

Minutes of the Annual Meeting of Bingham Town Council  
held on Tuesday 13 May 2025 at 7:00pm  
in the Council Chamber at the Old Court House, Church Street, Bingham

**PRESENT:**

Councillors: G Williams, R Bird, M Stockwood, F Purdue-Horan, A Shelton, N Jejna, N Mees, P Walters, E Georgiou, W Stapleton, T Wallace, M Baulcombe and I Shouler

Officers: J Riddle (Clerk)

Public: 2

**1. TOWN MAYOR**

Councillor T Wallace was nominated by Councillor R Bird and this was seconded by Councillor P Walters.

Councillor W Stapleton was nominated by Councillor F Purdue-Horan and this was seconded by Councillor M Stockwood

No further nominations were received and a vote was taken.

**RESOLVED** that Councillor T Wallace be duly elected as Town Mayor.

Councillor T Wallace read and signed the declaration of acceptance of office.

**2. APOLOGIES**

All Councillors were present.

**3. DEPUTY MAYOR**

Councillor W Stapleton was nominated by Councillor F Purdue-Horan and this was seconded by Councillor M Stockwood.

Councillor M Baulcombe was nominated by Councillor T Wallace and this was seconded by Councillor P Walters.

No further nominations were received and a vote was taken.

**RESOLVED:** that Councillor W Stapleton be elected as Deputy Mayor.

Councillor W Stapleton signed the declaration of acceptance of office.

**4. DECLARATIONS OF INTEREST**

(a) No declarations of interest were received.

(b) Councillors were reminded to review their Register of Interests Form and complete a new form if required.

**5. MAYORS ANNOUNCEMENTS**

Councillor T Wallace invited the outgoing Mayor to confirm any Mayors announcements.

Councillor G Williams confirmed that he worked to raise awareness of Vale First Responders, his chosen charity during his term as Mayor and an amount of £860.06 had been raised. Councillor G Williams also confirmed that since the last meeting he had attended the AGM of the Twinning Association and the Town's VE Day 80 events.

Councillor T Wallace confirmed the resignation of Councillor S Perkins.

**6. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

No comments or questions were received.

**7. COUNCILLOR REPORTS**

Apologies from County Councillor N Clarke were noted.

County Councillor S Pearson introduced himself and updated the Council on his first few weeks in the role.

Borough Councillor G Williams confirmed that the draft proposals for local government re-organisation were submitted to the government in March and a first response was awaited.

**8. MINUTES**

**RESOLVED:** that the minutes of the meeting held on 18 March 2025 (Folios 10271 to 10274), having been circulated prior to the meeting, were taken as read, approved and were signed by the Mayor as an accurate record.

**9. COMMITTEE MINUTES**

- (a) Community, Recreation & Amenities, 1 April 2025

The decisions of the committee were noted.

- (b) HR, 28 April 2025

The decisions of the committee were noted.

- (c) Finance, Policy & Resources 29 April 2025

**RESOLVED:** that the recommendations of the committee be approved

- (d) Car Park Committee 12 My 2025

The decisions of the committee were noted and the recommendation for Terms of Reference would be considered under item 14.

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- (e) Planning committee 01 April 2025  
The decisions of the committee were noted.

- (f) Planning committee 29 April 2025  
The decisions of the committee were noted.

**10. INTERNAL AUDITOR'S REPORT**

The Council noted that no matters arising or recommendations had been made by the internal auditor.

**11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (FOLIO 10294 to 10295)**

- (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

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

**13. COMMITTEE MEMBERS**

Councillors were asked to confirm if they wished to make any alterations to their membership of committees. It was confirmed that

**RESOLVED:** to confirm Councillors membership of committees as follows

Planning Committee

N Mees, T Wallace, E Georgiou, N Baulcombe, M Stockwood, A Shelton and W Stapleton

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HR Committee

T Wallace, N Mees, G Williams, R Bird, P Walters, M Stockwood and F Purdue-Horan

Community, Recreation & Amenities Committee

G Williams, M Baulcombe, P Walters, N Jejna, A Shelton, W Stapleton and I Shouler

Finance, Policy and Resources Committee

R Bird, N Mees, T Wallace, E Georgiou, N Jejna, M Stockwood and F Purdue-Horan

Car Park Committee

M Baulcombe, N Mees, E Georgiou, M Stockwood, A Shelton, N Jejna and I Shouler

Wynhill Re-Development Committee

G Williams, R Bird, I Shouler, N Jejna, W Stapleton and F Purdue-Horan

**14. TERMS OF REFERENCE (FOLIO 10296 to 10304)**

The Council considered the terms of reference for the following committees:

- (a) Planning
- (b) HR
- (c) Community Recreation & Amenities
- (d) Finance, Policy & Resources
- (e) Car Park
- (f) Wynhill Re-development

**RESOLVED:** to accept the new terms of reference for all committees including acceptance of the Car Park Committee Terms of Reference alterations

**15. OUTSIDE BODIES OR AGENCIES**

**RESOLVED:** that the following Councillors be appointed as representatives

Bingham Strategic Board	Mayor
Police Priority Setting	Councillor W Stapleton
Positive Futures	Councillor F Purdue-Horan
Bingham Town Sports Committee	Councillor G Williams
Bingham Friends of Linear Park	Councillor A Shelton
Bingham Town Twinning Association	Councillor G Williams
Radcliffe on Trent Trains Working Group	Councillor R Bird
Armed Forces Covenant	Councillors G Williams & M Stockwood
Rural Market Town Group	Councillor T Wallace
Bingham High Street Group	Councillor I Shouler
RBC Parish Meetings	Mayor
RBC Car Parking Strategy Group	Mayor & Chair of the Car Park Committee

**16. COUNCILLOR TRAINING**

The Council noted the available opportunities. Training opportunities would continue to be shared with all Councillors by email.

**17. SUBSCRIPTIONS**

**RESOLVED:** that the subscription list be approved.

**18. BANK SIGNATORIES & BACS PAYMENTS**

**RESOLVED:** that Councillors R Bird, G Williams, N Jejna and F Purdue-Horan remained as signatories on the Council's bank accounts and that Councillors T Wallace and E Georgiou be added as signatories.

**RESOLVED:** to approve payments to be made by BACS.

**19. REGULAR PAYMENTS, DIRECT DEBITS AND STANDING ORDERS**

**RESOLVED:** that the list of regular payments and direct debits be approved.

**20. LAND**

**RESOLVED:** to accept the list of land and buildings owned or leased.

**21. 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) Media & Recording
- (g) Complaints
- (h) Stress Management
- (i) Staff Handbook
- (j) Pensions Discretions
- (k) Publication Scheme

**RESOLVED:** to re approve the policies.

**22. INSURANCE COVER**

**RESOLVED:** that the Council confirmed insurance cover is in place for their insurable risks.

**23. STANDING ORDERS**

**RESOLVED:** to adopt the Standing Orders.

**24. FINANCIAL REGULATIONS**

**RESOLVED:** to adopt the Model Financial Regulations.

**25. CODE OF CONDUCT**

**RESOLVED:** to adopt the Code of Conduct.

**26. MEETING CALENDAR**

**RESOLVED:** to approve the schedule of meetings for May 2025 to May 2026.

**27. WYNHILL PLANNING MATTERS**

The Council reviewed the updated costs for Planning Consultant and Architect Fees to progress a planning application for temporary changing facilities at the site.

**RESOLVED:** to accept the updated fees to progress planning support for the temporary changing facilities and to grant delegated authority to the Clerk to progress the application in consultation with the Mayor, Deputy Mayor, Chair and Vice Chair of the Community, Recreation and Amenities Committee.

**28. BUTT FIELD PLANNING MATTERS**

The Council received an update on the work required with the support of the Planning Consultant engaged for the site, to discharge the planning condition and provide Network Rail with the information requested.

**RESOLVED:** to accept additional costs of between £400 and £560 for Planning Consultant Fees and the local planning fee to Rushcliffe Borough Council from the earmarked fund in the three year reserves plan.

**29. COUNCILLORS REPORTS**

Councillor W Stapleton confirmed that he had attended the Police Priority Setting meeting held at Barnstone village hall. Police had reminded attendees of the importance of locking doors when in rear gardens and to be mindful of the location of key safes installed on properties. A query had been raised regarding the additional beat officers for Bingham under the Safer Streets 5 Funding but a response had not been available at the meeting. The Clerk was asked to write to the local Inspector to query.

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**30. CORRESPONDENCE**

A residents query regarding the tree planting off Linear Walk was noted and that the Crown Estates would be responding directly.

The staff were thanked for the production of the detailed meeting reports.

**31. 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:

- Confidential notes from Council meeting held on 19 March 2024

**RESOLVED:** to approve the notes

- Confidential Decisions from the HR meeting held on 28 April 2025

The decisions of the committee were noted.

- Confidential Decisions & Recommendations from the Finance, Policy & Resources meeting held on 29 April 2025

The confidential recommendation was approved at item 9c.

- Recruitment

**RESOLVED:** to grant delegated authority to the Clerk in consultation with the Mayor and Deputy Mayor to agree offers of employment if successful candidates are identified from the recruitment process for the roles of Administrator and Asset & Project Support Officer.

Meeting Closed at 8.55pm.

.....CHAIRMAN

Date: .....

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**Section 1 – Annual Governance Statement 2024/25**

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 2025, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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	N/A
			✓

**\*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:

13/05/2025

and recorded as minute reference:

MINU11b REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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**Section 2 – Accounting Statements 2024/25 for**

BINGHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	433,338	428,123	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	366,024	403,529	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	31,539	26,984	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	193,157	196,701	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	209,621	162,080	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	428,123	499,856	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	418,333	493,714	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,853,026	1,827,765	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 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**

SIGNATURE REQUIRED

Date

13/05/2025

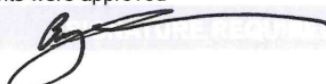
I confirm that these Accounting Statements were approved by this authority on this date:

13/05/2025

as recorded in minute reference:

MINUTE REFERENCE

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



## **Planning Committee - Terms of Reference**

### Level of authority from Full Council

Standing Committee with Executive Authority

Delegated powers are not permitted to pass to any sub-committee of this standing committee

### Councillors Members

The Full Council will select 7 members to form the committee.

The Chair and Vice-Chair 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. Vacancies on the committee will be agreed at the next Full Council meeting.

Quorum: 3 Committee Members or nominated substitutes must be present

### Frequency

Scheduled meetings agreed at the Annual Full Council Meeting. Additional meetings will be called as required.

### Purpose

To comment upon planning applications to the relevant planning authority, usually Rushcliffe Borough Council.

### Delegated Powers

- Respond to planning applications to the relevant planning authority, usually Rushcliffe Borough Council
- Responsible for the naming of roads

Ability to create a sub-committee (Standing Order 4a).

### Advisory Role and Limits to Delegated Powers

- The committee has no budget allowance
- Strategic matters, such as the Local Plan or main trunk roads are to be considered via Full Council
- Major developments are to be discussed at Full Council

## **HR Committee - Terms of Reference**

### **Level of authority from Full Council**

Standing Committee with Executive Authority

Delegated powers are not permitted to pass to any sub-committee of this standing committee

### **Councillor Members**

The Full Council will select 7 members to form the committee.

The Chair and Vice-Chair 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. Vacancies on the committee will be agreed at the next Full Council meeting.

Quorum: 3 Committee Members or nominated substitutes must be present

### **Frequency**

Biannual scheduled meetings agreed at the Annual Full Council Meeting. Additional meetings will be called as required.

### **Purpose**

To oversee working relationships, staffing levels and performance and best practice.

### **Delegated Powers**

- Provide line management to the Town Clerk, to administer leave requests, record and monitor absences and overtime
- Managing the recruitment process including advertisements
- Seeking HR advice from the Council's appointed consultants via the Clerk
- Support the Clerk in the monitoring and addressing of regular or sustained staff absence
- Facilitating appropriate training and/or mentoring relating to employees within annual training budgets
- Ability to create a sub-committee (Standing Order 4a).

### **Advisory Role and Limits to Delegated Powers**

- Lead on handling grievance and disciplinary matters and pay disputes for recommendation to Full Council

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- Reviewing staffing levels for recommendation to the Full Council
- Appointment of staff to be approved by or delegated by the Full Council
- Securing relevant professional services and review of HR services for recommendation to the Full Council
- Reviewing and updating the staff handbook for recommendation to the Full Council
- Reviewing and updating terms and conditions of employment for employees for recommendation to the Full Council
- Confirming the risk register pertaining to staff for recommendation to the Finance, Policy and Resources Committee
- Carrying out performance management (including appraisals) relating to the Town Clerk working with the policies and procedures of the Council
- Carrying out pay reviews in relation to the Town Clerk and to consider the Town Clerk's recommendations in relation to staff for recommendation to the Full Council
- Overseeing any process leading to the dismissal of staff (including redundancy) for approval by the Full Council
- Engagement 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

## **Community, Recreation & Amenities Committee - Terms of Reference**

### Level of authority from Full Council

Standing Committee with Executive Authority.

Delegated powers are not permitted to pass to any sub-committee of this standing committee.

### Councillor Members

The Full Council will select 7 members to form the committee.

The Chair and Vice-Chair 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. Vacancies on the committee will be agreed at the next Full Council meeting.

Quorum: 3 Committee Members or nominated substitutes must be present

### Frequency

Scheduled meetings agreed at the Annual Full Council Meeting. Additional meetings will be called as required.

### Purpose

To consider matters relating to social, recreational, community, physical and environmental, including assets of the Council.

### Delegated Powers

- To agree expenditure within the annual agreed committee budgets
- Approval and management of budgeted expenditure for:
  - playing fields    - play areas        - allotments
  - amenity areas   - linear park       - Cemetery       - Closed Churchyard
- Management and budgeted expenditure for repair and replacement of Grounds Equipment
- To manage the liaison with Bingham Town Sports Club and related clubs regarding Butt Field and Pavilion matters
- To manage the liaison with Bingham Rugby Club regarding the Town Pavilion and Wynhill playing field matters
- To consider matters relating to public footpaths (rights of way)
- To manage the town guide, town map, Summer Fair, Christmas Fair and civic events
- To manage the seasonal Christmas decorations
- Consider matters relating to the website and communication tools
- Management of the Town and Floral Displays and tree planting schemes

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- To consider and lead on matters relating to the environment inc street furniture, litter issues, environmental improvements, street lighting, roads, road safety, car parking, traffic movements, public transport, air quality
- To liaise with Community Groups, including Bingham Community Events Group

Advisory Role and Limits to Delegated Powers

- Expenses over the annual budget must be approved by Full Council
- New committee projects and budgets to be approved by the Full Council
- Committee annual draft budgets to be recommended to the Finance, Policy & Resources Committee prior to budget setting
- Not to approve any single commitment in excess of £2,000 (Fin Reg 5.15)
- New projects over £2000 or out of budget projects to be approved by Full Council
- To monitor and report overspent annual budgets to the Finance, Policy & Resources Committee
- To receive updates on police matters and refer to Full Council for decisions
- Council communications to be led by the Clerk in consultation with the Mayor
- Oversee the progression of plans for the community land available off Chapel Lane in conjunction with the Finance, Policy and Resources Committee
- Policies relating to the committee to be approved by the Full Council

## **Finance, Policy & Resources Committee - Terms of Reference**

### Level of authority from Full Council

Standing Committee with Executive Authority.

Delegated powers are not permitted to pass to any sub-committee of this standing committee.

### Councillor Members

The Full Council will select 7 members to form the committee.

The Chair and Vice-Chair 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. Vacancies on the committee will be agreed at the next Full Council meeting.

Quorum: 3 Committee Members or nominated substitutes must be present

### Frequency

Scheduled meetings agreed at the Annual Full Council Meeting. Additional meetings will be called as required.

### Purpose

Responsibility for the effective management and control of the financial affairs, assets/resources and policies of the Council.

### Delegated Powers

- To agree expenditure within the annual agreed committee budgets
- To review and adopt policies contained within the committee schedule
- Consider and award Community Grant Aid within the agreed annual budget
- Approval of the monthly reconciliation
- Co-ordination and budgeted expenditure for known committee projects
- Approval of the payment reports (accounts, wages and salaries)
- Monitoring of accounts and budget reports
- Performance management and delivery of Council priorities
- Co-ordination of items affecting more than one Committee such as major projects that require capital and/or grant funding within set budgets
- Ability to create a sub-committee (Standing Order 4a).

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Advisory Role and Limits to Delegated Powers

- Expenses over the annual budgets must be approved at Full Council
- New committee projects and budgets to be approved by the Full Council
- Co-ordination of committee draft budgets for recommendation of annual budget
- Not to approve any grant or a single commitment in excess of £2,000 (Fin Reg 5.15)
- New projects over £2000 or out of budget projects to be approved by Full Council
- To monitor and report overspent annual budgets to Full Council
- Review and management of the Old Court House room rental fees
- To monitor and review tenancy agreements
- To monitor and review lease agreements
- To review insurance matters
- Policies relating to Council's complaints procedure, press/media, obligations under the freedom of information and data protection legislation to be reviewed by the Full Council



## **Car Park Committee - Terms of Reference**

### Level of authority from Full Council

Advisory Committee for project progression.

### Councillors Members

The Full Council will select 7 members to form the committee.

The Chair and Vice-Chair 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. Vacancies on the committee will be agreed at the next Full Council meeting.

Quorum: 3 Voting Committee Members or nominated substitutes must be present

Key stakeholders to be invited to meetings as required.

### Frequency

Meetings will be called when necessary at places, times and dates as required

### Purpose

To progress the Council decisions relating to a new Long Stay Car Park at the Old Allotment site

### Advisory Role & Limits

- To make recommendations to Full Council on all matters relating to a new Long Stay Car Park
- To consider and recommend quotes for project support as required
- To liaise with project leaders assisting the Council with project support
- Consideration of matters relating to on street parking and short stay car parks
- To lead on the engagement with all key stakeholders including Network Rail, Nottinghamshire County Council and Rushcliffe Borough Council
- Allocated project reserves to be considered by the Finance, Policy and Resources Committee for recommendation to Full Council
- Not to create sub-committees

## **Wynhill Re-Development Committee Terms of Reference**

### Level of authority from Full Council

Advisory Committee for project progression.

### Councillors Members

The Full Council will select 7 members to form the committee.

The Chair and Vice-Chair 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. Vacancies on the committee will be agreed at the next Full Council meeting.

The committee can also have up to 2 non-voting members of Bingham Rugby Club, who are non-councillors taking the total membership to 9 members.

Quorum: 3 Voting Committee Members or nominated substitutes must be present

### Frequency

Meetings will be called when necessary at places, times and dates as required

### Purpose

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

### Advisory Role

- Consider all matters relating to the re-development of the Wynhill site
- To consider and recommend quotes for project support as required
- To liaise with project leaders assisting the Council with project support
- Matters relating to the existing Pavilion will be referred to the Community, Recreation and Amenities Committee
- Matters relating to the sports pitches will be referred to the Community, Recreation and Amenities Committee
- Engagement with other interested stakeholders including community groups and businesses using the pavilion to progress the project
- Allocated project reserves to be considered by the Finance, Policy and Resources Committee for recommendation to Full Council