

**BILLINGHAM TOWN COUNCIL**  
**Minutes of the Finance & General Purposes Committee Meeting**  
**held on Tuesday 16<sup>th</sup> November 2021 at 6.30 p.m.**  
**in Meeting Room C, Billingham Library & Customer Service Centre**

**Present: Councillor** H Atkinson  
Colin Leckonby  
Gina McCall  
Sandy Peebles  
Colin Pollard  
Jennifer Shotton

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

**Apologies:** Cllr J Scollen (Illness)  
Cllr C Gamble (Personal)

In the absence of the Chairman, Vice Chairman Cllr Peebles assumed the chair.

**200/21 CHAIRMAN'S ANNOUNCEMENT**

- Housekeeping;
- Councillor Peebles gave an update on Remembrance Sunday and thanked the staff for their hard work.

**201/21 DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

**202/21 PUBLIC PARTICIPATION TIME**

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

**203/21 MINUTES OF FINANCE & GENERAL PURPOSES MEETING HELD ON 19<sup>TH</sup> OCTOBER 2021**

Members were asked to approve the above minutes.

**RESOLVED**

Signed.....

Chairman to Billingham Town Council

Date

- (a) That the minutes of the above meeting held on 19<sup>th</sup> October 2021, a copy which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

**204/21**

**PAYMENTS & RECEIPTS**

- (i) Members were asked to approve the lists of payments to creditors for October 2021 for the main account.
- (ii) Members were asked to approve the lists of payments to creditors for June, July, August, September and October 2021 for the cafe account.
- (iii) Members were asked to approve the staffing costs for October 2021.
- (vi) Members were provided for information with the bank reconciliations for all accounts up to 31<sup>st</sup> October 2021.

**RESOLVED**

All of the above reports were approved.

**205/21**

**INCOME & EXPENDITURE REPORT**

Members were presented with and Income and Expenditure report up to 31<sup>st</sup> October 2021.

**RESOLVED**

The Clerk explained the following overspends:

- Accounts support: This is due to costs for pension support for staff that have left the Council;
- Subsidies & Café Repairs: This spend has come from Ear Marked Reserves (EMR's) and General Reserves;
- Sundry Expenses: This is due to room hire costs, donations and flowers (taken from EMR Chairman's Allowance);
- Advertising: This is a refund from Stockton Billingham Life;
- Events & Projects: Funding has been received for these that has been coded separately as income.

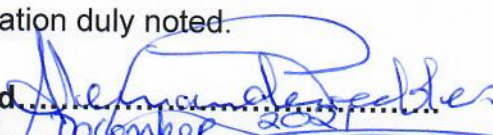
**206/21**

**BUDGET WORKING GROUP**

Members were advised that the above group has met and a draft budget for 2022/23 has been discussed. The group will be meeting again in the next week and a draft budget will be presented to this committee in December for consideration and recommendation to Full Council in January.

**RESOLVED**

Information duly noted.

Signed   
14<sup>th</sup> November 2021  
Chairman to Billingham Town Council

Date



**207/21**

**CAFÉ IN THE PARK**

- (i) Members were provided with a profit and loss report for the Café in the Park up to 31<sup>st</sup> October 2021.
- (ii) Members were asked to approve the transfer of £5000 from General Reserves to the Café in the Park Natwest account. The Town Clerk advised members that the Café has been very quiet over the last few weeks and whilst it will be busier in December due to Christmas dinner and Afternoon Tea bookings, it will probably quieten down again in the new year.

**RESOLVED**

- (a) Information duly noted.
- (b) To approve the transfer of £5000 from General Reserves to the Café account.

**208/21**

**OFFICE EQUIPMENT**

Members were asked to approve the spend of £1500 from General Reserves for a new photocopier in the Town Council office.

**RESOLVED**

To approve the above spend of £1500.

**209/21**

**CLIMATE CHANGE**

Members were asked to consider ideas for a Town Council Climate Change Strategy. Members discussed how the council could act to reduce its carbon footprint and help build resilience against the adverse impact of climate change.

**RESOLVED**

To set up a Climate Change Working Group in the new year. The terms of reference to be that this group reports back to the Finance and General Purposes committee with ideas for consideration.

**The meeting concluded at 7.17 pm with Councillors, Atkinson, Leckonby, McCall, Peebles, Pollard and Shotton present.**

Signed

  
14th December 2021  
Chairman to Billingham Town Council

Date