

BILLINGHAM TOWN COUNCIL
Minutes of the Finance & General Purposes Committee Meeting
held on Tuesday 19th April 2022 at 6.30 p.m.
at Billingham Library & Customer Service Centre

Present: Councillor Jim Scollen (Chairman)
Clare Gamble
Colin Leckonby
Sandy Peebles

Official: Miss Dee Smith, Town Clerk/RFO

Apologies: Cllr G McCall (Personal)
Cllr H Atkinson (Business)
Cllr J Shotton (No apologies received)

368/21 CHAIRMAN'S ANNOUNCEMENT

- Housekeeping.
- There is a vacancy on Billingham West Ward.

369/21 DECLARATIONS OF INTEREST

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

370/21 PUBLIC PARTICIPATION TIME

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

371/21 MINUTES OF FINANCE & GENERAL PURPOSES MEETING HELD ON 15th MARCH 2022

Members were asked to approve the above minutes.

RESOLVED

That the minutes of the above meeting held on 15th March 2022, a copy of which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

Signed.......... Date 17/5/22
Chairman to Billingham Town Council

372/21

PAYMENTS & RECEIPTS

- (i) Members were provided with the lists of payments to creditors for March 2022 for the main account.
- (ii) Members were provided with the lists of payments to creditors for March 2022 for the cafe account.
- (iii) Members were provided with the staffing costs for March 2022.
- (vi) Members received, for information, the income received report for March 2022.
- (vi) Members were provided for information with the bank reconciliations for all accounts up to 31st March 2022.

RESOLVED

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

373/21

INCOME & EXPENDITURE REPORT

The Town Clerk circulated an Income & Expenditure report, up to 31st March 2022 to all members present at the meeting and explained the following overspends;

- Staff Salary – Overspend of £5.00 due to extra staff employed to run the Sunday Lunch service;
- Pension – Overspend of £187.00 due restructure of office staff in 21-22 and new members of staff joining the pension scheme;
- 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 and consultancy work required for new members of staff;
- Memberships & Subscriptions – Overspend of £106.00 due to Zoom and Adobe subscriptions being recoded to this budget head;
- Sundry Expenses - For room hire as the library meeting room was not available due to Covid-19 and additional space was required.

374/21

CAFÉ IN THE PARK – PROFIT & LOSS REPORT

Members were presented with a profit and loss report for the Café in the Park, up to 31st March 2022.

RESOLVED

Signed.....  Date 17/5/22
Chairman to Billingham Town Council

Members noted the above report.

375/21

SPONSORSHIP

Members were asked to consider a sponsorship application from Billingham Synthonia Cricket Club for £5000.

RESOLVED

To recommend this application to Full Council for consideration.

The meeting concluded at 7.02pm with Councillors, Gamble, Leckonby, Peebles and Scollen present.

Signed.......... Date 17/5/22.....
Chairman to Billingham Town Council