



**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](mailto:info@bingham-tc.gov.uk)  
Website: [www.bingham-tc.gov.uk](http://www.bingham-tc.gov.uk)

01 May 2024

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 07 May 2024 at 7.00pm.

Press and members of the public are invited to attend.

Regards

Joanne Riddle  
Town Clerk



Bingham Town Council  
**Annual Meeting to be held Tuesday 07 May 2024 AT 7:00PM**  
**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 2024/2025 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 2024/2025 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

**5. Mayors Announcements**

To receive the Mayors Announcements including confirmation of the amount raised for the Mayor's chosen charity in 2023/24

**6. Questions and Comments from Members of the Public**

Members of the public to ask questions and make observations to the Town Council

**7. Councillors Reports**

To receive any County or Borough Councillor reports

**8. Minutes**

To approve and sign the minutes of the meeting held on 19 March 2024 (Appendix A)

**9. Committee Minutes**

To note the minutes and to resolve the recommendations from the following meeting:

- (a) Community, Recreation & Amenities, 16 April 2024 (Appendix B)
- (b) Finance, Policy and Resources, 23 April 2024 (Appendix C)

To note the decisions from the following meeting:

- (c) Planning Committee, 23 April 2024 (Appendix D)

**10. General Power of Competence**

To re-affirm that the Council continues to meet the requirements to maintain the General Power of Competence



Bingham Town Council  
**Annual Meeting to be held Tuesday 07 May 2024 AT 7:00PM**  
**In the Council Chamber at the Old Court House, Church Street, Bingham**

**A G E N D A**

**11. Internal Auditor's Report**

To note the internal auditors report for the year ending 31 March 2024 (Appendix E)

**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 Tuesday 04 June 2024 and conclude on Friday 16 July 2024

**14. Network Rail & Long Stay Car Park Project**

To receive updated correspondence from Network Rail and to review the impact on the Long Stay Car Park Project

**15. 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 Recreation & Amenities (Appendix I)

(d) Finance, Policy & Resources (Appendix J)

(e) Car Park (Appendix K)

(f) Wynhill Re-development (Appendix L)

**16. Committee Members**

To appoint Councillors to Committees and to note the substitution process

**17. Outside Bodies or Agencies**

To appoint Councillors to Outside Bodies or Agencies (Appendix M)

**18. Councillor Training**

To receive any training requests for the 2024/25 Civic Year

**19. Subscriptions**

To review and approve the Council's and Officer subscriptions (Appendix N)



Bingham Town Council  
**Annual Meeting to be held Tuesday 07 May 2024 AT 7:00PM**  
**In the Council Chamber at the Old Court House, Church Street, Bingham**

**A G E N D A**

**20. Bank Signatories & Bacs Payments**

To agree the updated signatories for the Council's banking facilities and to confirm continuation of BACS payments

**21. Direct Debits and Standing Orders**

To review and approve the list of direct debits and standing orders (Appendix O)

**22. Land**

To review the land/building assets owned or leased

**23. Policies**

To review and adopt the following policies: (Appendix P)

- (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
- (o) General Reserves
- (p) Stress Management
- (q) Training and Development
- (r) Staff Handbook
- (s) Pensions Discretions Policy
- (t) Vexatious and Unreasonable Conduct

**24. Insurance Cover**

To receive confirmation of insurance cover and to note the 5 year contract end in August 2025

**25. Standing Orders**

To review and adopt the Model Standing Orders (Appendix Q)



Bingham Town Council  
**Annual Meeting to be held Tuesday 07 May 2024 AT 7:00PM**  
**In the Council Chamber at the Old Court House, Church Street, Bingham**

**A G E N D A**

**26. Financial Regulations**

To review and adopt the model Financial Regulations (Appendix R)

**27. Meeting Calendar**

To receive a meeting calendar from June 2024 (Appendix S)

**28. Linear Park**

To consider in principle support for a Biodiversity Funding Award at Bingham Linear Park

**29. Butt Field Lease**

To consider matters relating the lease and installation of Solar Panels at Butt Field Pavilion

**30. Free Room Hire Request**

To consider providing room hire for the local launch of the J9 project to Equation

**31. Councillors Reports**

To receive Councillors reports as representatives of outside bodies or agencies

**32. Full Council Prayers**

To consider the continuation of prayers prior to the Full Council meeting

**33. Correspondence**

To consider any correspondence received:

**34. 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 March 2024
- Confidential recommendations from the Community, Recreation and Amenities meeting held on 16 April 2024
- Staffing matters