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Billingham Library & Customer
Service Centre
Billingham
TS23 2LN

FULL COUNCIL MEETING

TO BE HELD ON
TUESDAY 27TH SEPTEMBER 2022 AT 6.30 PM
IN MEETING ROOM C, BILLINGHAM LIBRARY & 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/Council of any Declarations of Interest for matters set out within this agenda.

4. POLICE UPDATE

Sgt Gary Cookland will be attending the meeting to give an update.

5. 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.

6. MINUTES OF FULL COUNCIL MEETING HELD ON 21ST JUNE 2022

To approve the above minutes as a true and accurate record (see appendix A – draft minutes 21st June 2022).

7. YEAR END ACCOUNTS – AUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2021/22

Members are asked to approved the attached audited AGAR for 2021/22 (see appendix B – audited AGAR).

8. PAYMENTS & RECEIPTS LISTS

- (i) To approve the lists of payments to creditors for July and August 2022 for the main account (see appendix C).
- (ii) To approve the lists of payment to creditors for July & August 2022 for the cafe accounts (see appendix D).
- (iii) To approve the staffing costs for July & August 2022 (see appendix E – Staffing costs).
- (vi) To note the income received for July and August 2022 (see appendix F).
- (vi) Members are provided for information, with the bank reconciliation for all accounts up to 31st August 2022 (see appendix G).

9. BUDGET WORKING GROUP

Members are asked to set up a Budget Working Group to consider the budget for 2023/24.

10. SPONSORSHIP APPLICATION

Members are asked to consider a sponsorship from Catalyst Stockton on Tees Ltd for one of the Catalyst Annual Achievement Awards , to be awarded to VCSE partners at the annual Catalyst conference on 18th November 2022. The amount of Sponsorship requested is £500 (see appendix H).

11. GRANT APPLICATIONS

Members are asked to consider the following grant applications:

- Wolviston Court Community Association for the recladding of wall in the rear room and provision of a stable door for the room originally referred to as the Club Room. The amount of funding requested is £500 (see appendix I);
- Well-being Group for creative arts and crafts materials. The amount of funding requested is £393.74 (see appendix J).

12. MEMBERSHIP OF COMMITTEES.

Members are asked to consider additional representation on all Town Council committees. There are currently the following vacancies:

- Finance & General Purposes – 1 vacancy;
- Planning & Services – 2 vacancies.

13. CIVILITY & RESPECT PROJECT

Members are advised that throughout the sector, there are growing concerns about the impact of bullying, harassment and intimidation on councils, councillors and staff. In response, the Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by the Society of Local Council Clerks, National Association of Local Councils and County Associations.

- Members are asked to consider the Dignity at Work Policy for approval (see appendix K);
- Members are asked to consider that Billingham Town Council signs up to the Civility and Respect Pledge (see appendix L).

14. POLICIES

Members are asked to consider the following for approval:

- Local Government Code of Conduct 2020 (see appendix M);
- Draft Communications Strategy (see appendix N).

15. LEASES UPDATE

The Town Clerk will give a verbal update on the night.

16. CAFÉ UPDATE

The Town Clerk will give a verbal update on the night.

17. EVENTS

The Town Clerk will give a verbal update on the following events:

- Billingham Show;
- Remembrance Sunday Parade;
- Christmas Lights Switch on & event.

18. TOWN CRIER

The Town Clerk will give a verbal update on the night.

19. TREE PLANTING IN MEMORY OF HM QUEEN ELIZABETH II

Members are asked to consider the planting and location of a memorial tree, which in time, may become known as “The Queen’s Tree”.

20. CHRISTMAS CLOSING

Members are advised that the Town Council office will close on Thursday 22nd December 2022 and will reopen on Tuesday 3rd January 2023.

The Café in the Park will close on Friday 23rd December 2022 and reopen on Tuesday 3rd January 2023.

21. MOBILE TELEPHONES

Members are asked to approve £500 from General Reserves for two extra mobile phones for the office staff.

22. NEXT FULL COUNCIL MEETING

Members are asked to consider moving the date of the next Full Council meeting from Tuesday 22nd November to Tuesday 29th November 2022.

23. EXCLUSION OF PRESS AND PUBLIC – Members are invited to consider passing the following resolution:

That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during the disclosure of the following item on the agenda as it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A in the 1972 as described below:

Staffing Matters – Contracts

The Town Clerk will circulate a confidential report via email prior to the meeting.

**Miss Dee Smith
Town Clerk/RFO to Billingham Town Council
21st September 2022**

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