

**Town Clerk & RFO: Miss Dee Smith**  
**Chairman: Councillor Clare Gamble**  
**Tel/Fax: 01642 551171**  
**Email: [info@billinghamtowncouncil.co.uk](mailto:info@billinghamtowncouncil.co.uk)**  
**[www.billinghamtowncouncil.co.uk](http://www.billinghamtowncouncil.co.uk)**

**Billingham Library & Customer**  
**Service Centre**  
**Billingham**  
**TS23 2LN**

## **FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

**TO BE HELD ON**  
**TUESDAY 19<sup>TH</sup> JULY 2022 AT 6.30 PM**

**THIS MEETING WILL BE HELD IN MEETING ROOM C, BILLINGHAM**  
**LIBRARY AND CUSTOMER SERVICE CENTRE**

### **AGENDA**

**1. CHAIRMAN'S ANNOUNCEMENTS**

**2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**3. DECLARATIONS OF INTEREST**

Members to inform the Chairman of the Committee of any Declarations of Interest for matters set out within this agenda.

**4. PUBLIC PARTICIPATION**

In accordance with section 3 (f) of the BTC Standing Orders, members of the public present may address the Council or Committee at this point on the agenda. The Council/Committee reserves the right to respond or debate the issue at a later date.

None received at the time of preparation of the agenda.

**5. MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 14<sup>TH</sup> JUNE 2022**

To approve the above minutes as a true and accurate record (see appendix A – Draft minutes 14<sup>th</sup> June 2022).

## **6. PAYMENTS & RECEIPTS LISTS**

- (i) To approve the lists of payments to creditors for June 2022 for the main account (see appendix B).
- (ii) To approve the lists of payment to creditors for June 2022 for the cafe accounts (see appendix C).
- (iii) To approve the staffing costs for June 2022 (see appendix D – Staffing costs).
- (vi) To note the income received for April, May & June 2022 (see appendix E).
- (vi) Members are provided for information, with the bank reconciliation for all accounts up to 30<sup>th</sup> June 2022 (see appendix F).

## **7. INCOME & EXPENDITURE**

Members are provided with an Income & Expenditure report up to 30<sup>th</sup> June 2022 (see appendix G).

## **8. CAFÉ IN THE PARK – PROFIT & LOSS REPORT**

Members are provided with a profit and loss report for the Café in the Park, up to 30<sup>th</sup> June 2022 (see appendix H).

## **9. DRAFT COMMUNICATIONS STRATEGY**

Members are asked to consider the attached draft Communications Strategy for recommendation to Full Council (see appendix I).

## **10. LOCAL GOVERNMENT ASSOCIATION MODEL CODE OF CONDUCT 2020**

Members are asked to consider the attached Local Government Association Model Code of Conduct 2020 for recommendation to Full Council (see appendix H).

## **11. SUMMER EVENTS**

Members are asked to consider using the Summer Event budget of £5000 plus, an additional £5000 from the earmarked Holiday Enrichment budget towards Sports in the Park, in John Whitehead Park and a summer holiday provision in the Clarences.

## **12. TOWN CRIER**

Members are advised that a quotation has been received for £3250 for the Town Crier livery. The Town Clerk is currently applying for funding and donations towards this, and asks members to consider allocating funds from the General Reserves to cover the shortfall. The Town Clerk will give a verbal update on the night.

**13. BILLINGHAM SHOW**

The Town Clerk will give a verbal update on the night regarding the preparations for this year's Billingham Show in September.

**Miss Dee Smith**

**Town Clerk/RFO to Billingham Town Council**

**12<sup>th</sup> July 2022**

**PLEASE BE ADVISED:** Filming, Photographing or Audio Recording of the Town Council meeting may take place. The Town Council accepts no liability for any material created by those filming, photographing or recording the meeting.