

**BILLINGHAM TOWN COUNCIL**  
**Minutes of the Finance & General Purposes Committee Meeting**  
**held on Tuesday 21<sup>st</sup> March 2023 at 6.30 p.m.**  
**at Billingham Library & Customer Service Centre**

**Present: Councillor**      Jim Scollen  
                                 Helen Atkinson  
                                 Colin Leckonby  
                                 Gina McCall  
                                 Sandy Peebles

**Official:**                      Miss Dee Smith, Town Clerk/RFO  
                                 Ms Tracy Reece, Business Support Manager

**Apologies:**                Councillor Clare Gamble – Business  
                                 Councillor Maria Lacey – No apologies received  
                                 Councillor Jennifer Shotton – No apologies received

The meeting commenced at 6.31pm.

**311/22      CHAIRMAN'S ANNOUNCEMENT**

The usual rules about housekeeping were made

**312/22      DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

**313/22      PUBLIC PARTICIPATION TIME**

There were no public questions raised on this occasion.

**314/22      MINUTES OF FINANCE & GENERAL PURPOSES MEETING HELD ON  
21<sup>ST</sup> JANUARY 2023**

Members were asked to approve the above minutes.

**RESOLVED**

That the minutes of the above meeting held on 21<sup>st</sup> January 2023, a copy of which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

Signed.....  
Chairman to Billingham Town Council

Date 15.5.23

## **315/22 PAYMENTS & RECEIPTS LISTS**

Members were asked to approve the following:

- (i) Payments to creditors for February 2023 for the main account.
- (ii) Payments to creditors for February 2023 for the cafe account.
- (iii) Staffing costs for February 2023.
- (vi) To note the income received for February 2023.
- (vii) Members were provided for information, with the bank reconciliation for all accounts up to 28<sup>th</sup> February 2023.

### **RESOLVED**

- a. Members approved the above reports.
- b. The Chairman signed the bank reconciliations.

## **316/22 CAFÉ IN THE PARK – PROFIT & LOSS REPORT**

Members were presented with a profit and loss report for the Café in the Park, up to 28<sup>th</sup> February 2023.

### **RESOLVED**

Information duly noted.

## **317/22 POLICIES – YEAR END PROCEDURES**

Members considered the following policies for recommendation to Full Council:

- Internal Audit Policy;
- Review of Effectiveness of Internal Audit;
- Annual Financial Risk Assessment;
- Banking & Cash Handling Procedures.

### **RESOLVED**

To recommend the above policies to the next meeting of Full Council for approval.

## **318/22 POLICIES**

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

- Standing Orders;
- Financial Regulations.

Signed..... Date .....  
Chairman to Billingham Town Council

**RESOLVED**

- a. To recommend the above policies to the next meeting of Full Council for approval.

**The meeting concluded at 6.40 pm with Councillors Scollen, Atkinson, Leckonby, McCall and Peebles present.**

Signed..... Date .....  
Chairman to Billingham Town Council