

## **ANNUAL ASSEMBLY**

**IN ACCORDANCE WITH SECTIONS 14-22 OF SCHEDULE 12 OF THE LOCAL GOVERNMENT ACT 1972, NOTICE IS HEREBY GIVEN THAT:**

**THE ANNUAL ASSEMBLY OF BILLINGHAM  
WILL BE HELD ON  
TUESDAY 16<sup>TH</sup> MAY 2023 AT 6.00PM IN  
MEETING ROOM C, BILLINGHAM LIBRARY & CUSTOMER SERVICE  
CENTRE, BILLINGHAM**

Such persons only as are registered as local government electors for the Town will be entitled to vote at the meeting, but the meeting is open to the public during the proceedings unless the town assembly, by resolution, otherwise directs. Subject to the provisions of the Local Government Act 1972, each local government elector of the Town of Billingham may, at this Town Meeting, give one vote and no more on any question. {Local Government Act.1972 Sch.12, Part III,18 (1 }.

## **AGENDA**

**1. INTRODUCTION & WELCOME BY THE CHAIRMAN OF THE COUNCIL**

**2. MINUTES OF THE ANNUAL ASSEMBLY HELD ON 3<sup>RD</sup> MAY 2022**

To approve the above minutes as a true and accurate record (see appendix A).

**3. ANNUAL REPORT 2022/23**

The Chairman will present the Annual Report of Billingham Town Council 2021/22 (see appendix B).

**4. UPDATE REPORTS FROM TOWN COUNCIL SUBSIDY FUNDED ORGANISATIONS.**

**5. CHEQUE PRESENTATION TO CHAIRMAN'S CHARITY, BILLINGHAM JUNIORS FOOTBALL CLUB**

**6. QUESTIONS FROM THE PUBLIC**

Cllr Clare Gamble  
Chairman to Billingham Town Council  
3<sup>rd</sup> May 2023

**Billingham Town Council**

**Draft Minutes of The Annual Assembly**

**Tuesday 3<sup>rd</sup> May 2022 at 6.30pm  
Held in Meeting Room C,  
Billingham Library & Customer Service Centre**

**Present:** (Councillors)      Clare Gamble (Chairman)  
   Helen Atkinson  
   Michelle Bendelow  
   Colin Leckonby  
   Ann McCoy  
   Jennifer Shotton  
   Sandy Peebles  
   Jim Scollen  
   Mick Stoker  
   Jayne Wallace

**Official:**                      Miss Dee Smith                      Town Clerk & RFO  
   Mrs Kate Minza                      Administration Officer

**In Attendance:**              3 members of the public were in attendance.

**1.      INTRODUCTION & WELCOME BY THE CHAIRMAN OF THE COUNCIL**

The Chairman of Billingham Town Council welcomed everyone present.

**2.      MINUTES OF THE ANNUAL ASSEMBLY HELD ON 4<sup>th</sup> MAY 2021**

The above minutes were approved as a true record.

**3.      ANNUAL REPORT**

The Chairman presented the Annual Report for 2021/22.

**4. CHEQUE PRESENTATION TO CHAIRMAN'S CHARITY – BILLINGHAM BOXING ACADEMY**

A cheque for £915.56, raised throughout 2021/22, will be presented to the Billingham Boxing Academy at a later date.

**5. QUESTIONS FROM THE PUBLIC**

There were no questions on this occasion.

The meeting closed at 6.50pm.

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





# **ANNUAL REPORT**

## **2022/2023**

**CHAIRMAN – Councillor Clare Gamble**

**TOWN CLERK – Miss Dee Smith**

**[www.billingham-tc.gov.uk](http://www.billingham-tc.gov.uk)**

## **INTRODUCTION**

This Annual Report provides a flavour of the many activities, events, achievements and actions organised or undertaken by Billingham Town Council during 2022-2023. It also gives information about the Town Council and a financial summary report.

Billingham Town Council was established In 2007 and is run by an elected body of fifteen Councillors representing the five electoral wards of the town. The next local elections take place in May 2023. All Town Councillors serve in a voluntary capacity and are elected for a four year term of office. They are from a variety of backgrounds, sharing their skills and serving on the council committees to ensure projects are delivered successfully. The Chairman of the Council is elected annually in May at the Annual Meeting of the Council. Details of the electoral wards and individual members for 2022-2023 can be found at the end of this report.

A Town Council is the first tier of local Government. Billingham Town Council provides additional services to those provided by Stockton on Tees Borough Council. Billingham Town Council represents the people of the town and assist residents and many more to deal with local issues that affect them. We also work in partnership with Stockton on Tees Borough Council, many local organisations and groups to deliver services for our residents.

The Town Council is subject to an annual internal and external audit of its finances. The internal audit is currently carried out by Bells Audit Service and the external audit by Mazars. Details and information of audits can be found on the Town Council website.

A new website was launched in 2022 which provides a useful resource on Billingham Town Council and offers access to information regarding committees, meetings, minutes, Town Council news and events and other areas of interest. Information and links are also available for other Billingham organisations and community associations.

More information can be found at [www.billingham-tc.gov.uk](http://www.billingham-tc.gov.uk)



# REVIEW OF THE YEAR 2022/2023



*Billingham Town Council Office filled with donations.*

## Ukraine Collection Point

In March 2022, Billingham Town Council became a collection point for donations for the people of Ukraine. The response from our local community was overwhelming. We received donations from hundreds of local people as well as schools, colleges, care homes and businesses.

A huge thank you to local resident, Jayne Taggart, for delivering all the donations to the distribution centre in London.

## OYEZ OYEZ OYEZ!



In June 2022, Mr Joe Stockil became Billingham's first Town Crier. Joe has previously served with the British Army and he is also the Chairman of the local Royal British Legion Branch, as well as the Poppy Appeal organiser. More information about the Town Crier can be found at

[www.billinghamtowncrier.com](http://www.billinghamtowncrier.com)



*Billingham Town Crier at a Town Council event.*



*Billingham Town Crier, Mr Joe Stockil in his livery.*



## The Queen's Platinum Jubilee

In June 2022, we celebrated The Queen's Platinum Jubilee in John Whitehead Park. We enjoyed lots of local talent including Tapshoe's and Tutu's, Singing Sue's, Billingham Silver Band and live music from Mike McGrother. We had a special guest, The Queen herself, who local residents were happy to take a selfie with! This was a very popular event which saw hundreds of people joining in with the celebrations and enjoying a picnic in the park.

Later in the evening, a beacon was lit by Mr Mark White OBE, Deputy Lord Lieutenant of Durham.



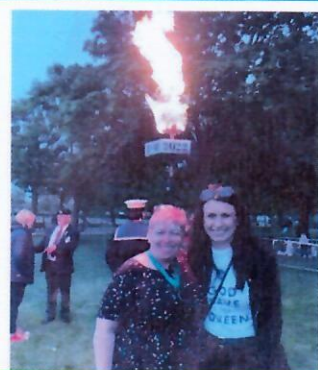
*Cllr McCall, The Queen, Val Scollen & Cllr McCoy.*



*Royal British Legion stall.*



*Billingham's beacon.*



*Billingham's Town Clerk, Dee Smith & Chairman of Billingham Town Council Clare Gamble.*



*Crowds enjoying the entertainment.*



## **Pantry in the Park**

On Monday 3rd October, Billingham Town Council, working in partnership with Stockton on Tees Food Power Network, opened the 'Pantry in the Park', in John Whitehead Park, Billingham. The pantry is open every Monday, 10.00am to 12.30pm, and is available to everyone in the community with no referral needed.

Customers of the pantry also receive a complimentary 'soup & sandwich' voucher to use at the Café in the Park.



*Chairman Cllr Clare Gamble officially opening Pantry in the Park.*

We have received lots of wonderful donations from local organisations including:

- Poundland Billingham
- Community Champion Billingham (Sam at Tesco Billingham )
- Iron Guidance Charity
- Herons Billingham
- Slimming World Low Grange & Synthonia
- Catalyst Stockton



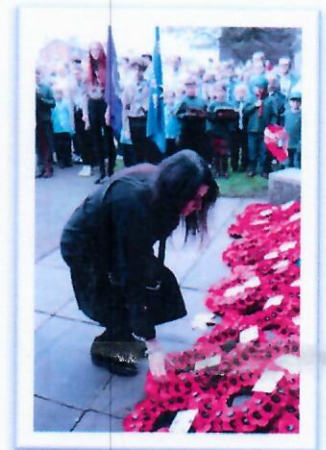
*Lots of donations for the Pantry in the Park.*



## Remembrance Parade

Billingham Town Council works in partnership with the Royal British Legion Billingham Branch to deliver the annual Remembrance Parade. The Royal British Legion, Armed Forces, Scouts, Cadets and other local organisations join in the parade. The event starts from the Salutation Public House and marches to the Cenotaph for a service of Remembrance at 11am.

We had a record turn out for Remembrance 2022.



Pictures courtesy of Claire Stough

*The Town Clerk laying a wreath.*



*The Remembrance Parade.*



*The Remembrance Parade, with local organisations.*



## SUNDAY LUNCH SERVICE

The Sunday Lunch Service was started in 2019. Every Sunday, approximately 120 two course hot meals, consisting of a main meal and a dessert, are delivered to elderly residents in Billingham.

We are continuing to receive new requests for the service direct from residents as well as referrals from service agencies. We also receive lots of positive comments and appreciation from residents in receipt of the meals.



*Sunday lunches ready for Billingham's local residents.*

This scheme runs with the assistance of councillors, two paid part time staff and volunteers, including drivers. The service is funded through our precept and reserves budget.

Since December 2019, over 15,000 lunches have been delivered and this valuable service, which is continuously growing, will continue throughout 2023-24.



## HOLIDAY ENRICHMENT PROGRAMME

Billingham Town Council were successful in accessing grant funding from Stockton on Tees Borough Council, in partnership with the Department of Education and Catalyst Stockton, to provide holiday activities and nutritious meals for children and young people aged 5 to 16 years, across all five Billingham wards.

We provided:

- Arts & Crafts
- Go Climb
- Ice Skating
- Multi Sports Activities
- Music Activities
- Filmmaking
- Trips including Cineworld, Hollywood Bowl & Tweddle Farm



Arts & crafts with Arty Nic



Iron Guidance Charity trip to Hollywood Bowl.

We worked in partnership with the following external organisations

- Iron Guidance Charity
- Schools Out Sports In
- National Elite Sports Coaching
- Tees Active
- BCT Aspire
- Arty Nic

Over the last year, Billingham Town Council has provided over 1798 places for children and young people to access this programme.





## Easter

Easter got off to a cracking start....working with Tees Active the children enjoyed Go Climb, Ice skating followed by arts and crafts with Arty Nic.



*Go Climb at Billingham Forum.*



*Arts & crafts.*



*Billingham Forum, Ice Arena.*

## Summer Holiday's



*Outdoor fun.*

For the summer holidays we worked in partnership with Iron Guidance to provide a daily dose of holiday fun, which included days out, arts & crafts and much more.



*Summer holiday fun.*



*Spooky Halloween fun.*

## Halloween

Halloween week included spooky arts and crafts with Arty Nic. Some of the children dressed up for the sessions.



## Christmas

Working in partnership with Iron Guidance to deliver activities over the festive period. This included



*Tea light holders, made by the children.*



*Festive fun.*



*Enjoying a Christmas lunch at Café in the Park.*

making melted snowmen biscuits, tea light holders for our families and friends and a lovely Christmas meal at the Cafe in the Park.

## February Half Term

More fun was to be had at February half term. Multisport sessions with Schools Out Sports In, National Elite Sports Coaching and Arty Nic. The children enjoyed an array of sports activities and art sessions, where the children created their very own Picasso self portraits.



*Arty Nic – Picasso Self portraits*



*Billingham Stockport Beechcroft House catalyst*

*Schools Out Sports In.*



*National Elite Sports Coaching.*



## CHRISTMAS 2022



*Respect Theatre.*

Billingham Town Council's annual Christmas light switch on event took place on Saturday 26<sup>th</sup> November, in Billingham Town Centre with an afternoon of entertainment.

The afternoon commenced with Blackberry Donkeys and dance performances from the fantastic Tap shoes and Tutus. As darkness fell, Singing Sue's Vocal Academy performed a Christmas carol concert around the Christmas tree. The lights were switched on by the cast of the Forum Theatre Christmas pantomime *Beauty & the Beast* and Billingham Baby Dino.



*The Town Crier with one of the Blackberry Donkeys.*



*The stars of the Billingham Forum Pantomime.*



*Singing Sue's Vocal Academy, singing around the Christmas tree.*



## CHRISTMAS FUN FOR ALL THE FAMILY 2022

Billingham Town Council's Christmas Fair took place on Saturday 3<sup>rd</sup> December, 1pm to 5pm at St Aidan's Church Hall.

It was an afternoon of festive fun with arts & crafts, facepainting, Christmas stalls selling plenty of festive goods, festive food, raffles, cakes and hot drinks from John Whitehead Park Community Hub & Cafe. There was also a photo booth with Christmas props, letters to Santa and live music from Apollo Arts. Santa also made an appearance!



*Santa's Grotto.*



*Christmas raffle prizes.*



*Apollo Arts.*



*Christmas Fair.*



## CAFÉ IN THE PARK, COMMUNITY HUB AND GARDEN



Caffe Vinci at Café in the Park.

The Café in the Park is open Monday – Saturday 9am till 4pm. Offering a range of delicious treats including homemade cakes and scones, alongside tea and expertly made coffee from Caffe Vinci. We have puzzles and games free to anyone who would like to use them. We also offer FREE Wi-fi.

### Warm Space

Billingham Town Council has joined Stockton on Tees Borough Council Warm Spaces Initiative to offer local residents a safe and friendly space to stay warm during the colder months. The cafe offer local residents a warm space to go during the day to stay warm and enjoy hot food and drinks. **NO PURCHASE NECESSARY.**



### Chatty Café Scheme

The Café is part of the Chatty Café Scheme which aims to get people chatting and reduce loneliness, so come along for a cuppa and meet our friendly team.



### Dog Friendly

We are a dog friendly café and welcome your four-legged friends so your pal should feel right at home too.



### Snug Area

We now have a lovely cosy spot in Café in the Park, where you can sit and relax with a cuppa ☺



Café in the Park, snug area.



## Loyalty Card



The Café in the Park runs a loyalty scheme and customers collect loyalty points every time they purchase a barista coffee. Buy 9 and get the 10<sup>th</sup> FREE!

Cards available at the till.

## Community Garden



*The Jolly Gardner & some volunteers.*

*"A community garden can offer people a place to relax, a way to engage with nature, meet others and get active outdoors".*

Work has now commenced on the Community Garden at the back of the Cafe in John Whitehead Park. Once completed, the area will be fully accessible with raised planters, fruit trees and outdoor space to hold events and activities throughout the year.



*Raised flower beds, ready to fill with lots of vegetables/salad.*



*Wheelchair accessible.*



*Freshly laid lawn.*



*Fruit trees.*



# **TOWN COUNCIL MEETINGS**

Chairman of the Council: Cllr Clare Gamble

Vice Chairman: Cllr Mick Stoker

Billingham Town Council meets six times a year. In addition to these meetings, the Council had three committees; Finance & General Purposes, Planning & Services and Community Wellbeing that meet monthly and have responsibilities for certain aspects of the Council's overall duties. Furthermore, there are various Sub Committees such as Staffing, that meet when required.

## **Planning & Services Committee**

Chairman: Cllr Michelle Bendelow

Vice Chairman: Cllr Sandy Peebles

This committee considers all planning applications for Billingham to ensure the best possible options are secured for our local area. To date, approximately 127 planning applications have been considered this year.

It also considers, reviews and comments on regeneration projects being proposed for Billingham, economic development and the promotion of new initiatives in the town and local transport systems in conjunction with Stockton Borough Council.

## **Finance & General Purposes Committee**

Chairman: Cllr Jim Scollen

Vice Chairman: Cllr Sandy Peebles

This committee is responsible for the overall financial security of the Council, setting the precept, creating and monitoring the annual budget.

In addition, this committee reviews business contracts and service level agreements, allocates grant funding and ensures that the Town Council's strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.

## **Community Wellbeing Committee**

Chairman: Cllr Ann McCoy

Vice Chairman: Cllr Helen Atkinson

This committee was set up in March 2021 and leads on the strategy for Community Wellbeing and oversee an action plan to improve the mental wellbeing and physical health of our local residents.

## **Café Management Sub-Committee**

This sub committee develops and maintains an overview of policy and strategic direction for the Café in the Park.



# **GRANTS, SUBSIDIES & SPONSORSHIP**

## **Small Grants**

Billingham Town Council manage a small grants programme which allows organisations to apply for a grant of up to £500 to support projects which are delivered to benefit residents of Billingham. Over the last year, we have given grants to:

- Wolviston Court Community Association
- Well-being Group
- The Moses Project
- Tees Community Sports
- Cowpen Amateur Gardens

## **Subsidies**

During 2020 / 2021, we launched our Subsidy Programme which is designed to support local organisations delivering within the town with a 3 year funding commitment for larger projects. We agreed to fund BCT Aspire, BELP and Billingham Boxing Academy with £12,000 per year each over 3 years, starting in 2021 / 2022.

## **Sponsorship**

Each year, the Council allocates a budget for sponsorship which is used to sponsor events and organisations within Billingham. Over the last year, we have sponsored the following:

- Billingham Ice Hockey Club
- Billingham Synthonia Cricket Club
- Billingham International Folklore Festival
- Billingham Legacy Foundation Supporters Group
- Catalyst Stockton



## **COUNCILLOR INFORMATION**

The Town Council has 15 Members who are elected to represent one of the five wards in the town. Councillors are elected to serve a period of four years. The Councillors serving from May 2019 until May 2023 are:

### **Billingham Central**

Clare Gamble

email: [claregamble@billingham-tc.gov.uk](mailto:claregamble@billingham-tc.gov.uk)

Gina McCall

email: [gina.mccall@billingham-tc.gov.uk](mailto:gina.mccall@billingham-tc.gov.uk)

Ann McCoy

email: [ann.mccoy@billingham-tc.gov.uk](mailto:ann.mccoy@billingham-tc.gov.uk)

### **Billingham East**

Michelle Bendelow

email: [michelle.bendelow@billingham-tc.gov.uk](mailto:michelle.bendelow@billingham-tc.gov.uk)

Royce Sandbach

email: [royce.sandbach@billingham-tc.gov.uk](mailto:royce.sandbach@billingham-tc.gov.uk)

Mick Stoker

email: [mick.stoker@billingham-tc.gov.uk](mailto:mick.stoker@billingham-tc.gov.uk)

### **Billingham North**

Jayne Wallace

email: [jayne.wallace@billingham-tc.gov.uk](mailto:jayne.wallace@billingham-tc.gov.uk)

Colin Leckonby

email: [colin.leckonby@billingham-tc.gov.uk](mailto:colin.leckonby@billingham-tc.gov.uk)

Jennifer Shotton

email: [jennifer.shotton@billingham-tc.gov.uk](mailto:jennifer.shotton@billingham-tc.gov.uk)



### **Billingham South**

Marc Besford

email: marc.besford@billingham-tc.gov.uk

Jim Scollen

email: jim.scollen@ billingham-tc.gov.uk

Maria Lacey

email: maria.lacey@ billingham-tc.gov.uk

### **Billingham West**

Helen Atkinson

email: helen.atkinson@ billingham-tc.gov.uk

Sandy Peebles

email: alexander.peebles@ billingham-tc.gov.uk



# **COUNCILLOR ATTENDANCE 2022/2023**

During the year, Billingham Town Council meet regularly. The schedule of meetings is available on the Town Council website and various noticeboards around the town.

Please note that councillor attendance runs from May through to April.

## **ATTENDANCE FOR ALL MEETINGS**

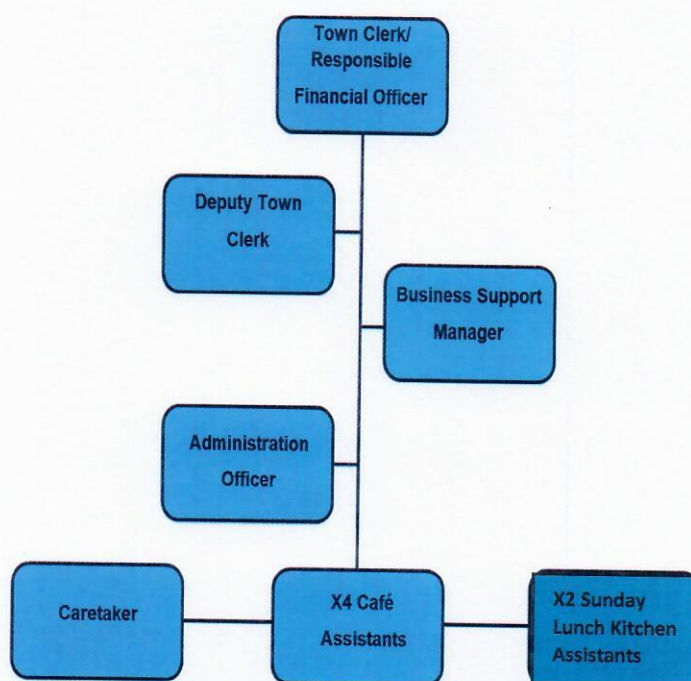
COUNCILLOR	TOTAL NUMBER OF MEETINGS	MEETINGS ATTENDED	OVERALL %
H ATKINSON	29	24	83
M BELLERBY	0	0	0
M BENDELOW	16	15	94
M BESFORD	2	2	100
C GAMBLE	39	21	54
M LACEY	31	14	45
C LECKONBY	23	22	96
G MCCALL	31	21	68
A MCCOY	18	17	94
A PEEBLES	20	19	95
R SANDBACH	6	3	50
J SCOLLEN	39	32	82
J SHOTTON	19	14	74
M STOKER	6	6	100
J WALLACE	6	5	83
V WRATHMALL	3	1	33

*Attendance is not an indication of performance.*



# STAFFING

Billingham Town Council employs 3 full time and 1 part time office staff, a part time caretaker and 2 part time kitchen assistants who work on our Sunday Lunch project. These staff are all funded by our annual precept. We have a further 4 part time café staff. Our organisational chart can be found below.





# FINANCE

The final accounts are currently being prepared in line with Government timetables and will be approved at the Annual Meeting on 16<sup>th</sup> May 2023.

A summary of the precept for 2022-2023, incorporating the budget for 2023-2024 is presented below.

## 2022-2023

### SUMMARY OF PRECEPT 2022-2023

## 2023-2024

### SUMMARY OF PRECEPT 2023-2024

Management & Support Costs	£148242.00	Management & Support Costs	£166015.00
Running Costs	£28700.00	Running Costs	£31550.00
Recreation & Leisure (Events)	£38350.00	Recreation & Leisure (Events)	£11500.00
Environmental Projects	0	Environmental Projects	0
Community Projects (Including JWP)	£26000.00	Community Projects (Including JWP)	£50000.00
Grants	£62200.00	Grants	£52000.00
Election Costs	0	Election Costs	£8000.00
Other	£16100.00	Other	£12655.00