum of 3

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BINGHAM TOWN COUNCIL

Planning Committee

Level of authority from Full Council: Executive

Councillors Members:

W Stapleton  
G Simms  
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.