



**BINGHAM TOWN COUNCIL**

The Old Court House  
Church Street  
Bingham  
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To: All Bingham Town Councillors

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07 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 13 May 2025 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 13 May 2025 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 2025/2026 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 2025/2026 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 2024/25

**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 18 March 2025 (Appendix A)

**9. Committee Minutes**

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

- (a) Community, Recreation & Amenities, 01 April 2025 (Appendix B)
- (b) HR, 28 April 2025 (Appendix C)
- (c) Finance, Policy and Resources, 29 April 2025 (Appendix D)
- (d) Car Park Committee, 12 May 2025 (Appendix E)

To note the decisions from the following meeting:

- (e) Planning Committee, 01 April 2025 (Appendix F)
- (f) Planning Committee, 29 April 2025 (Appendix G)



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**10. Internal Auditor's Report**

To note the internal auditors report for the year ending 31 March 2025 (Appendix H)

**11. Annual Governance and Accountability Return**

(Appendix I)

- (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

**12. 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 03 June 2025 and conclude on Monday 14 July 2025

**13. Committee Members**

To appoint Councillors to Committees and to note the substitution process

**14. Terms of Reference**

To consider the Terms of Reference for the following Standing Committees and agree any alterations:

- (a) Planning (Appendix J)
- (b) HR (Appendix K)
- (c) Community Recreation & Amenities (Appendix L)
- (d) Finance, Policy & Resources (Appendix M)
- (e) Car Park (Appendix N)
- (f) Wynhill Re-development (Appendix O)

**15. Outside Bodies or Agencies**

To appoint Councillors to Outside Bodies or Agencies

**16. Councillor Training**

To receive any training requests for the 2025/26 Civic Year

**17. Subscriptions**

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

**18. Bank Signatories & Bacs Payments**

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



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**19. Regular Payments, Direct Debits and Standing Orders**

To review and approve the list of regular payments, direct debits & standing orders  
(Appendix Q)

**20. Land**

To review the land/building assets owned or leased

**21. Policies**

To review and adopt 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) Media & Recording Policy
- (g) Complaints
- (h) Stress Management
- (i) Staff Handbook
- (j) Pensions Discretions Policy
- (k) Publication scheme

**22. Insurance Cover**

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

**23. Standing Orders**

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

**24. Financial Regulations**

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

**25. Code of Conduct**

To review and re-adopt the Code of Conduct (Appendix T)

**26. Meeting Calendar**

To receive a meeting calendar from June 2025 (Appendix U)  
matters relating the lease and installation of Solar Panels at Butt Field Pavilion

**27. Wynhill Planning Matters**

To receive an update on planning matters and to review and agree costs relating to the temporary changing facilities



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**28. Butt Field Planning Matters**

To receive an update on planning matters and to consider costs for the discharge of planning conditions

**29. Councillors Reports**

To receive Councillors reports as representatives of outside bodies or agencies

**30. Correspondence**

To consider any correspondence received:

**31. 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 decisions from the HR Committee meeting held on 28 April 2025
- Confidential decisions and recommendations from the Finance, Policy and Resources Committee meeting held on 29 April 2025
- Recruitment