

Minutes of a meeting of the Finance, Policy & Resources Committee of Bingham Town Council
held on Tuesday 01 November 2022 at 7.15pm
held in the Councill Chamber of The Old Court House, Church Street, Bingham

PRESENT:

Councillors: A Shelton, R Bird, T Birch, G Williams, W Stapleton, F Purdue-Horan and T Wallace

Officer: J Riddle (Town Clerk)

Members of the Public: 1 Including Councillor N Mees.

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted from Councillor J Stockwood. Councillor W Stapleton was confirmed as a substitute member.

2. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

3. **MINUTES**

The minutes of 28 September 2022, Folio 9963 to 9966 were taken as read, approved and signed by the Chairman as a correct record.

4. **OUTSTANDING DECISIONS AND AGREE FURTHER ACTIONS**

The Committee reviewed the report on outstanding actions and noted the completed tasks.

5. **ACCOUNTS PAID REPORT TO 30 SEPTEMBER 2022**

RECOMMEND: that the accounts paid reports of £20,664.20 be approved.

6. **BANK RECONCILIATION**

RECOMMEND: approval the Reconciliation Report to 30 September 2022.

7. **Q2 BUDGET TO ACTUALS REPORT**

The report was reviewed and the committee received the recommendations from the Community, Recreation and Amenities Committee. It was agreed to:

RECOMMEND: that an overspend on the Play Area maintenance budget be approved for continued contractor support and an overspend on the Christmas Market 2022 also be approved.

8. **THREE YEAR RESERVES PLAN**

The updated three-year reserves plan was noted by the committee. There would be a full review of projects and timescales during budgeting for the 2023/24 precept.

9. **FINANCIAL REGULATIONS**

The committee received an updated version of the Financial Regulations and reviewed the alterations. It was agreed to

RECOMMEND: approval of the Financial Regulations.

The committee noted the estimate of costs for a review of the financial regulations for larger procurement projects. The costs would be taken into account when budgeting for projects in 2023/24.

10. **COMMUNITY GRANT AID**

The draft policy and application process was reviewed with the comments of Full Council considered. It was agreed to amend the policy to include a review of funds held by recipients after 12 months and consideration for invoices to be supplied where possible.

RECOMMEND: adoption of the community grant aid policy with the alterations agreed to a review and providing of invoicing where possible.

11. **TREE WORK QUOTATIONS AND BUDGET IMPACT**

The committee considered three quotations for tree work and agreed to

RECOMMEND: acceptance of Quote 3 at a cost of £4650 and approval of an overspend on the tree and shrubbery maintenance budget.

12. **CEMETERY REVIEW BY THE ICCM**

The committee received a recommendation from the Community, Recreation and Amenities Committee to accept a quotation for a review of the Cemetery by the Institute of Cemetery and Crematorium Management at a cost of £1500. The review would be added to the three-year reserves plan as a project to assist the staff in moving a review forward.

RECOMMEND: acceptance of the quote for £1500 and for the project to be added to the three year reserves project list.

13. **BANKING ARRANGEMENTS**

The committee considered the report on the current banking arrangements and the financial services compensation scheme. The committee were asked to give consideration to investigating the banking/investment options for the Council's balance.

RECOMMEND: that investigations take place into banking facilities and options.

14. **IT REPORT**

The committee considered the options for the laptop requiring RAM repairs and it was agreed to

RECOMMEND: approval of the purchase of a new laptop at a cost of £809.74 plus vat

The committee also considered to need for a server replacement or licence upgrade. As the server was out of warranty, it was agreed to

RECOMMEND: that the cost for a new server be included in the budgets for the 2023/2024 financial year.

15. **FIRE DOOR INSTALLATION**

The committee received an update on the work to gain three quotations for the installation of two fire doors to the first floor. A preference for viewing panels was confirmed as options for privacy panels can be investigated for the Council Chamber. The Clerk was to continue progressing the quotations for consideration.

16. **LIGHTNING RISK ASSESSMENT AND RECOMMENDATIONS**

The risk assessment was received by the committee and the two quotations for recommended work was reviewed.

RECOMMEND: acceptance of the quotation for £650.00 to install the recommended surge protection.

17. **CORRESPONDENCE**

a) Bomberz CIC – the update on progress from the Bomberz group was noted by the committee.

18. **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:

- To approve the confidential notes from 28 September 2022

The notes were approved as an accurate record.

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The meeting closed at: 8:05pm

.....CHAIRMAN

Date:

RECOMMENDATIONS:

- The accounts paid report of £20,664.20 be approved.
- Approval of the Reconciliation Report to and 30 September 2022
- The budget to actual report was accepted
- An overspend on the Play Area maintenance budget be approved for continued contractor support and an overspend on the Christmas Market 2022 also be approved.
- Approval of the Financial Regulations.
- Adoption of the community grant aid policy with the alterations agreed to a review and providing of invoicing where possible.
- Acceptance of Quote 3 for tree work at a cost of £4650 and approval of an overspend on the tree and shrubbery maintenance budget.
- Acceptance of the quote for £1500 from the ICCM for a cemetery review and for the project to be added to the three year reserves project list.
- Investigations take place into banking facilities and options.
- Approval of the purchase of a new laptop at a cost of £809.74 plus vat
- Costs for a new server be included in the budgets for the 2023/2024 financial year.
- Acceptance of the quotation for £650.00 to install the recommended surge protection.