

Town Clerk & RFO: Miss Dee Smith
Chairman: Councillor Clare Gamble
Tel/Fax: 01642 551171
Email: info@billinghamtowncouncil.co.uk
www.billinghamtowncouncil.co.uk

Billingham Library & Customer
Service Centre
Billingham
TS23 2LN

TO: All Members of Billingham Town Council

You are summoned to attend the next Full Council meeting to be held on Tuesday 24th January 2023 at 6.30pm.

This meeting will be held in Meeting Room C, at 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/Committee of any Declarations of Interest for matters set out within this agenda.

4. COOPTION FOR VACANCY OF COUNCILLOR IN BILLINGHAM SOUTH WARD

Candidates will be allocated 5 minutes (if required) to present to Members why they feel that they would make a good representative of our Town. Completed Co-option application forms have been circulated to all members prior to the meeting.

After all presentations are made there will be a co-option process. This will be when current members of the Council, in attendance, will vote for the person they feel would be suitable to represent Billingham.

Once a decision is made, the results will be given within the meeting by the Proper Officer of the Council.

5. POLICE UPDATE

A verbal update will be given on the night.

6. 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.

7. MINUTES OF FULL COUNCIL MEETING HELD ON 29TH NOVEMBER 2022

To approve the above minutes as a true and accurate record (see appendix A – draft minutes 29th November 2022).

8. RECOMMENDATIONS FROM OTHER COMMITTEES

Members are asked to consider the following from the Finance & General Purposes Committee:

- (i) To approve the draft budget for 2023/24 and to formulate a resolution to levy a precept on Stockton on Tees Borough Council for the financial year 2023/24 (see appendix B).

9. ELECTIONS 2023

Members are advised that residents will need to show photographic ID to vote at a polling station during the 2023 elections.

10. EVENTS 2023

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

11. UPDATE REPORTS FROM REPRESENTATIVES TO THE FOLLOWING EXTERNAL BODIES:

- **Cleveland Local Councils Association** – Cllr Gamble & Town Clerk
- **Billingham Environment Link Programme** – Councillor Scollen

- **Billingham Legacy Foundation** – Councillor Peebles
- **Low Grange & Cowpen Residents Association** – Councillor Bendelow
- **Billingham Community Partnership** – Town Clerk
- **Billingham International Folklore Festival of World Dance** – Councillor Shotton
- **Catalyst Health & Wellbeing Committee** – Councillor McCall & Deputy Town Clerk
- **Port Clarence in Bloom** – Town Clerk
- **Stockton Volunteers** – Councillor Scollen
- **The Voice Forum** – Councillor Scollen
- **Stockton Housing, Neighbourhoods & Affordable Warmth Partnership** – Councillor Scollen
- **CCIN** – Councillor Gamble
- **Catalyst Funders Forum** – Town Clerk

Miss Dee Smith
Town Clerk/RFO to Billingham Town Council
19th January 2023

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.

BILLINGHAM TOWN COUNCIL

DRAFT MINUTES OF THE FULL COUNCIL MEETING

TUESDAY 29TH NOVEMBER 2022 AT 6.30PM

**HELD IN MEETING ROOM C, BILLINGHAM LIBRARY & CUSTOMER
SERVICE CENTRE**

Present: Councillors Gamble (Chairman)
 Atkinson
 Lacey
 Leckonby
 McCall
 McCoy
 Peebles
 Sandbach
 Scollen
 Shotton
 Stoker
 Wallace

Apologies: Councillor Bendelow (Personal)

Officials: Miss Dee Smith - Town Clerk/RFO
 Mrs Kate Minza – Administration Officer
 Ms Tracy Reece – Business Support Officer

Two Police Officers and three members of the public were also in attendance.

The meeting commenced at 6.33pm.

174/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone present and announced the following:

- Housekeeping;

175/22 DECLARATIONS OF INTEREST

There were no declarations on this occasion.

176/22 POLICE UPDATE

Sergeant Gary Cookland gave the following report:

- There has been a slight increase in anti-social behaviour;
- Also slight increases in violence and criminal damage;
- Spate of thefts from motor vehicles;
- To remind residents of crime prevention.

RESOLVED

Information duly noted.

Two police officers left the meeting.

177/22

PUBLIC PARTICIPATION TIME

- (i) A member of the public present reported graffiti and anti-social behaviour at bus stops in Billingham.
- (ii) A member of the public contacted the Town Council via email regarding the previous Community Newspaper and newsletter 'Billingham Matters'. Also the inclusion of community organisations and that only current Town Councillors can contribute to any article in the current newsletter. .

RESOLVED

- a. To report the issues with the bus shelters to Stockton Borough Council.
- b. To advise the member of the public that his points are noted regarding the newsletter.

Councillor Shotton left the meeting at 6.55pm.

178/22

MINUTES OF THE FULL COUNCIL MEETING HELD ON 27TH SEPTEMBER 2022

Members were asked to approve the draft minutes from the Full Council meeting held on 27th September 2022 as a true and accurate record.

RESOLVED

That the above minutes, a copy which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman with the following amendment:

179/22

PAYMENTS & RECEIPTS LISTS

Members considered the following:

- (i) To approve the list of payments to creditors for October 2022.
- (ii) To approve the list of payment to creditors for October 2022 for the cafe accounts.
- (iii) To approve the staffing costs for October 2022.

- (vi) To note the income received for October 2022.
- (vi) Members are provided for information, with the bank reconciliation for all accounts up to 31st October 2022.

RESOLVED

Members approved the above reports.

180/22 BUDGET WORKING GROUP

Members were advised that a meeting has taken place and a draft budget for 2023/24 has been produced. A member's briefing, via Zoom, will be arranged in the next two weeks for all members to attend.

RESOLVED

Information duly noted.

181/22 GRANT FUNDING

- (i) Members are asked to consider a grant funding request from Tees Community Sports CIC for £500, to provide weekly sports sessions for families in the central Billingham ward.
- (ii) Members are asked to consider a grant funding request from The Moses Project for £500, to host Christmas day activities.

RESOLVED

- a. To clarify with the applicant how many children will be attending from the central ward and how it will be policed. To refer back to the next Finance & General Purposes committee for reconsideration.
- b. To clarify with the applicant that this funding is for residents from Billingham only and to ask how residents can attend on Christmas Day.

182/22 CAFÉ REPAIRS UPDATE

The Town Clerk advised members that work is ongoing to install the central heating in the café. A decision was taken last week to close the café earlier than expected due to some additional electrical work that needed to be completed. The café is due to reopen on Monday 5th December.

RESOLVED

Information duly noted.

183/22

ITEMS REFERRED FROM THE COMMUNITY WELLBEING COMMITTEE

- (i) Councillor Lacey advised members that a doctor from a local surgery is looking for grant funding for two defibrillators.
- (ii) Councillor McCoy advised members that there has not been much uptake on the Soup & Sandwich project. Members discussed changing the voucher to a monetary value voucher so customers can select their own items from the café.

RESOLVED

- a. The Town Clerk to email a grant funding application form to the doctor.
- b. To give Soup and Sandwich vouchers to those who attend the Pantry in the Park. To contact social prescribers for feedback regarding the distribution of the vouchers and refer this item back to the Community Wellbeing committee in January 2023.

184/22

UPDATE REPORTS FROM REPRESENTATIVES TO THE FOLLOWING EXTERNAL BODIES

- **Cleveland Local Councils Association** – Cllr Gamble & Town Clerk – no report
- **Billingham Environment Link Programme** – Councillor Scollen – no report
- **Billingham Legacy Foundation** – Councillor Peebles – no report
- **Low Grange & Cowpen Residents Association** – Councillor Bendelow – no report
- **Billingham Community Partnership** – Town Clerk to circulate the minutes to all members
- **Billingham International Folklore Festival of World Dance** – Councillor Shotton – no report
- **Catalyst Health & Wellbeing Committee** – Councillor McCall & Deputy Town Clerk – no report
- **Port Clarence in Bloom** – Town Clerk – no meetings taken place
- **Stockton Volunteers** – Councillor Scollen – no report
- **The Voice Forum** – Councillor Scollen – no report
- **Stockton Housing, Neighbourhoods & Affordable Warmth Partnership** – Councillor Scollen – no report
- **CCIN** – Councillor Gamble advised members that she had recently attended the 10th anniversary CCIN conference in Telford which included a tour of community buildings and looked at the cost of living crisis.
- **Catalyst Funders Forum** – Town Clerk – no report

RESOLVED

Information duly noted.

185/22 DISPENSATION

Members were asked to consider a dispensation for Councillor Mark Bellerby due to illness.

RESOLVED

To grant a dispensation to Councillor Mark Bellerby for six months.

186/22 MEETING TIMES

Members were asked to consider changing the evening meeting times to an earlier time.

RESOLVED

Members unanimously voted against changing the meeting times.

The meeting concluded at 7.40pm with Cllrs Atkinson, Gamble, Lacey, Leckonby, McCall, McCoy, Peebles, Sandbach, Scollen, Stoker and Wallace present.

Appendix B.

DRAFT BUDGET	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024
ADMINISTRATION COSTS				
Staff Costs	£ 99,346.36	£ 105,814.00	£ 116,026.00	£ 122,295.00
Pension	£ 19,175.06	£ 22,933.00	£ 21,147.00	£ 30,520.00
Employers NI	£ 8,944.35	£ 10,201.00	£ 8,569.00	£ 13,200.00
Travel & Subsistence	£ 1,500.00	£ 1,000.00	£ 1,500.00	£ 700.00
Volunteer Expenses				£ 500.00
Staff expenses	£ 2,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
OFFICE RUNNING COSTS				
Rent	£ 13,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
TOWN COUNCIL OFFICE				
Office equipment	£ 2,500.00	£ 1,000.00	£ 1,000.00	£ 500.00
Stationery	£ 500.00	£ 500.00	£ 500.00	£ 400.00
Postage	£ 100.00	£ 100.00	£ 100.00	£ 100.00
Telephone/Broadband/mobiles	£ 2,000.00	£ 2,000.00	£ 3,000.00	£ 1,400.00
IT & Software	£ 3,500.00	£ 6,825.00	£ 8,500.00	£ 13,500.00
Books/Literature	£ 100.00	£ 100.00	£ 100.00	£ 50.00
Insurance	£ 1,400.00	£ 2,500.00	£ 2,500.00	£ 2,000.00
Photocopier/printing	£ 1,500.00	£ 900.00	£ 1,000.00	£ 1,000.00
Website	£ 500.00	£ 400.00	£ 2,000.00	£ 400.00
TRAINING				
Staff	£ 1,500.00	£ 1,000.00	£ 1,500.00	£ 700.00
Members	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 500.00
Volunteers	£ 150.00	£ -	£ 500.00	£ 100.00
SUBSCRIPTIONS				
NALC/CLCA	£ 2,100.00	£ 2,500.00	£ 2,800.00	£ 3,000.00
SLCC	£ 732.00	£ 732.00	£ 850.00	£ 900.00
ICO	£ 50.00	£ 50.00	£ 50.00	£ 55.00
NEREO	£ 350.00	£ 350.00	£ 350.00	£ 350.00
CCIN	£ 250.00	£ 250.00	£ 300.00	£ 300.00
CIPD				£ -
TOWN COUNCIL Marketing				
Newsletter			£ 3,000.00	£ 2,000.00
Conferences, Events & Awards			£ 1,000.00	£ -
AUDIT				
External Audit	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,000.00
Internal Audit	£ 250.00	£ 250.00	£ 250.00	£ 250.00
Accounts Support	£ 2,200.00	£ 1,500.00	£ 3,000.00	£ 3,500.00
ELECTIONS				
Elections	£ 13,000.00	£ 8,000.00	£ -	£ 8,000.00
COMMUNITY HUB & CAFE				
Marketing	£ 3,000.00	£ 1,000.00	£ 2,000.00	£ 1,000.00
Annexe running costs	£ 3,100.00	£ 3,000.00	£ 4,000.00	£ 7,000.00
Cafe Contingency	£ 10,000.00	£ 15,000.00	£ 20,000.00	£ 30,000.00
EVENTS				
Easter	£ 750.00	£ 1,500.00	£ -	£ -
Summer	£ 6,000.00	£ 10,000.00	£ 5,000.00	£ 3,000.00
Halloween	£ 750.00	£ 1,000.00	£ -	£ -
Xmas	£ 7,500.00	£ 10,000.00	£ 10,000.00	£ 4,000.00
Fundraising events	£ 1,500.00	£ 250.00	£ 250.00	£ 250.00
Events infrastructure	£ 1,500.00	£ 1,000.00	£ 1,000.00	£ 750.00
Remembrance	£ -	£ -	£ 5,000.00	£ -
Half Term Activities	£ 584.00	£ 1,200.00	£ -	£ -
Town Crier				£ 500.00
Carnival				£ 2,000.00
Coronation				£ 1,000.00
DONATIONS				
Grants	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Subsidies	£ -	£ 26,000.00	£ 36,000.00	£ 36,000.00
Sponsorship	£ 5,000.00	£ 10,000.00	£ 20,000.00	£ 10,000.00
Chairmans Allowance	£ -	£ 1,200.00	£ 1,200.00	£ 1,000.00

Half Term Activities	£ 584.00	£ 1,200.00	£ -	£ -
Town Crier				£ 500.00
Carnival				£ 2,000.00
Coronation				£ 1,000.00
DONATIONS				
Grants	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Subsidies	£ -	£ 26,000.00	£ 36,000.00	£ 36,000.00
Sponsorship	£ 5,000.00	£ 10,000.00	£ 20,000.00	£ 10,000.00
Chairmans Allowance	£ -	£ 1,200.00	£ 1,200.00	£ 1,000.00
PROJECTS 21/22				
Community Fund	£ 5,000.00	£ 5,000.00	£ -	£ -
Sunday Lunch Project		£ 15,500.00	£ 12,100.00	£ 12,000.00
Garden			£ 5,000.00	£ -
	£ 290,955.00	£ 289,055.00	£ 319,592.00	£ 331,720.00

BTC PRECEPT

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Precept	268267.29	284431.74	290955.00	289055.00	319592.00	331720.00
LCTS grant	23509.00	23509.00	23509.00	23509.00	23509.00	23509.00
	<u>244758.29</u>	<u>260922.74</u>	<u>267446.00</u>	<u>265546.00</u>	<u>296083.00</u>	<u>308211.00</u>
Tax Base	8955.78	8938.59	8951.56	8887.11	8956.96	8993.41
Band D Equivalent	27.33	29.19	29.88	29.88	33.06	34.27
% increase	9.5	6.6	2.5	-0.7	11.5	4.1
BAND A			2020/21	2021/22	2022/23	2023/24
BAND B			£19.92	£19.92	£22.04	£22.85
BAND C			£23.24	£23.24	£25.71	£26.65
BAND D			£26.56	£26.56	£29.39	£30.46
BAND E			£29.88	£29.88	£33.06	£34.27
			£36.52	£36.52	£40.41	£41.89

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration								
1076 Precept	0	296,083	296,083	0			100.0%	
1090 Interest Received	0	1,247	0	(1,247)			0.0%	
1999 Other Income	0	1,100	0	(1,100)			0.0%	
Administration :- Income	0	298,430	296,083	(2,347)			100.8%	0
4000 Staff Salary	0	85,723	116,026	30,303		30,303	73.9%	
4010 Pension	0	21,575	21,147	(428)		(428)	102.0%	
4020 Employers NI	0	8,345	8,569	224		224	97.4%	
4100 Travel Expenses	0	1,500	1,500	0		0	100.0%	286
4110 Staff Expenses	0	254	1,000	746		746	25.4%	
4115 Volunteer Expenses	0	3,250	0	(3,250)		(3,250)	0.0%	
4120 Training -Staff	(934)	1,140	1,500	360		360	76.0%	
4121 Training - Members	0	621	1,000	379		379	62.1%	532
4122 Training - Volunteers	0	0	500	500		500	0.0%	
4125 Conferences	934	934	1,000	66		66	93.4%	
4140 Audit Fees	0	1,050	1,750	700		700	60.0%	
4141 Accounts Support	0	1,968	3,000	1,032		1,032	65.6%	
4160 Insurance	0	3,366	2,500	(866)		(866)	134.6%	
4170 Postage & Stationery	0	416	600	184		184	69.3%	
4180 Telephone & Broadband	0	701	3,000	2,299		2,299	23.4%	
4191 IT & Software	0	8,233	8,500	267		267	96.9%	
4192 Website	0	1,563	2,000	437		437	78.2%	
4195 Office Equipment	43	182	1,000	818		818	18.2%	
4200 Memberships & Subscriptions	0	3,616	4,350	734		734	83.1%	307
4210 Books/Literature	0	0	100	100		100	0.0%	
4215 Town Crier	0	75	0	(75)		(75)	0.0%	
4220 Subsidies	0	36,000	36,000	0		0	100.0%	
4221 Chairmans Allowance	0	295	1,200	905		905	24.6%	25
4232 Cafe Contingency	0	18,923	20,000	1,077		1,077	94.6%	360
4240 Annexe Running Costs	(3,015)	2,717	4,000	1,283		1,283	67.9%	
4242 Marketing	0	609	2,000	1,391		1,391	30.5%	345
4250 Grants Paid	0	1,864	5,000	3,136		3,136	37.3%	
4255 Community Ward Fund	0	1,500	0	(1,500)		(1,500)	0.0%	1,500
4260 Rent	0	7,500	10,000	2,500		2,500	75.0%	
4280 Photocopier	0	648	1,000	352		352	64.8%	
4300 Advertising	0	895	3,000	2,105		2,105	29.8%	
4999 Sundry Expenses	(43)	0	0	0		0	0.0%	
Administration :- Indirect Expenditure	(3,015)	215,462	261,242	45,780	0	45,780	82.5%	3,355
Net Income over Expenditure	3,015	82,968	34,841	(48,127)				
6000 plus Transfer from EMR	(3,824)	3,355						
Movement to/(from) Gen Reserve	(809)	86,323						

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 Grants & Subsidies								
1077 LCTS Grant	0	23,509	23,509	0			100.0%	
1100 Other Grants	0	32,869	0	(32,869)			0.0%	
Grants & Subsidies :- Income	0	56,378	23,509	(32,869)			239.8%	0
4225 Sponsorship	0	20,425	20,000	(425)		(425)	102.1%	
Grants & Subsidies :- Indirect Expenditure	0	20,425	20,000	(425)	0	(425)	102.1%	0
Net Income over Expenditure	0	35,953	3,509	(32,444)				
110 Events								
4360 Summer Event	0	33,827	5,000	(28,827)		(28,827)	676.5%	14,275
4370 Halloween Event	0	9,849	0	(9,849)		(9,849)	0.0%	
4375 Remembrance	0	981	5,000	4,019		4,019	19.6%	
4380 Christmas & Carol Service	0	4,672	10,000	5,328		5,328	46.7%	
4400 Fundraising Events	0	0	250	250		250	0.0%	
4420 Infrastructure	0	144	1,000	856		856	14.4%	
Events :- Indirect Expenditure	0	49,473	21,250	(28,223)	0	(28,223)	232.8%	14,275
Net Expenditure	0	(49,473)	(21,250)	28,223				
6000 plus Transfer from EMR	(21,168)	14,275						
Movement to/(from) Gen Reserve	(21,168)	(35,198)						
120 Projects								
4435 Sunday Lunch Service	0	8,782	12,100	3,318		3,318	72.6%	
4445 Half Term Programme	0	9,287	0	(9,287)		(9,287)	0.0%	18
4446 Easter Half Term	0	1,782	0	(1,782)		(1,782)	0.0%	
4510 Public Realm	3,015	3,015	5,000	1,985		1,985	60.3%	
Projects :- Indirect Expenditure	3,015	22,866	17,100	(5,766)	0	(5,766)	133.7%	18
Net Expenditure	(3,015)	(22,866)	(17,100)	5,766				
6000 plus Transfer from EMR	(4,296)	18						
Movement to/(from) Gen Reserve	(7,311)	(22,848)						
Grand Totals:- Income	0	354,808	319,592	(35,216)			111.0%	
Expenditure	0	308,227	319,592	11,365	0	11,365	96.4%	
Net Income over Expenditure	0	46,581	0	(46,581)				
plus Transfer from EMR	(29,289)	17,649						
Movement to/(from) Gen Reserve	(29,289)	64,230						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Community Gardens	5,000.00	0.00	5,000.00
321 EMR - Contingency	55,000.00		55,000.00
322 EMR - Elections	42,000.00		42,000.00
323 EMR - Chairmans Allowence	0.00		0.00
324 EMR - Rent	0.00		0.00
325 EMR - Rates	0.00		0.00
326 EMR - Exercise Equip Classes	0.00		0.00
327 EMR - Town Plan	0.00		0.00
328 EMR - Health & Wellbeing	14,798.40	-2,480.99	12,317.41
329 EMR - Staff Training	4,757.56	-307.00	4,450.56
330 EMR - Volunteer Training	0.00		0.00
332 EMR - HLF WW1 Event	2,823.84		2,823.84
334 EMR - Remembrance Sunday	3,291.97		3,291.97
335 EMR - Carnival	5,000.00	-2,967.01	2,032.99
336 EMR - Community Lunch	5,000.00		5,000.00
337 EMR - Holiday Enrichment	9,750.00	-454.67	9,295.33
338 EMR - Queen's Jubilee	11,218.90	-9,121.41	2,097.49
339 EMR - Conferences & Events	4,900.00	-817.82	4,082.18
340 EMR - Your Billingham	725.00		725.00
341 EMR - Social Isolation	3,000.00		3,000.00
342 EMR - VE Day/VJ Day	0.00		0.00
343 EMR - Subsidies	0.00		0.00
344 EMR - In Bloom	0.00		0.00
345 EMR - Digital Newsletter	2,000.00		2,000.00
346 EMR - Community Partnership Pr	5,000.00		5,000.00
347 EMR - Chairman's Summer Ball	2,000.00		2,000.00
348 EMR - Community Ward Fund - No	1,000.00	-500.00	500.00
349 EMR - Community Ward Fund - Ea	1,000.00	-1,000.00	0.00
350 EMR - Community Ward Fund - So	1,000.00		1,000.00
351 EMR - Community Ward Fund - We	1,000.00		1,000.00
352 EMR - Community Ward Fund - Ce	1,000.00		1,000.00
501 Do Not Use	0.00		0.00
	181,265.67	-17,648.90	163,616.77