



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 the Finance & General Purposes Committee

You are summoned to attend the next meeting of the Finance & General Purposes Committee to be held on Tuesday 21st March 2023 at 6.30pm, 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 of the Committee of any Declarations of Interest for matters set out within this agenda.

4. 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.

5. MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 21ST FEBRUARY 2023

To approve the above minutes as a true and accurate record (see appendix A – Draft minutes 21st February 2023).

6. PAYMENTS & RECEIPTS LISTS

- (i) To approve the list of payments to creditors for February 2023 for the main account (see appendix B).
- (ii) To approve the list of payment to creditors for February 2023 for the cafe accounts (see appendix C).
- (iii) To approve the staffing costs for February 2023 (see appendix D – Staffing costs).
- (vi) To note the income received for February 2023 (see appendix E).
- (vi) Members are provided for information, with the bank reconciliation for all accounts up to 28th February 2023 (see appendix F).

7. CAFÉ IN THE PARK – PROFIT & LOSS REPORT

Members are provided with a profit and loss report for the Café in the Park, up to 28th February 2023 (see appendix G).

8. POLICIES – YEAR END PROCEDURES

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

- Internal Audit Policy (see appendix H);
- Review of Effectiveness of Internal Audit (see appendix I);
- Annual Financial Risk Assessment (see appendix J);
- Banking & Cash Handling Procedures (see appendix K).

10. POLICIES

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

- Standing Orders (no changes made, available to view on website);
- Financial Regulations (no changes made, available to view on website).

Miss Dee Smith
Town Clerk/RFO to Billingham Town Council
14th March 2023

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