

BILLINGHAM TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING

TUESDAY 17TH 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.



06/06/23 .

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 6th 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.

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

RESOLVED

The following members approved as representatives:

ORGANISATION	COUNCILLOR
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 28th March 2023.
2. Planning & Services meeting held on 11th April 2023.
3. Community Wellbeing meeting held on 13th April 2023.
4. Café Management meeting held on 18th 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.



06/06/23