

**BILLINGHAM TOWN COUNCIL**

**Draft Minutes of the Finance & General Purposes Committee Meeting  
held on Tuesday 15<sup>th</sup> March 2022 at 6.30 p.m.  
at Billingham Library & Customer Service Centre**

**Present: Councillor** Jim Scollen (Chairman)  
Helen Atkinson  
Clare Gamble  
Colin Leckonby  
Gina McCall  
Sandy Peebles  
Jennifer Shotton (arrived at 6.34pm)

**Official:** Miss Dee Smith, Town Clerk/RFO

**Apologies:** Cllr C Pollard (Personal)

One member of the public was also in attendance.

**320/21 CHAIRMAN'S ANNOUNCEMENT**

There were no announcements on this occasion.

**321/21 DECLARATIONS OF INTEREST**

Cllr C Gamble declared a pecuniary interest in agenda item 6 (vi) – employed by Catalyst Stockton on Tees

**322/21 PUBLIC PARTICIPATION TIME**

There were no public present or questions raised on this occasion.

**323/21 MINUTES OF FINANCE & GENERAL PURPOSES MEETING HELD ON  
15<sup>th</sup> FEBRUARY 2022**

Members were asked to approve the above minutes.

**RESOLVED**

That the minutes of the above meeting held on 15<sup>th</sup> February 2022, a copy of

**Signed..... Date .....**  
**Chairman to Billingham Town Council**

which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

### **324/21 PAYMENTS & RECEIPTS**

- (i) Members were asked to approve the lists of payments to creditors for February 2022 for the main account.
- (ii) Members were asked to approve the lists of payments to creditors for February 2022 for the cafe account.
- (iii) Members were asked to approve the staffing costs for February 2022.
- (vi) Members received, for information, the income received report for February 2022.
- (vi) Members were provided for information with the bank reconciliations for all accounts up to 28<sup>th</sup> February 2022.

#### **RESOLVED**

- a. Members approved the above reports.
- b. The Chairman of this committee checked the bank statements and signed off the bank reconciliations as correct and accurate.

### **325/21 INCOME & EXPENDITURE REPORT**

The Town Clerk circulated an Income & Expenditure report, up to 28<sup>th</sup> February 2022 to all members present at the meeting and explained the following overspends;

- Telephone & broadband – This is due to Deputy Town Clerk's mobile phone sim (£12.50/month). The Clerk also explained that there had been a few issues with the new telephone lines and broadband connection, therefore, the previous contract with TalkTalk was extended for a few months, which incurred additional expenditure;
- IT & Software - Late invoice received for £600 for consultancy work carried out in 2020/21 & extra licenses & consultancy work required for new members of staff;
- Sundry Expenses - For room hire as the library meeting room was not available due to Covid-19 and additional space was required.

### **326/21 CAFÉ IN THE PARK – PROFIT & LOSS REPORT**

Members were presented with a profit and loss report for the Café in the Park, up to 28<sup>th</sup> February 2022.

#### **RESOLVED**

Members noted the above report. A meeting has been arranged for all members and staff to attend, to discuss the Café.

Signed..... Date .....  
Chairman to Billingham Town Council

### **327/21            POLICIES – YEAR END PROCEDURES**

Members were asked to consider, for recommendation to Full Council, the following policies:

- Internal Audit Policy;
- Review of Effectiveness of Internal Audit;
- Annual Financial Risk Assessment;
- Banking & Cash Handling Procedures.

#### **RESOLVED**

Members recommended the above policies to Full Council on 22<sup>nd</sup> March 2022, with the following addition to the Banking & Cash Handling Procedures:

- Item 6.1 – Cash should be banked on a daily basis *wherever possible*, and no cash should be stored in the private residence of any employee.

### **328/21            POLICIES**

Members were asked to consider and review, for recommendation to Full Council, the following policies:

- Standing Orders;
- Financial Regulations.

#### **RESOLVED**

To recommend the above policies to Full Council on 22<sup>nd</sup> March 2022, with no changes.

### **329/21            COUNCILLOR IT EQUIPMENT**

Members were asked to approve the spend of £500 from General Reserves for replacement councillor IT equipment.

#### **RESOLVED**

Members approved the above spend.

**The meeting concluded at 7.15pm with Councillors, Atkinson, Gamble, McCall, Leckonby, Peebles, Scollen and Shotton present.**

**Signed..... Date .....**  
**Chairman to Billingham Town Council**