



**Town Clerk & RFO: Miss Dee Smith**  
**Chairman: Councillor Clare Gamble**  
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**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 6<sup>th</sup> June 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. COOPTON FOR VACANCIES OF COUNCILLOR IN BILLINGHAM EAST &  
SOUTH WARDS**

Candidates will be allocated 3 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

persons 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. MEMBERSHIP OF COMMITTEES**

Members are asked to consider additional membership of the following committees:

- i. Finance & General Purposes Committee – 2 vacancies
- ii. Services & Engagement Committee – 1 vacancy

## **6. REPRESENTATION ON OUTSIDE BODIES**

Members are asked to consider representation on the following outside bodies for 2023/24:

<b>ORGANISATION</b>	<b>COUNCILLOR</b>
Catalyst Health & Wellbeing Committee	To be confirmed on the night
The Voice Forum	To be confirmed on the night
Stockton Housing, Neighbourhoods & Affordable Warmth Partnership	To be confirmed on the night

## **7. 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. STOCKTON BOROUGH COUNCIL WARD COUNCILLOR UPDATES**

Verbal updates will be given on the night.

## **7. MINUTES OF ANNUAL MEETING HELD ON 17<sup>TH</sup> MAY 2023**

To approve the above minutes as a true and accurate record (see appendix A – draft minutes 17<sup>th</sup> May 2023).



**8. JOHN WHITEHEAD PARK – ANTISOCIAL BEHAVIOUR**

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

**9. SUNDAY LUNCH SERVICE**

Members are advised that the first Sunday Lunch Service Task & Finish Group is taking place on Monday 5<sup>th</sup> June 2023. The Chairman of the Council will give a verbal update on the night.

**10. GENERAL RESERVES & EARMARKED RESERVES**

Members are provided with the current Earmarked Reserves up to 31<sup>st</sup> March 2023 and are asked to allocate funds from General Reserves (see appendix B – Earmarked Reserves).

**11. EXCLUSION OF PRESS & PUBLIC**

Members are asked to pass 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 Act as indicated below”

Proposed Traffic Regulation Order - See confidential report

**Miss Dee Smith**

**Town Clerk/RFO to Billingham Town Council**

**1<sup>st</sup> June 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 ANNUAL MEETING**

**TUESDAY 17<sup>TH</sup> MAY 2023 AT 6.30PM**

**HELD AT LOW GRANGE COMMUNITY CENTRE, LOW GRANGE  
AVENUE, BILLINGHAM**

**Present:** Councillors Gamble (Chairman)  
Atkinson  
Bendelow  
Leckonby  
McCoy  
Lacey  
Scollen  
Snead  
Stoker  
Hedley  
McCall  
Besford

**Apologies:** None

**Officials:** Miss Dee Smith Town Clerk/RFO

Patrick Wilson, CEO, BCT Aspire and four members of the public were also in attendance.

#### **01/23 ELECTION OF CHAIRMAN FOR 2023/24**

Proposals for Chairman for the forthcoming year were invited.

Councillor Gamble was proposed by Councillor Bendelow and seconded by Councillor Scollen

The vote was unanimous.

Congratulations were extended to Councillor Gamble and the Declaration of Acceptance was duly signed.

#### **02/23 ELECTION OF VICE CHAIRMAN FOR 2023/24**

Proposals for Vice Chairman for the forthcoming year were invited.

Councillor Atkinson was proposed by Councillor Bendelow and seconded by Councillor Stoker.

The vote was unanimous.



**03/23            DECLARATIONS OF INTEREST**

There were no declarations on this occasion.

**04/23            PUBLIC PARTICIPATION TIME**

At this point on the agenda, members unanimously agreed to suspend Standing Orders for 15 minutes to receive a presentation from BCT Aspire in regards to their subsidy funding.

**05/23            DECLARATION OF ACCEPTANCE OF OFFICE AS COUNCILLOR  
2023/2024**

All declarations of Acceptance of Office as Councillor for 2023/2024 have been signed prior to this meeting.

**06/23            TOWN COUNCIL VACANCIES**

Members were advised that following the recent local elections, there are three Councillor vacancies. Members were asked to consider the co-option process for these vacancies.

**RESOLVED**

- a.     To advertise the three vacancies on noticeboards, Facebook and the Town Council website. Application forms to be completed.
- b.     To consider any applications at the next Full Council meeting taking place on 6<sup>th</sup> June 2023.

**07/23            TO CONFIRM THE ELIGIBILITY TO USE THE POWER OF  
GENERAL COMPETENCE (General Power of Competence)  
(Prescribed Conditions) Order 2012**

Members were asked to confirm the eligibility criteria to exercise the General Power of Competence. The Town Clerk advised that Billingham Town Council meets the two criteria for eligibility (Localism Act 2011 s8) as below:

- At the precise moment that the council resolves that it meets its criteria, the number of councillors elected at the last ordinary election equals or exceeds two thirds of its total number of councillors; and
- The Town Clerk holds in the Certificate in Local Council Administration (CiLCA) (awarded in 2015).

## **RESOLVED**

Billingham Town Council meets the criteria for eligibility to use the General Power of Competence (GPC) England.

**08/23**

### **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2022/2023**

Members were asked to scrutinise and approve the following documents in relation to the AGAR 2022-23:

1. Annual Internal Audit Report;
2. Draft Accounts 2022-23;
3. Section 1 – Annual Governance Statement;
4. Section 2 – Annual Accounting Statement & Explanation of Variances.

## **RESOLVED**

Members unanimously approved the above documents.

**09/23**

### **TERMS OF REFERENCE**

Members are asked to consider the updated Terms of Reference.

## **RESOLVED**

Members unanimously approved the updated Terms of Reference.

**10/23**

### **MEMBERSHIP OF COMMITTEES/SUB COMMITTEES**

The following members were proposed and votes taken:

#### **(i) Finance & General Purposes**

Membership of this committee with the appointment of the Chairman and Vice Chairman was agreed as follows:

**Chairman:** Councillor Scollen

**Vice Chairman:** Councillor Snead

**Members:** Councillors Gamble, Besford, Leckonby, McCall, McCoy & 2 vacancies.

(Councillor Scollen was proposed for Chairman by Councillor McCall and seconded by Councillor McCoy. Councillor Snead was proposed for Vice Chairman by Councillor Scollen and seconded by Councillor McCall).



(ii) **Services & Engagement Committee**

Membership of this committee with the appointment of the Chairman and Vice Chairman was agreed as follows:

**Chairman:** Councillor Bendelow

**Vice Chairman:** Councillor Hedley

**Members:** Gamble, Atkinson, Lacey, Stoker & 1 vacancy.

(Councillor Bendelow was proposed for Chairman by Councillor Stoker and seconded by Councillor Atkinson. Councillor Hedley was proposed for Vice Chairman by Councillor Bendelow and seconded by Councillor Gamble).

(v) **Staffing Sub Committee**

Members noted that this sub committee will consist of the Chairman and Vice Chairman of the Council, and the Chairman of the Finance & General Purposes Committee.

(vi) **Disciplinary & Grievance Sub Committee**

Members noted that this sub committee will consist of three members who have not had any dealings with the process prior to the hearing, as to ensure impartiality. It will be chaired by the Vice Chairman of the Finance & General Purposes committee (unless they have acted as a deputy for the Chair of the Finance and General Purposes committee in a Staffing Committee.

(vii) **Appeals Sub Committee**

Members noted that this sub committee will consist of three members who have not had any dealings with the process prior to the disciplinary and grievance hearing, as to ensure impartiality.

**11/23 FINANCIAL SIGNATORIES**

Members were asked consider signatories for the Lloyds, Natwest and CCLA accounts for 2023/24. The Town Clerk is also a signatory.

**RESOLVED**

That Councillors Leckonby, Hedley and Lacey be appointed as signatories on behalf of the Town Council.

**REPRESENTATION ON OUTSIDE BODIES**

- (i) Members were asked to approve representation during 2023/24 on Outside Bodies.

**RESOLVED**

The following members approved as representatives:

<b>ORGANISATION</b>	<b>COUNCILLOR</b>
Cleveland Local Council Association	Chairman of the Council & Town Clerk
Billingham Environmental Link Programme	Cllr Scollen
Low Grange & Cowpen Residents Association	Cllr Bendelow
Billingham Legacy Foundation	Cllr McCall
Billingham Community Partnership	Town Clerk
Billingham International Festival of Festival of World Dance	Cllr Snead
Catalyst Health & Wellbeing Committee	TBC
Port Clarence in Bloom	Town Clerk
Clarences Community Partnership	Town Clerk
Stockton Volunteers	Town Council Officer
The Voice Forum	TBC
Stockton Housing, Neighbourhoods & Affordable Warmth Partnership	TBC
Catalyst Funders Forum	Town Clerk
CCIN	Councillor Clare Gamble
Billingham Show	Town Clerk & Cllr Bendelow

- (ii) Members were asked to consider any other outside body representation.

**RESOLVED**

There were no other organisations on this occasion.



### **13/23 MEETING TIMETABLE**

Members were asked to approve the updated meeting timetable presented at the meeting for 2023/2024.

#### **RESOLVED**

Members approved the updated meeting timetable for 2023/24.

### **14/23 MINUTES OF PREVIOUS MEETINGS**

Members are asked to approve the following draft minutes as true and accurate records:

1. Full Council meeting held on 28<sup>th</sup> March 2023.
2. Planning & Services meeting held on 11<sup>th</sup> April 2023.
3. Community Wellbeing meeting held on 13<sup>th</sup> April 2023.
4. Café Management meeting held on 18<sup>th</sup> April 2023.

#### **RESOLVED**

That the minutes of the above meetings, copies which have previously been circulated to each member, be approved and signed as a correct record by the Chairman.

### **16/23 SUNDAY LUNCH SERVICE – TASK & FINISH GROUP**

Members were asked to consider membership and terms of reference for the Sunday Lunch Service Task & Finish Group.

#### **RESOLVED**

- a. Membership to include Councillors Gamble, Besford, Scollen, Lacey, McCoy, Bendelow and Atkinson.
- b. The Terms of Reference are to review the Sunday Lunch Service, including eligibility and delivery. This group will make recommendations and report back to Full Council.

### **17/23 SPONSORSHIP**

To consider the following sponsorship application:

- Billingham International Folklore Festival of World Dance for £4000.

#### **RESOLVED**

- a. To approve sponsorship of £2000 for Billingham International Folklore Festival.

**18/23**

**NOTICEBOARD**

Members were asked to consider the spend of £573.13 plus VAT from the advertising budget, for a replacement noticeboard in the town centre.

**RESOLVED**

Members approved a spend of £573.13 plus VAT for a new noticeboard, as above.

The meeting concluded at 7.57pm with Councillors Atkinson, Bendelow, Besford, Gamble, Hedley, Lacey, Leckonby, McCall, McCoy, Scollen, Snead & Stoker present.



## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Community Gardens	5,000.00	-2,500.00	2,500.00
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	-6,093.81	8,704.59
329 EMR - Staff Training	4,757.56	-1,113.66	3,643.90
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	-2,000.00	3,000.00
336 EMR - Food Pantry	5,000.00	116.28	5,116.28
337 EMR - Holiday Enrichment	9,750.00	-7,232.97	2,517.03
338 EMR - Queen's Jubilee	11,218.90	-9,247.21	1,971.69
339 EMR - Conferences & Events	4,900.00	-1,171.99	3,728.01
340 EMR - Your Billingham	725.00		725.00
341 EMR - Social Isolation	3,000.00		3,000.00
342 EMR - Cafe Upgrades	0.00	5,650.22	5,650.22
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
	<b>181,265.67</b>	<b>-25,093.14</b>	<b>156,172.53</b>