



**Town Clerk & RFO: Miss Dee Smith**  
**Chairman: Councillor Clare Gamble**  
**Tel/Fax: 01642 551171**  
**Email: [info@billinghamtowncouncil.co.uk](mailto:info@billinghamtowncouncil.co.uk)**  
**[www.billinghamtowncouncil.co.uk](http://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 18<sup>th</sup> July 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 20<sup>TH</sup> JUNE 2023**

To approve the above minutes as a true and accurate record (see appendix A – Draft minutes 20th June 2023).

**6. PAYMENTS & RECEIPTS LISTS**

- (i) To approve the list of payments to creditors for June 2023 for the main account (see appendix B).
- (ii) To approve the list of payment to creditors for June 2023 for the cafe accounts (see appendix C).
- (iii) To approve the staffing costs for June 2023 (see appendix D – Staffing costs).
- (vi) To note the income received for June 2023 (see appendix E).
- (vi) Members are provided for information, with the bank reconciliation for all accounts up to 30<sup>th</sup> June 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 30<sup>th</sup> June 2023 (see appendix G).

**8. INCOME & EXPENDITURE REPORT**

Members are provided with the Income & Expenditure report up to 30<sup>th</sup> June 2023 (see appendix H)

**9. GRANT FUNDING**

Members are asked to consider a grant funding application from Nicola Goulding for £500 for the purchase of a defibrillator and consumables to be located on Station Road in Billingham. (see appendix I)

**10. CAFÉ LEASE & WAYLEAVE AGREEMENT**

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

**11. DRAFT CCTV POLICY**

Members are asked to consider the attached draft CCTV policy for recommendation to Full Council in September 2023 (see appendix J).



**12. DRAFT STAFFING SUB-COMMITTEE MINUTES – 20<sup>TH</sup> JUNE 2023**

Members are asked to approve the above draft minutes (see appendix K).

**13. 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”

Staffing Matters

**Miss Dee Smith**  
**Town Clerk/RFO to Billingham Town Council**  
**11<sup>th</sup> July 2023**

**PLEASE BE ADVISED:**

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have the access to the agenda papers. These can be found on the Town Council website [www.billingham-tc.gov.uk](http://www.billingham-tc.gov.uk)

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.

Persons wishing to obtain any further information on this meeting, including the opportunities available for a member of the public to speak at the meeting or for details of access to the meeting for people with disabilities, please contact Miss Dee Smith, Town Clerk via [dee.smith@billingham-tc.gov.uk](mailto:dee.smith@billingham-tc.gov.uk) or telephone 01642 551171.

**BILLINGHAM TOWN COUNCIL**  
**Minutes of the Finance & General Purposes Committee Meeting**  
**held on Tuesday 20<sup>th</sup> June 2023 at 6.30 p.m.**  
**at Billingham Library & Customer Service Centre**

**Present: Councillor** Jim Scollen  
Marc Besford  
Daniel Forrest  
Clare Gamble  
Adam Gilburt  
Gina McCall  
Ann McCoy  
Guy Snead  
Colin Leckonby

**Official:** Miss Dee Smith, Town Clerk/RFO

**Apologies:** None

Five members of the public were also present.

**40/23 CHAIRMAN'S ANNOUNCEMENT**

The usual rules about housekeeping were made

**41/23 DECLARATIONS OF INTEREST**

Councillor Gamble declared a personal interest in item 8a – Billingham Ice Hockey Club Sponsorship (Trustee of the Supporters Club), and a pecuniary interest in item 9a – Iron Guidance Grant Funding (Employee of Catalyst Stockton, manages the HAF funding).

Councillors Scollen, Leckonby & McCoy declared a personal interest in item 8b – Billingham Legacy Foundation – Supporters Group (BLF-SG) Sponsorship (members).

**42/23 PUBLIC PARTICIPATION TIME**

There were no public questions raised on this occasion.

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



43/23

## **MINUTES OF FINANCE & GENERAL PURPOSES MEETING HELD ON 18<sup>th</sup> April 2023**

Members were asked to approve the above minutes.

### **RESOLVED**

That the minutes of the above meeting held on 18<sup>th</sup> April 2023, a copy of which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

44/23

## **PAYMENTS & RECEIPTS LISTS**

Members were asked to approve the following:

- (i) Payments to creditors for April & May 2023 for the main account.
- (ii) Payments to creditors for April & May 2023 for the cafe account.
- (iii) Staffing costs for April & May 2023.
- (vi) To note the income received for April & May 2023.
- (vii) Members were provided for information, with the bank reconciliation for all accounts up to 31<sup>st</sup> May 2023.

### **RESOLVED**

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

45/23

## **CAFÉ IN THE PARK – PROFIT & LOSS REPORT**

Members were presented with a profit and loss report for the Café in the Park, up to 31<sup>st</sup> May 2023.

### **RESOLVED**

Information duly noted.

46/23

## **SPONSORSHIP**

- (i) Members are asked to consider the attached sponsorship application for Billingham Ice Hockey Club for £10,000 (see appendix H).
- (ii) Members are asked to consider the attached sponsorship application for BLF-SG for £3600 (see appendix I).

### **RESOLVED**

- (i) To award Billingham Ice Hockey Club £5000 sponsorship.
- (ii) To award BLF-SG £3000 sponsorship.
- (iii) To recommend to Full Council in September 2023 an increase in the

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

sponsorship budget from General Reserves, and to award Billingham Ice Hockey Club a further £5000.

*Councillor Gamble declared a personal interest in item (i).*

*Councillors Scollen, Leckonby & McCoy declared a personal interest in item (ii)*

47/23

### **GRANT FUNDING**

Members are asked to consider the following grant applications:

- (i) Iron Guidance: £500 to provide transport for trips for children attending the summer HAF project (see appendix J);
- (ii) Billingham Synthonia Cricket Club: £500 towards a community funday (see appendix K).

### **RESOLVED**

- (i) To award Iron Guidance £500 grant funding.
- (ii) To award Billingham Synthonia Cricket Club £500 grant funding.

*Councillor Gamble declared a pecuniary interest in item (i) and left the room at 7.12pm, returning at 7.17pm.*

48/23

### **SIGNAGE – WILDLIFE CROSSING**

The Town Clerk advised members that a member of the public has asked the Town Council to consider erecting road signs asking drivers to drive carefully as hedgehogs may be on the road.

### **RESOLVED**

- (i) To give the Town Clerk delegation to find out costings for the signs and identify suitable locations in Billingham.
- (ii) Councillors ward budgets to be considered for funding the signs (subject to agreement of all ward councillors).

49/23

### **DRAFT STAFFING SUB-COMMITTEE MINUTES – 18<sup>TH</sup> APRIL 2023**

Members were asked to approve the above draft minutes (see appendix L).

### **RESOLVED**

That the minutes of the above meeting held on 18<sup>th</sup> April 2023, a copy of which has previously been circulated to each member, be approved, and

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



signed as a correct record by the Chairman.

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### **EXCLUSION OF PRESS & PUBLIC**

Members were 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"

Staffing Matters

The Town Clerk gave a verbal update on the current staffing matters.

### **RESOLVED**

Information duly noted.

The meeting concluded at 7.22 pm with Councillors Scollen, Besford, Forrest, Gamble, Gilbert, Leckonby, McCall, McCoy and Snead present.

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

Appendix B.

04/07/2023

## Billingham Town Council Current Year

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## PURCHASE DAYBOOK

User: DE

Creditors for Month No 3

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/06/2023	GB33J2JEDAEUI		AMAZON	A006	9.73	1.96	11.69	4170	100	9.73	Calender
06/06/2023	GB33J2L5YAEUI		AMAZON	A006	2.00	0.40	2.40	4195	100	2.00	Plasters
06/06/2023	GB33J76EDAEUI		AMAZON	A006	21.20	4.25	25.45	4170	100	21.20	Stationery
19/06/2023	GB33TTQT4AEUI		AMAZON	A006	4.99	1.00	5.99	4170	100	4.99	Sticky notes
19/06/2023	GB33TTQY1AEUI		AMAZON	A006	3.12	0.63	3.75	4170	100	3.12	Mini jot pads
20/06/2023	GB33UCD1SAEUI		AMAZON	A006	25.72	5.15	30.87	4280	100	25.72	Printer paper
21/06/2023	GB33UUQLIAEUI		AMAZON	A006	28.28	5.66	33.94	4195	100	28.28	Speakers
21/06/2023	GB33V7YQZAEUI		AMAZON	A006	2.92	0.58	3.50	4170	100	2.92	Address infills
27/06/2023	GB3404YSNAEUI		AMAZON	A006	4.16	0.83	4.99	4170	100	4.16	Plastic wallets
01/06/2023	010623		ASDA	A007	17.70	1.00	18.70	4341	110	17.70	Food stock Wildlife HAF
								328		-17.70	Food stock Wildlife HAF
								6000	110	17.70	Food stock Wildlife HAF
02/06/2023	020623		ASDA	A007	6.10	0.00	6.10	4341	110	6.10	Food stock BBA HAF
								328		-6.10	Food stock BBA HAF
								6000	110	6.10	Food stock BBA HAF
08/06/2023	080623		ASDA	A007	44.00	0.00	44.00	4341	110	44.00	Food stock S & S
								327		-44.00	Food stock S & S
								6000	110	44.00	Food stock S & S
02/06/2023	020623		ALDI	A012	22.10	0.00	22.10	4341	110	22.10	Food stock S & S
								327		-22.10	Food stock S & S
								6000	110	22.10	Food stock S & S
02/06/2023	020623A		ALDI	A012	118.46	0.00	118.46	4341	110	118.46	Food stock FP
								336		-118.46	Food stock FP
								6000	110	118.46	Food stock FP
02/06/2023	020623B		ALDI	A012	60.06	0.00	60.06	4341	110	60.06	Food stock FP
								336		-60.06	Food stock FP
								6000	110	60.06	Food stock FP
08/06/2023	080623		ALDI	A012	14.20	0.00	14.20	4341	110	14.20	Food stock S & S



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## Billingham Town Council Current Year

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## PURCHASE DAYBOOK

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Creditors for Month No 3

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
								327		-14.20	Food stock S & S
								6000	110	14.20	Food stock S & S
08/06/2023	080623A		ALDI	A012	89.18	0.00	89.18	4341	110	89.18	Food stock FP
								336		-89.18	Food stock FP
								6000	110	89.18	Food stock FP
08/06/2023	080623B		ALDI	A012	40.34	0.00	40.34	4341	110	40.34	Food stock FP
								336		-40.34	Food stock FP
								6000	110	40.34	Food stock FP
15/06/2023	150623		ALDI	A012	87.28	5.80	93.08	4341	110	87.28	Food stock FP
								336		-87.28	Food stock FP
								6000	110	87.28	Food stock FP
15/06/2023	150623A		ALDI	A012	107.54	0.00	107.54	4341	110	107.54	Food stock FP
								336		-107.54	Food stock FP
								6000	110	107.54	Food stock FP
16/06/2023	160623		ALDI	A012	26.71	0.00	26.71	4435	120	26.71	Food stock Sunday lunch
16/06/2023	160623A		ALDI	A012	37.03	0.00	37.03	4341	110	37.03	Food stock S & S
								327		-37.03	Food stock S & S
								6000	110	37.03	Food stock S & S
16/06/2023	160623B		ALDI	A012	37.20	0.00	37.20	4341	110	37.20	Food stock FP
								336		-37.20	Food stock FP
								6000	110	37.20	Food stock FP
22/06/2023	220623		ALDI	A012	82.36	2.64	85.00	4341	110	82.36	Food stock FP
								336		-82.36	Food stock FP
								6000	110	82.36	Food stock FP
22/06/2023	220623A		ALDI	A012	94.97	0.00	94.97	4341	110	94.97	Food stock FP
								336		-94.97	Food stock FP
								6000	110	94.97	Food stock FP
23/06/2023	230623		ALDI	A012	30.23	0.00	30.23	4341	110	30.23	Food stock S & S
								327		-30.23	Food stock S & S

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## PURCHASE DAYBOOK

User: DE

Creditors for Month No 3

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				
							Invoice Total	A/C	Centre	Amount	Analysis Description
29/06/2023	290623		ALDI	A012	97.20	2.64	99.84	6000	110	30.23	Food stock S & S
								4341	110	97.20	Food stock FP
								336		-97.20	Food stock FP
30/06/2023	300623		ALDI	A012	25.70	0.00	25.70	6000	110	97.20	Food stock FP
								4341	110	25.70	Food stock FP
								336		-25.70	Food stock FP
30/06/2023	300623A		ALDI	A012	25.90	0.00	25.90	6000	110	25.70	Food stock FP
30/06/2023	300623B		ALDI	A012	24.12	0.57	24.69	4435	120	25.90	Food stock SLS
								4341	110	24.12	Food stock S&S
								327		-24.12	Food stock S&S
01/06/2023	267251		ASPIRE	A013	947.50	189.49	1,136.99	6000	110	24.12	Food stock S&S
12/06/2023	120623		BOYES	B004	8.73	1.74	10.47	4191	100	947.50	Microsof & security June 23
								4240	100	8.73	Plant protection net
								320		-8.73	Plant protection net
29/06/2023	290623		BOYES	B004	6.25	1.25	7.50	6000	100	8.73	Plant protection net
29/06/2023	290623A		BOYES	B004	6.65	1.33	7.98	4240	100	6.25	Paint
01/06/2023	010623		BCT	B009	12,000.00	0.00	12,000.00	4240	100	6.65	Ant bait stations
01/06/2023	010623		BIFF	B026	2,000.00	0.00	2,000.00	4220	100	12,000.00	Subsidy 23/24
22/06/2023	220623		SYNTHONIA	B028	500.00	0.00	500.00	4225	105	2,000.00	Sponsorship May 23
26/06/2023	260623		ICE	B029	5,000.00	0.00	5,000.00	4250	100	500.00	Grant June 23
27/06/2023	86451945/24A		CIPD	C027	280.00	0.00	280.00	4225	105	5,000.00	Sponsorship June 23
29/06/2023	23209477		CANVA	C033	10.99	0.00	10.99	4200	100	280.00	CIPD Membership D Smith
08/06/2023	11615		DJS	D017	44.99	9.00	53.99	4200	100	10.99	Canva subs June 23
26/06/2023	260623		EE	E001	12.50	2.50	15.00	4280	100	44.99	Toners
02/06/2023	02113625283		EE	E001	77.79	15.56	93.35	4180	100	12.50	Mobile top up V Lloyd June 23
01/06/2023	12021		EVLTRO	E015	184.99	0.00	184.99	4180	100	77.79	2 x mobile phones
								4240	100	184.99	Lawnmower
								320		-184.99	Lawnmower
								6000	100	184.99	Lawnmower



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## Billingham Town Council Current Year

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## PURCHASE DAYBOOK

User: DE

Creditors for Month No 3

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
TOTAL INVOICES					25,033.96	465.85	25,499.81			25,033.96	
VAT ANALYSIS CODE OTS @ 0.00%					1,837.27	0.00	1,837.27				
VAT ANALYSIS CODE S @ 20.00%					2,328.94	465.85	2,794.79				
VAT ANALYSIS CODE Z @ 0.00%					20,867.75	0.00	20,867.75				
TOTALS					25,033.96	465.85	25,499.81				

Appendix C

Date: 03/07/2023

## Billingham Cafe

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## Cashbook 1

User: DEE

## Current Bank A/c

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2023	Country Valley Foods Ltd	BACS	192.18		3.54	4100	100	188.64	Food stock
01/06/2023	Cafe Vinchi	BACS	112.80			4100	100	112.80	Coffee
01/06/2023	Gbix it	BACS	63.00		10.50	4140	100	52.50	Broadband June 23
01/06/2023	Asda	TRANSFER	13.23		0.42	4100	100	12.81	Food stock
02/06/2023	Cafe Vinchi	DD	108.00		18.00	4181	100	90.00	Machine rental June 23
02/06/2023	Aldi stores	TRANSFER	33.02			4100	100	33.02	Food stock
02/06/2023	Asda	TRANSFER	35.24			4100	100	35.24	Food stock
02/06/2023	Asda	TRANSFER	2.85			4100	100	2.85	Food stock
05/06/2023	Trojan Electronics	TRANSFER	23.77		3.96	4100	100	19.81	Chocolate bars
05/06/2023	Amazon	TRANSFER	39.28		6.55	4100	100	32.73	Chocolate bars
05/06/2023	Jaiv Ltd	TRANSFER	41.94		6.99	4110	100	34.95	Smoothie cups
05/06/2023	Asda	TRANSFER	2.55			4100	100	2.55	Food stock
06/06/2023	Country Valley Foods Ltd	BACS	132.45			4100	100	132.45	Food stock
06/06/2023	Country Valley Foods Ltd	BACS	208.74		16.95	4100	100	191.79	food stock
06/06/2023	Country Valley Foods Ltd	BACS	137.77		7.43	4100	100	130.34	food stock
06/06/2023	Country Valley Foods Ltd	BACS	160.65		10.42	4100	100	150.23	food stock
06/06/2023	xianweilaiyshhangmaoyouxiian	TRANSFER	23.99		4.00	4110	100	19.99	Ice cream cups
06/06/2023	Aammus Collection Ltd	TRANSFER	32.90			4100	100	32.90	Crisps
06/06/2023	Iceland	TRANSFER	7.00			4100	100	7.00	Food stock
06/06/2023	Asda	TRANSFER	24.79			4100	100	24.79	Food stock
06/06/2023	Asda	TRANSFER	6.65			4100	100	6.65	Food stock
07/06/2023	KM Online Ltd	TRANSFER	16.98		2.83	4100	100	14.15	Food boxes
08/06/2023	Asda	TRANSFER	22.89			4100	100	22.89	Food stock
10/06/2023	Smarty	TRANSFER	20.00			4140	100	20.00	Mobile dongle June 23
12/06/2023	Aldi stores	TRANSFER	17.12		1.72	4100	100	15.40	Food stock
12/06/2023	Asda	TRANSFER	43.63		0.34	4100	100	43.29	Food stock
13/06/2023	Aldi stores	TRANSFER	29.73		0.69	4100	100	29.04	Food stock
13/06/2023	Asda	TRANSFER	5.43		0.90	4100	100	4.53	Food stock
15/06/2023	Firstcall Food Ltd	BACS	154.30		20.88	4100	100	133.42	Food stock
15/06/2023	Firstcall Food Ltd	BACS	153.14			4100	100	153.14	Food stock
15/06/2023	Firstcall Food Ltd	BACS	117.36			4100	100	117.36	Food stock
15/06/2023	Aldi stores	TRANSFER	2.03			4100	100	2.03	Food stock
15/06/2023	Asda	TRANSFER	32.69		0.71	4100	100	31.98	Food stock
16/06/2023	S & J Retail	TRANSFER	14.29			4100	100	14.29	Sessert toppings
16/06/2023	The Cake Decorating Co Ltd	TRANSFER	17.70			4100	100	17.70	Dessert sauce
16/06/2023	Aldi stores	TRANSFER	3.45			4100	100	3.45	Food stock
16/06/2023	Asda	TRANSFER	6.00			4100	100	6.00	Food stock
16/06/2023	Asda	TRANSFER	23.39			4100	100	23.39	Food stock
18/06/2023	Amazon	TRANSFER	20.16			4100	100	20.16	Chocolate bars
18/06/2023	Synctrade	TRANSFER	11.99			4100	100	11.99	ice cream sauces
18/06/2023	ASAP Stamps	TRANSFER	8.40		1.40	4100	100	7.00	Coffee cup stamp
18/06/2023	Bizzar Ltd	TRANSFER	6.79			4100	100	6.79	Ice cream sauce
19/06/2023	Parkers Foodservice Ltd	TRANSFER	5.53			4100	100	5.53	Ice cream sauce
19/06/2023	Synctrade	TRANSFER	7.89			4100	100	7.89	Ice cream topping
20/06/2023	Firstcall Food Ltd	BACS	124.82		6.40	4100	100	118.42	food stock
20/06/2023	Firstcall Food Ltd	BACS	245.34		9.55	4100	100	235.79	food stock
20/06/2023	Nesbits	BACS	87.57		14.59	4110	100	72.98	Cleaning stock
23/06/2023	Riverside Ices Ltd	BACS	255.57		38.59	4100	100	216.98	Ice lollies

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Date: 03/07/2023

## Billingham Cafe

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## Cashbook 1

User: DEE

## Current Bank A/c

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/06/2023	Asda	TRANSFER	26.38			4100	100	26.38	Food stock
21/06/2023	Asda	TRANSFER	4.30		0.06	4100	100	4.24	Food stock
22/06/2023	Daisy Communications Ltd	BACS	45.94		7.66	4140	100	38.28	Phone June 23
22/06/2023	Nesbits	BACS	155.67		25.94	4110	100	129.73	Cleaning stock
22/06/2023	Aldi stores	TRANSFER	4.35			4100	100	4.35	Food stock
22/06/2023	Asda	TRANSFER	16.38			4100	100	16.38	Food stock
22/06/2023	J & B Recycling	DD	34.75		5.79	4125	100	28.96	Recycling June 23
26/06/2023	Aldi stores	TRANSFER	12.56		0.26	4100	100	12.30	Food stock
26/06/2023	Aldi stores	TRANSFER	4.50			4100	100	4.50	Food stock
26/06/2023	Asda	TRANSFER	23.70		0.43	4100	100	23.27	Food stock
28/06/2023	Asda	TRANSFER	24.89		4.15	4100	100	20.74	Food stock
29/06/2023	Cafe Vinchi	BACS	112.80			4100	100	112.80	Coffee
29/06/2023	Firstcall Food Ltd	BACS	107.92		3.38	4100	100	104.54	Food stock
29/06/2023	Firstcall Food Ltd	BACS	95.31		3.10	4100	100	92.21	Food stock
29/06/2023	Firstcall Food Ltd	BACS	131.41		6.34	4100	100	125.07	Food stock
29/06/2023	Firstcall Food Ltd	BACS	132.23		12.64	4100	100	119.59	Food stock
29/06/2023	Asda	TRANSFER	6.25			4100	100	6.25	Food stock

Total Payments for Month

3726.32

0.00

257.11

3539.21

STAFF PAYMENTS HAVE BEEN REPORTED FROM THIS REPORT

**BILLINGHAM TOWN COUNCIL**  
**STAFFING COSTS**

June 2023	Payee	Amount
BACS	Staffing Team salaries, HM Revenue & Customs and Teesside Pensions Fund	£18103.04



Appendix E

Date: 04/07/2023

Billingham Town Council Current Year

Page: 121

Time 12:12

Cashbook 1

User: DEE

Lloyds Treasurers

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		306,689.40					306,689.40	
bacs	Banked 02/06/2023	493.27						
bacs	CCLA Pub Sec Dep Fund	493.27			1090	100	493.27	Interest May 23
fpi	Banked 14/06/2023	154.00						
	Sales Recpts Page 36	154.00	154.00		100			Sales Recpts Page 36
bacs	Banked 30/06/2023	500.00						
bacs	Tesco - Groundworks	500.00			1100	105	500.00	Funding Food Pantry
Total Receipts for Month		1,147.27	154.00	0.00			993.27	
Cashbook Totals		307,836.67	154.00	0.00			307,682.67	

Continued on Page 122

# Billingham Town Council Current Year

## Bank - Cash and Investment Reconciliation as at 30 June 2023

### Confirmed Bank & Investment Balances

#### Bank Statement Balances

30/06/2023	Lloyds Treasurers	267,714.62
30/06/2023	Lloyds Deposit	81,201.68
30/06/2023	Petty Cash	136.19

349,052.49

#### Other Cash & Bank Balances

124,999.00

474,051.49

#### Receipts not on Bank Statement

0.00

#### Closing Balance

474,051.49

#### All Cash & Bank Accounts

1	Lloyds Treasurers	267,714.62
2	Lloyds Deposit	81,201.68
3	Petty Cash	136.19
	Other Cash & Bank Balances	124,999.00
	<b>Total Cash &amp; Bank Balances</b>	<b>474,051.49</b>

474,051.49

474,051.49



A p p e n d i x F

Date: 03/07/2023

Billingham Cafe

Page 1

Time: 15:37

Bank Reconciliation Statement as at 30/06/2023  
for Cashbook 1 - Current Bank A/c

User: DEE

Bank Statement Account Name (s)

Statement Date

Page No

Balances

Current Bank A/c

30/06/2023

2,345.25

2,345.25

Unpresented Cheques (Minus)

Amount

0.00

0.00

2,345.25

Receipts not Banked/Cleared (Plus)

0.00

0.00

2,345.25

Balance per Cash Book is :-

2,345.25

Difference is :-

0.00

03/07/2023

## Billingham Cafe

Page 1

15:38

## Detailed Profit and Loss Account - Excluding Stock Movement

Month 3 Date 30/06/2023

Account	Sales/Income	Month Actual	YTD Actual
1000	Cafe Sales	5,200	13,096
1999	Other Income	0	4,305
<b>Total Sales/Income</b>		<b>5,200</b>	<b>17,401</b>
Account	Indirect/Overhead Expenditure		
4000	Café Staff Salary	3,730	10,349
4100	Stock Food/Drink	3,052	6,217
4110	Stock non Food/Drink	258	596
4125	Cafe Running Costs	29	1,085
4140	Telephone & Broadband	111	322
4180	Equipment & Furnishings	0	181
4181	Machine Rental	90	270
4200	Square Costs	(46)	51
<b>Total Indirect/Overhead Expenditure</b>		<b>7,224</b>	<b>19,072</b>
<b>Operating Profit</b>		<b>(2,024)</b>	<b>(1,671)</b>
<b>% Operating Profit</b>		<b>-38.92%</b>	<b>-9.60%</b>



06/07/2022

17:03

## Billingham Town Council 2022/23

Page 1

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Administration</b>								
1076 Precept	0	296,083	296,083	0			100.0%	
1090 Interest Received	91	155	0	(155)			0.0%	
1999 Other Income	0	293	0	(293)			0.0%	
<b>Administration :- Income</b>	<b>91</b>	<b>296,531</b>	<b>296,083</b>	<b>(448)</b>			<b>100.2%</b>	<b>0</b>
4000 Staff Salary	9,935	24,992	116,026	91,034		91,034	21.5%	
4010 Pension	0	4,106	21,147	17,041		17,041	19.4%	
4020 Employers NI	762	2,201	856,900	854,699		854,699	0.3%	
4100 Travel Expenses	0	0	1,500	1,500		1,500	0.0%	
4110 Staff Expenses	0	114	1,000	886		886	11.4%	
4120 Training -Staff	220	470	1,500	1,030		1,030	31.3%	
4121 Training - Members	0	0	1,000	1,000		1,000	0.0%	
4122 Training - Volunteers	0	0	500	500		500	0.0%	
4140 Audit Fees	250	250	1,750	1,500		1,500	14.3%	
4141 Accounts Support	165	1,281	3,000	1,719		1,719	42.7%	
4160 Insurance	0	770	2,500	1,730		1,730	30.8%	
4170 Postage & Stationery	160	164	600	436		436	27.3%	
4180 Telephone & Broadband	134	409	3,000	2,591		2,591	13.6%	
4191 IT & Software	889	2,653	8,500	5,847		5,847	31.2%	
4192 Website	31	1,367	2,000	633		633	68.3%	
4195 Office Equipment	17	36	1,000	964		964	3.6%	
4200 Memberships & Subscriptions	2,110	2,509	4,350	1,841		1,841	57.7%	
4210 Books/Literature	0	0	100	100		100	0.0%	
4215 Town Crier	50	75	0	(75)		(75)	0.0%	
4220 Subsidies	0	36,000	36,000	0		0	100.0%	
4221 Chairmans Allowance	0	(638)	1,200	1,838		1,838	(53.1%)	
4232 Cafe Contingency	6	3,006	20,000	16,994		16,994	15.0%	6
4240 Annexe Running Costs	360	749	4,000	3,251		3,251	18.7%	
4242 Marketing	0	595	2,000	1,405		1,405	29.8%	345
4250 Grants Paid	0	0	5,000	5,000		5,000	0.0%	
4255 Community Ward Fund	0	1,000	0	(1,000)		(1,000)	0.0%	1,000
4260 Rent	0	2,500	10,000	7,500		7,500	25.0%	
4280 Photocopier	22	203	1,000	797		797	20.3%	
4300 Advertising	0	0	3,000	3,000		3,000	0.0%	
<b>Administration :- Indirect Expenditure</b>	<b>15,111</b>	<b>84,813</b>	<b>1,108,573</b>	<b>1,023,760</b>	<b>0</b>	<b>1,023,760</b>	<b>7.7%</b>	<b>1,351</b>
<b>Net Income over Expenditure</b>	<b>(15,020)</b>	<b>211,718</b>	<b>(812,490)</b>	<b>(1,024,208)</b>				
6000 plus Transfer from EMR	6	1,351						
<b>Movement to/(from) Gen Reserve</b>	<b>(15,014)</b>	<b>213,069</b>						

Continued over page

06/07/2022

17:03

## Billingham Town Council 2022/23

Page 2

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>105 Grants &amp; Subsidies</b>								
1077 LCTS Grant	0	23,509	23,509	0			100.0%	
1100 Other Grants	(21)	1,777	0	(1,777)			0.0%	
Grants & Subsidies :- Income	(21)	25,286	23,509	(1,777)			107.6%	0
4225 Sponsorship	2,925	9,925	20,000	10,075		10,075	49.6%	
Grants & Subsidies :- Indirect Expenditure	2,925	9,925	20,000	10,075	0	10,075	49.6%	0
<b>Net Income over Expenditure</b>	<b>(2,946)</b>	<b>15,361</b>	<b>3,509</b>	<b>(11,852)</b>				
<b>110 Events</b>								
4345 Half Term Activities	4,929	4,929	0	(4,929)		(4,929)	0.0%	
4360 Summer Event	6,956	8,889	5,000	(3,889)		(3,889)	177.8%	8,776
4380 Christmas & Carol Service	0	0	10,000	10,000		10,000	0.0%	
4400 Fundraising Events	0	0	250	250		250	0.0%	
4420 Infrastructure	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	11,885	13,818	16,250	2,432	0	2,432	85.0%	8,776
<b>Net Expenditure</b>	<b>(11,885)</b>	<b>(13,818)</b>	<b>(16,250)</b>	<b>(2,432)</b>				
6000 plus Transfer from EMR	6,956	8,776						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,929)</b>	<b>(5,041)</b>						
<b>120 Projects</b>								
4435 Sunday Lunch Service	975	3,830	12,100	8,270		8,270	31.6%	
4445 Half Term Programme	0	2,532	0	(2,532)		(2,532)	0.0%	2,532
4446 Easter Half Term	0	1,782	0	(1,782)		(1,782)	0.0%	1,782
4510 Public Realm	0	0	5,000	5,000		5,000	0.0%	
Projects :- Indirect Expenditure	975	8,144	17,100	8,956	0	8,956	47.6%	4,315
<b>Net Expenditure</b>	<b>(975)</b>	<b>(8,144)</b>	<b>(17,100)</b>	<b>(8,956)</b>				
6000 plus Transfer from EMR	0	4,315						
<b>Movement to/(from) Gen Reserve</b>	<b>(975)</b>	<b>(3,830)</b>						
<b>Grand Totals:- Income</b>	<b>70</b>	<b>321,817</b>	<b>319,592</b>	<b>(2,225)</b>			<b>100.7%</b>	
<b>Expenditure</b>	<b>30,896</b>	<b>116,700</b>	<b>1,161,923</b>	<b>1,045,223</b>	<b>0</b>	<b>1,045,223</b>	<b>10.0%</b>	
<b>Net Income over Expenditure</b>	<b>(30,826)</b>	<b>205,117</b>	<b>(842,331)</b>	<b>(1,047,448)</b>				
plus Transfer from EMR	6,962	14,442						
<b>Movement to/(from) Gen Reserve</b>	<b>(23,864)</b>	<b>219,559</b>						



**GRANT APPLICATION FORM**

This application form may be used for grant applications up to £500 in the financial year. Organisations may only receive one grant per financial year. Please refer to policy and guidance notes when completing this form.

<b>SECTION 1: ORGANISATION AND APPLICANT DETAILS</b>		
1.	Name of Organisation/Individual.	Nicola Goulding
2.	Name and address of contact for this application.	
3.	Telephone number/s of contact for this application.	
4.	Email address of contact for this application.	
5.	Status of organisation (if registered charity, please include number).	N/A
6.	How long has the organisation been established?	N/A
7.	Brief description of purpose of organisation.	N/A not an organisation.
8.	Are you part of/affiliated to a larger organisation?	No
9.	How many members do you have that reside in Billingham?	N/A
10.	Is there an annual subscription/membership fee?	N/A
11.	Please provide contact details for another senior member of your organisation.	N/A
12.	Please provide contact details for an independent referee.	N/A

SECTION 2: FUNDING		
13.	Total cost of funding?	£1258
14.	Amount of grant requested? (max £500)	£500
15.	How much has already been raised towards the project?	£450
16.	How will the balance be funded? (if applicable).	Fundraising. Hopefully support from the businesses on Station road, Billingham.
17.	Has any further grant funding been sought for this project? If so, please specify details.	No
18.	Have you sought more than one quote for the project? (Please enclose copies).	No
19.	Does the organisation have its own bank account with a minimum of two signatories?	N/A

Please include with your application:

- Accounts for the last two year (draft accounts will be accepted if not yet audited);

*Start up groups without two years of accounts should enclose a signed bank statement and business plan with their application.*



## Dee Smith

---

**From:**  
**Sent:** 20 June 2023 14:47  
**To:** Dee Smith; Kate Minza  
**Subject:** Apply for a grant for AED  
**Attachments:** Grants-Subsidies-Policy.pdf

---

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon,

Sorry to bother you as I know how busy you are. I am not sure if you are the correct person to contact but if not I am hoping you can point me in the right direction. I recently emailed Billingham town council to ask them if they would be able to support the purchase of an Automated External Defibrillator (AED) for Station road Billingham (Peppermill Bistro end). I have raised enough money for an AED to be installed at the Station pub in Billingham and I have some funds leftover but unfortunately not enough to purchase another AED. Kate was fantastic and sent me the information and application form to apply for a grant.

I have completed this to the best of my knowledge (attached).

If you need any further information or questions about this please do not hesitate to contact me.

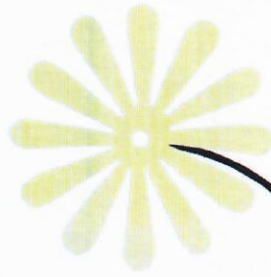
I look forward to hearing from you.

Take care.

*Nicki Rennison/Goulding*

# Billingham

## Town Council



### DRAFT CCTV POLICY & CODE OF PRACTICE

#### Review and Approval

Agreed by:	
Adopted by Full Council:	
To be reviewed no later than:	To be reviewed annually by the Finance & General Purposes Committee



## Introduction

This policy relates directly to the management, operation, and use of Closed-Circuit Television (CCTV) and the monitoring, recording and subsequent use of such recorded material.

The use of CCTV falls within the scope of the UK General Data Protection Regulation/Data Protection Act 2018 (the UK-GDPR/DPA18). In order to comply with the requirements of the law, data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant, and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individual's rights
- Secure

The CCTV surveillance system in the Annexe at John Whitehead Park, Billingham is owned and managed by the Town Council and is installed at the Council premises with the primary purpose of public safety, staff, and premises security. Cameras are located at various places on the premises, and images from the cameras are recorded. CCTV surveillance is intended for the purposes of:

- protecting Town Council buildings and assets, both during and after working hours;
- promoting health and safety of staff and visitors;
- preventing bullying and/or intimidation by individuals and/or groups;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- increasing personal safety of staff and visitors to the buildings;
- supporting the police in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders;
- ensuring that the Town Council rules are respected so that the Town Council can be properly managed.

The system does not have sound recording capability.

Although every effort has been made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.



## **Data Protection Statement**

- Billingham Town Council are the registered Data Controllers under the terms of the Act. The Data Protection Officer for the Town Council is Miss Dee Smith, Town Clerk and Responsible Finance Officer who checks for ensuring compliance with the Act.
- CCTV is installed for the purpose of staff and premises security.
- Access to stored images will be controlled on a restricted basis within the Council.
- Use of images, including the provision of images to a third party, will be in accordance with the Councils Data Protection registration.
- CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.
- CCTV images may be used where appropriate as part of staff counselling or disciplinary procedures.
- External and internal signage are displayed on the premises stating of the presence of CCTV and indicating the names of the Data Controllers and a contact number during office hours for enquiries.

## **Storage and retention of CCTV images**

Images from cameras are recorded on a secure hard drive ("the recordings"). Where recordings are retained for the purposes of security and premises, these will be held in secure storage, and access controlled. Recordings which are not required for the purposes of security of staff, and premises, will not be retained for longer than 28 days, unless required for legal reasons.

## **Access to Images**

It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

Viewings shall only be undertaken for a specific, legitimate purpose. Casual viewing of recorded images is not permitted.

## **Access to Images by Council Staff**

Access to recorded images is restricted to the Data Protection Officer who will decide whether to allow requests for access by data subjects and/or third parties (see below).

Viewing of images must be documented on the daily log of access as follows:

- The name of the person removing secure storage, or otherwise accessing, the recordings;
- The date and time of removal of the recordings;
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties);
- The reason for the viewing;
- The outcome, if any, of the viewing;
- The date and time of replacement of the recordings.



## **Removal of Images for Use in Legal Proceedings**

In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:

- The name of the person removing from secure storage, or otherwise accessing, the recordings;
- The date and time of removal of the recordings;
- The reason for removal;
- Specific authorisation of removal and provision to a third party;
- Any crime incident number to which the images may be relevant;
- The place to which the recordings will be taken;
- The signature of the collecting police officer, where appropriate;
- The date and time of replacement into secure storage of the recordings.

## **Access to Images by Third Parties**

Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**).

The Data Protection Officer will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry i.e., Police and Civic Enforcement Officers at Stockton on Tees Borough Council;
- Prosecution agencies;
- Relevant legal representatives;
- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness, or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account;
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings).

All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

## **Disclosure of Images to the Media**

If it is decided that images will be disclosed to the media (other than in circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.



If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the Data Protection Officer must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images;
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers;
- The written contract makes the security guarantees provided by the editing company explicit.

### **Access by Data Subjects**

Individuals have the right to request CCTV footage relating to themselves under UK General Data Protection Regulations and the Data Protection Act 2018 (the UK-GDPR/DPA18). Requests for access to images will be made using the 'Application to access CCTV images' form (which is at **Appendix 1**). The requestor needs to provide enough information so that they can be identified in the footage, such as specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

All requests should be made in writing to the Data Protection Officer who can be contacted by email to [dee.smith@billingham-tc.gov.uk](mailto:dee.smith@billingham-tc.gov.uk). Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example: time, date, and location.

The Town Council does not have a facility to provide copies of CCTV footage but instead the applicant may view the CCTV footage if available.

The Town Council will respond to requests within **one calendar month** of receiving the request.

The Town Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

### **Procedures for Dealing with an Access Request**

All requests for access by Data Subjects will be dealt with by the Data Protection Officer. The Data Protection Officer will locate the images requested. The Data Protection Officer will determine whether disclosure to the data subject would entail disclosing images of third parties.

The Data Protection Officer will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.

If third party images are not to be disclosed, the Data Protection Officer will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may be used to carry it out.



If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images;
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers;
- The written contract makes the security guarantees provided by the editing company explicit.

The Data Controller will provide a written response to the data subject within **one calendar month** of receiving the request setting out the data controller's decision on the request.

A copy of the request and response should be retained.

### **Data protection impact assessments and privacy by design**

CCTV has the potential to be privacy intrusive. The Town Council will perform a privacy impact assessment when installing new or moving CCTV cameras to consider the privacy issues involved with using new surveillance systems to ensure that the use is necessary and proportionate and address a pressing need identified.

### **Complaints**

Any complaints will be handled in accordance with the Town Councils Complaints policy. Complaints should be addressed to the Town Clerk & RFO, Billingham Library & Customer Service Centre, Billingham, TS23 2LN or email [dee.smith@billingham-tc.gov.uk](mailto:dee.smith@billingham-tc.gov.uk). All complaints will be acknowledged within seven days, and a written response issued within 21 days.

### **Policy Review**

The Data Protection Officer is responsible for monitoring and reviewing this policy. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.

### **Links with other policies**

This CCTV policy links with the Town Council's:

- Data Protection Policy;
- Freedom of Information Policy;
- Data Protection Policy.

## Appendix 1

### Data Protection Act/General Data Protection Regulation

#### Application for CCTV Data Access

All Sections must be fully completed.

Attach a separate sheet if needed.

<b>Name and address of applicant</b>	
<b>Name and address of "Data Subject" – i.e., the person whose image is recorded</b>	
<b>If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite</b>	
	<b>Data Subject signature .....</b>
<b>If it is not possible to obtain the signature of the data subject, please state your reasons</b>	
<b>Please state your reason for requesting the image</b>	
<b>Date on which the requesting image was taken</b>	
<b>Time at which the requested image was taken</b>	
<b>Location of the data subject at time images was taken (i.e., which camera or cameras)</b>	
<b>Full description of the individual, or alternatively, attach to this application a range of photographs to enable the data subject to be identified by the operator</b>	
<b>Please indicate whether you (the applicant) will be satisfied by viewing the image only</b>	

On receipt of a fully completed application, a response will be provided as soon as possible and in any event within **one calendar month**.



**BILLINGHAM TOWN COUNCIL**  
**STAFFING SUB COMMITTEE MINUTES**

**Held on Tuesday 20<sup>th</sup> June 2023, at 7pm  
in Meeting Room C, Billingham Library & Customer Service Centre**

**Present:** Councillor C Gamble - Chairman  
Councillor J Scollen  
Councillor H Atkinson

**Others:** Miss D Smith - Town Clerk/RFO

The meeting commenced at 7.30pm.

**51/23 EXCLUSION OF PRESS AND PUBLIC - Members are invited to consider passing 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 they involve the likely disclosure of exempt information as defined in Part 1 of schedule 12A in the 1972 Act as indicated below:

Issues concerning: Staffing matters

**RESOLVED**

To pass the above.

**52/23 Café Staffing**

The Town Clerk gave a confidential report on all staffing matters.

**RESOLVED**

- a. Information duly noted.
- b. To retain both existing café staff on permanent contracts.
- c. To look at recruiting a temporary caretaker.
- d. An existing member of staff to work in the café over the summer period (until 30<sup>th</sup> September 2023) to cover the existing vacancy.
- e. The Time and Motion Study to continue throughout July 2023.

The meeting concluded at 7.50pm with Councillors Gamble, Atkinson and Scollen present.