

Minutes of the Annual Meeting of Bingham Town Council
held on Tuesday 24 May 2022 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, G Williams, V Leach, T Wallace, J Best, R Bird, J Lewis, N Mees, T Birch and W Stapleton.

Officers: J Riddle (Clerk)

Public: 17 Including 3 Members of the Improvement Board and County Councillor N Clarke

1. TOWN MAYOR

Councillor G Williams was nominated by Councillor T Birch and this was seconded by Councillor V Leach.

Councillor A Shelton was nominated by Councillor M Stockwood and this was seconded by Councillor F Purdue-Horan.

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

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

2. APOLOGIES

No apologies for absence were received as all Councillors were present.

3. DEPUTY MAYOR

Councillor N Mees was nominated by Councillor R Bird and this was seconded by Councillor J Lewis.

Councillor W Stapleton was nominated by Councillor M Stockwood and this was seconded by Councillor J Stockwood.

A vote was taken, and it was **RESOLVED**: that Councillor N Mees be elected Deputy Mayor.

Councillor N Mees signed the declaration of acceptance of office.

4. DECLARATIONS OF INTEREST

Councillor R Bird declared an interest in item 23 as a member of the Bingham Heritage Trails Association and confirmed he would not take part in the vote.

Councillor G Williams declared an interest in in any items relating to the Twinning Association as a current member and any items relating the Rugby Club as a coach, for which a dispensation was in place.

5. MAYORS ANNOUNCEMENTS

The outgoing Mayor, Councillor A Shelton, confirmed that he had attended the Bingham Bowling Club to celebrate their centenary and the unveiling of historic police station stones at Fosse View.

Councillor A Shelton confirmed that £112.25 had been raised for the 2021/2022 Civic Year for the Mayors nominated charity, Cancer Research UK.

6. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

A resident commented on the Improvement Board report and that they viewed it an excellent piece of work. The resident further commented on the lack of progression with the Car Park project.

The Mayor confirmed a meeting would be arranged with the resident to listen to his concerns in further detail.

A resident commented on the facilities at the new leisure centre and raised queries around access to facilities at the current leisure centre site.

The Mayor asked for the resident to provide their contact details to the Clerk so that queries could be raised with the Borough Council.

Another resident commented on the Improvement Board report and that their hope would be for the Council to take on board the recommendations.

Lastly two residents raised their concerns about the flooding that occurred on Western Avenue in 2019 and 2020. The residents were concerned about the long term care of the dyke after the houses on Chapel Lane were completed and asked for help in seeking reassurances. It was confirmed that the developer had offered a site meeting and the residents requested that the invitation be extended to include them.

7. MINUTES

- (a) **RESOLVED:** that the minutes of the meeting held on 19 April 2022 (Folios 9907 to 9912), having been circulated prior to the meeting, were taken as read, approved and were signed by the Mayor as an accurate record.

8. COMMITTEE MINUTES

- (a) Planning Committee, 03 May 2022
RESOLVED: that the decisions of the meeting be noted.

It was agreed to move agenda item 23 before proceeding to agenda item 9, the minutes have been recorded to reflect the agenda order.

9. IMPROVEMENT BOARD

The Council considered the report and action plan and

RESOLVED: to accept the report and to move forward with implementing the action plan.

The Council further

RESOLVED: to support NALC's Civility and Respect project and to display the poster on the Town Council's website and agreed to write a letter to the MP Robert Jenrick asking him to support early day motion 691.

A point of clarification was noted that HR training mentioned in the report had been undertaken after the standards committee recommendations were issued.

10. COUNCILLOR TRAINING

The Council received a report confirming the training available and reviewed the suggested alterations to the Training and Development Policy.

RESOLVED: to adopt the training and development policy to include the alterations.

11. INTERNAL AUDITOR'S REPORT

The Council noted that no recommendations had been made by the internal auditor and the staff were thanked for their work.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (FOLIO 9914 to 9919)

(a) To consider the assertions in the Annual Governance Statement

RESOLVED: to answer yes to the assertions

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

RESOLVED: to sign the Annual Governance Statement

(c) To review the Annual Accounting Statement

RESOLVED: to accept the Annual Accounting Statement

(d) To approve the signing of the Annual Accounting Statement

RESOLVED: to sign the Annual Accounting Statement

13. EXERCISE OF PUBLIC RIGHTS

The council noted the exercise of Public Rights and Publication of the Unaudited Annual Governance and Accountability return would commence on 13 June 2022 and would conclude on Friday 22 July 2022.

14. TERMS OF REFERENCE (FOLIO 9920-9926)

The Council considered a revised committee structure with 7 members on each committee:

- Planning
- Community, Recreation and Amenities (combining two previous committees)
- Finance Policy and Resources
- HR (meeting biannually and called for additional meetings as required)

Two further committees would meet to progress two major projects as required and both would include two non-voting representatives who were not Councillors:

- Car Parking Committee
- Wynhill Re-Development Committee

RESOLVED: to dissolve the current committees, sub-committees and working groups

RESOLVED: to accept the revised committee structure and terms of reference

15. COMMITTEE MEMBERS

RESOLVED: that the membership of committees be confirmed as

Planning: A Shelton, T Birch, T Wallace, G Williams, N Mees, W Stapleton and F Purdue-Horan.

HR: T Wallace, N Mees, J Lewis, G Williams, P Moskwa, M Stockwood and A Shelton.

Community, Recreation & Amenities: P Moskwa, J Lewis, G Williams, V Leach, M Stockwood, W Stapleton and J Stockwood.

Finance, Policy and Resources: T Birch, T Wallace, R Bird, G Williams, J Stockwood, A Shelton and F Purdue-Horan.

Wynhill Re-Development Committee: G Williams, T Wallace, T Birch, R Bird, J Lewis, W Stapleton, F Purdue-Horan and two non-voting representatives of Bingham Rugby Club.

Car Park Committee: N Mees, T Birch, R Bird, T Wallace, J Lewis, M Stockwood, J Stockwood and two non-voting representatives of Butt Field Sports Club

16. SUBSTITUTES

RESOLVED: that Councillors arrange a substitute in the event they are unable to attend a meeting.

It was noted that in the event of emergencies this may not always be possible.

17. OUTSIDE BODIES OR AGENCIES

RESOLVED: that the following Councillors be appointed as representatives

Bingham Growth Board	Cllr G Williams (Mayor)
Police Priority Setting	Cllr R Bird
Positive Futures	Cllr J Lewis
Bingham Town Sports Committee	Cllr W Stapleton
Bingham Friends of Linear Park	Cllr A Shelton
Bingham Town Twinning Association	Cllr G Williams (Mayor)
Radcliffe on Trent Trains Working Group	Cllr J Stockwood
Armed Forces Covenant	Cllrs G Williams, V Leach & M Stockwood
Rural Services Network – Rural Market Town Group	Cllr J Stockwood
Bingham Business Club	Cllr A Shelton
Bingham Neighbourhood Watch	Cllrs R Bird, J Best & A Shelton

Three representatives would be requested with Bingham Neighbourhood Watch.

18. SUBSCRIPTIONS

RESOLVED: that the list of subscription be accepted.

19. DIRECT DEBITS AND STANDING ORDERS

RESOLVED: that the list of Direct Debits be accepted.

20. POLICIES

The Council reviewed the following policies:

- (a) Data Breach
- (b) Data Protection
- (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

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An alteration was noted to the General Privacy Notice and the Privacy Notice for Councillors and staff, including the URL once the alterations were completed.

RESOLVED: to adopt the policies, subject to the alterations noted.

21. STANDING ORDERS AND FINANCIAL REGULATIONS

It was noted that the Council would review the Standing Orders and Financial Regulations during the 2022/2023 Civic Year.

22. MEETING CALENDAR

An alteration to the Calendar was noted for January and February 2023.

RESOLVED: that the Calendar of meetings be approved subject to the alteration.

23. GRANT AID APPLICATION

RESOLVED: to award a community grant of £1000 to Bingham Heritage Trails Association in support of the archaeological dig at Warner's Paddock.

24. DOOR ENTRY SYSTEM

This item was deferred until further information was confirmed.

25. LINEAR PARK BRIDGES INSPECTION

Three quotations had been received and it was:

RESOLVED: to accept quote 2 from HWA Consulting for £2450 plus VAT.

26. METROPOLITAN CONTRACT

The Council received a contract from Metropolitan Housing for free use of a garage near Western Avenue for use as Flood Store. The grant could then be used to maximise the items purchased.

RESOLVED: to sign the contract for free use of the garage

27. CONSULTATION – BINGHAM ARENA AND ENTERPRISE CENTRE

The proposed parking order for Bingham arena and enterprise was considered and concerns were raised for those using the community hall or attending galas and events. It was considered that in these circumstances, longer than three hours may be required. The Mayor updated Council that an amendment was being looked at for the parking order to include this.

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RESOLVED: to raise the concerns and ask that an amendment to the order be made.

28. CORRESPONDENCE

a) Growth Board Minutes – the minutes were noted.

29. 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 meeting held on 19 April 2022

RESOLVED: that the notes be approved.

- Contractor feedback

The Council noted the feedback.

- Vacancies

RESOLVED: to approve the appointment of Administrator and Senior Administrator.

- Locum Support

RESOLVED: to approve locum project support be extended through June and July.

- Staffing Matters

RESOLVED: to approve contractor assistance to support staffing levels and Clerk to incur costs on advice of the Council’s HR advisors.

.....CHAIRMAN

Date:

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

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Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

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Annual Internal Audit Report 2021/22

BINGHAM TOWN COUNCIL
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During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29/04/2022

Name of person who carried out the internal audit

EVA STEVENS

Signature of person who carried out the internal audit



Date 29/4/22

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

BINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/5/22

and recorded as minute reference:

12b

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



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Section 2 – Accounting Statements 2021/22 for

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	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	358964	367223	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	300265	318237	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	89388	49457	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	160764	167062	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	220631	183279	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	367222	384576	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	345304	375716	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	1887211	1844960	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	/	/	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

Date  28/04/22

I confirm that these Accounting Statements were approved by this authority on this date:

24/05/2022

as recorded in minute reference:

12d.

Signed by Chairman of the meeting where the Accounting Statements were approved



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Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of BINGHAM TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

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BINGHAM TOWN COUNCIL

Planning Committee

Level of authority from Full Council: Executive

Councillors Members:

Cllr T Birch
Cllr T Wallace
Cllr G Williams
Cllr N Mees
Cllr W Stapleton
Cllr A Shelton
Cllr F Purdue-Horan

Terms of Reference:

The Committee shall have 7 members. The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full 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.

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Community, Recreation and Amenities Committee

Standing Committee of Full Council

Level of authority: Advisory

Councillor Members:

Cllr P Moskwa
Cllr J Lewis
Cllr G Williams
Cllr V leach
Cllr M Stockwood
Cllr W Stapleton
Cllr J Stockwood

Terms of Reference:

The Committee shall have 7 members. The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full Council meeting.

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

- 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)
- 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 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.
- Oversee the progression of plans for the community land available off Chapel Lane

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Finance, Policy and Resources Committee

Standing Committee of Full Council

Level of authority: Advisory

Councillor Members:

Cllr T Birch
Cllr T Wallace
Cllr R Bird
Cllr G Williams
Cllr J Stockwood
Cllr A Shelton
Cllr F Purdue-Horan

Terms of Reference:

The Committee shall have 7 members. The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full 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

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

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Human Resources Committee

Human Resources Terms of Reference

Standing Committee of Full Council

Level of authority: Advisory

Councillor Members:

Cllr T Wallace
Cllr N Mees
Cllr J Lewis
Cllr G Williams
Cllr P Moskwa
Cllr M Stockwood
Cllr A Shelton

The Committee shall have 7 members. The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full Council meeting

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
- 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)

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Operational Parameters

- Biannual meetings will be included in the schedule of meetings and additional meetings will be called as required
- 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 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 unless the work is deemed not to be confidential
- Sub-Committee meetings will 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

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Car Parking Committee

Standing Committee of Full Council

Level of authority: Advisory

Councillors Members:

Cllr N Mees
Cllr T Birch
Cllr R Bird
Cllr T Wallace
Cllr J Lewis
Cllr M Stockwood
Cllr J Stockwood

Terms of Reference:

The committee shall have 7 members. The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full Council meeting.

To progress the Council decisions relating to a new Car Park

- Shall make recommendations to Full Council on all matters relating to a new Car Park
- Shall meet when necessary at places, times and dates as required
- Shall have members appointed by the Council
- Shall have members whose membership of the committee ends at the Annual Town Council Meeting
- Shall have substitute members who are all the Councillors of the Council who are not members of the committee
- May also have 2 non-voting members of Butt Field Sports who are non-councillors taking the membership to 9 members
- Shall have a quorum of 3 members of Bingham Town Council
- Committee meetings will be convened with 3 clear days' notice to its members

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Wynhill Re-Development Committee

Standing Committee of Full Council

Level of authority: Advisory

Councillors Members:

Terms of Reference:

The committee shall have 7 members. The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full Council meeting.

To investigate all matters related to the re-development of the Wynhill site, to provide increased community facilities based within the West of Bingham.

- Shall make recommendations to the Full Council on all matters relating to the re-development.
- Shall meet when necessary at places, times and dates as required
- Shall have members appointed by
- Shall have substitute members who are all the Councillors of the Council who are not members of the Committee
- May also have 2 non-voting members of Bingham Rugby Club, who are non-councillors taking the membership to 9 members
- Shall have a quorum of 3 members of Bingham Town Council
- Committee meetings will be convened with 3 clear days' notice to its members