



Town Clerk & RFO: Miss Dee Smith
Chairman: Councillor Clare Gamble
Tel/Fax: 01642 551171
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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 26th September 2023 at 6.30pm in the Function Room, at Billingham Forum.**

The Agenda for the meeting is set out below.

Miss Dee Smith
Town Clerk/RFO to Billingham Town Council

21st September 2023

OPEN SESSION

The Chair to invite members of the public present to put questions to or draw relevant matters to the attention of the Council, prior to the commencement of business. This is for a period of 30 minutes overall and is limited to no more than 5 minutes per person.

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. STOCKTON BOROUGH COUNCIL WARD COUNCILLOR UPDATES

Verbal updates will be given on the night.

5. MINUTES OF FULL COUNCIL MEETING HELD ON 6TH JUNE 2023

To approve the above minutes as a true and accurate record (see appendix A – draft minutes 6th June 2023).

6. YEAR END ACCOUNTS – AUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2022/23

Members are asked to approved the attached audited AGAR for 2022/23 (see appendix B – audited AGAR).

7. SPONSORSHIP BUDGET & APPLICATIONS

- a. To approve the allocation of funds from General Reserves to the Sponsorship budget, recommended by F & GP on 20th June 2023.
- b. To approve additional sponsorship of £5000 to Billingham Ice Hockey Club. The initial sponsorship application for £10000 was discussed at F & GP on 20th June where £5000 was awarded and it was recommended to award a further £5000 (Application previously circulated with F & GP agenda).
- c. To consider a sponsorship application from Billingham Synthonia Cricket Club for £5000 (see appendix C).
- d. To consider a sponsorship application from Catalyst Stockton on Tees Ltd for £500 (see appendix D).

8. DRAFT CCTV POLICY

Members are asked to approve the draft CCTV policy, as recommended by F & GP on 18th July 2023. (Policy previously circulated with F & GP Agenda).

9. REPRESENTATION ON OUTSIDE BODIES

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	Cllr Shotton
Port Clarence in Bloom	Town Clerk
Clarences Community Partnership	Town Clerk
Stockton Volunteers	Town Council Officer
The Voice Forum	Cllr McCall
Stockton Housing, Neighbourhoods & Affordable Warmth Partnership	Cllr Bendelow
Catalyst Funders Forum	Town Clerk
CCIN	Councillor Clare Gamble
Billingham Show	Town Clerk & Cllr Bendelow

10. TOWN CRIER UPDATE REPORT

The Town Clerk will give a verbal update on the night (see appendix E).

11. BUDGET WORKING GROUP

Members are asked to set up a Budget Working Group to consider the budget for 2024/25 and approve the Terms of Reference.

12. CHRISTMAS CLOSING

Members are advised that the Town Council office will close on Friday 22nd December 2023 at 12 noon and will reopen on Tuesday 2nd January 2024 at 9am.

The Community Hub & Annexe will close on Friday 22nd December 2023 and reopen on Tuesday 2nd January 2024.

13. DATE & TIME OF NEXT MEETING

The next Full Council meeting takes place on Tuesday 28th November at 6.30pm.

14. 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"

Business Contracts - A confidential report will be given on the night.

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

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 or telephone 01642 551171.

BILLINGHAM TOWN COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
TUESDAY 6TH JUNE 2023 AT 6.30PM
HELD IN MEETING ROOM C, BILLINGHAM LIBRARY & CUSTOMER
SERVICE CENTRE

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

Apologies: Councillor Lacey (Personal)
 Councilor McCoy (Personal)

Officials: Miss Dee Smith - Town Clerk/RFO
 Mrs Kate Minza – Administration Officer

Sgt Gary Cookland (Cleveland Police), Stockton Borough Councillors Paul Weston, Katie Weston, Marcus Vickers and David Reynard and twenty four members of the public were also in attendance.

19/23 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone present and announced the following:

- Housekeeping;
- The Chairman's Charity for 2023/24 is Billingham Environmental Link Programme.

20/23 DECLARATIONS OF INTEREST

There were no declarations on this occasion.

**21/23 COOPTON FOR VACANCIES OF COUNCILLOR IN BILLINGHAM
EAST WARD (ONE VACANCY) & SOUTH WARD (TWO
VACANCIES)**

Five applications were received (two for East ward and 3 for South ward). and circulated to members before the meeting. All applicants

present gave a short presentation and answered questions from members. A vote was then taken.

RESOLVED

Daniel Forrest was coopted on to the East ward. Adam Gilburt and Michael Shotton were coopted on to the South Ward.

Acceptance of Office forms were duly signed.

22/23 MEMBERSHIP OF COMMITTEES

Members were asked to consider additional membership on the following committees:

- Finance & General Purposes Committee – 2 vacancies;
- Service & Engagement Committee – 1 vacancy.

RESOLVED

The following membership was agreed:

Councillors Forrest and Gilburt – Finance & General Purposes Committee

Councillor Shotton – Services & Engagement Committee

23/23 REPRESENTATION ON OUTSIDE BODIES

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

ORGANISATION	COUNCILLOR
Catalyst Health & Wellbeing Committee	Cllr Shotton
The Voice Forum	Cllr McCall
Stockton Housing, Neighbourhoods & Affordable Warmth Partnership	Cllr Bendelow

24/23 PUBLIC PARTICIPATION

Members of the public raised the following issues and concerns:

1. Potholes;
2. Business rent in the Town Centre;
3. Antisocial behaviour;

4. Next meeting date not on the agenda;
5. Lack of police presence in John Whitehead Park;
6. Speeding on Wolviston Road;
7. Large trees causing damage to paths, roads & drains.

Standing Orders were suspended at 7.30pm for fifteen minutes to allow more time for public participation.

25/23

STOCKON BOROUGH COUNCIL WARD COUNCILLOR UPDATES

The following updates were given:

Billingham North

- Mandatory training has taken place;
- Next ward surgery taking place on 6th July 2023;
- Developing a Tree Management Plan;
- Sorting potholes at Casson Way, High Grange Shops and High Grange Avenue. Chasing up progress on others on Marsh House Avenue;
- Working with other organisations to install CCTV on the corner of Casson way;
- Installed a Speed Indicator Device at Ash Trees.

Billingham Central

There was no update on this occasion.

Billingham East

- A new councillor Facebook Page has been set up;
- Next ward surgery is 9th June 2023 at the New Life Centre;
- A clean up has taken place at Low Grange shops;
- Looking at potholes on Quenby Road and Newbury Way;
- A walkabout is taking place next week with Thirteen and the Neighbourhood Manager to look at issues in the ward.

Billingham South

- Looking at issues with horses in fields and fly tipping;
- Wrote to Tees Valley Mayor regarding the lack of bus services to and from Port Clarence and started strategic discussions about transport issues;
- Looking at potholes in the area;
- Lots of casework from door knocking.

Billingham West

- Thanks were given to previous ward councillor, Cllr Helen Atkinson;
- Setting up a community speedwatch;
- Looking at potholes in the area;
- Looking at tree maintenance and strategic planting;
- Issues around antisocial behaviour at Northfield and fly tipping at Wolviston.

RESOLVED

Information duly noted.

26/23

MINUTES OF THE ANNUAL MEETING HELD ON 17TH MAY 2023

Members were asked to approve the draft minutes from the Annual Council meeting held on 17th May 2023 as a true and accurate record.

RESOLVED

That the above minutes, a copy which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

27/23

JOHN WHITEHEAD PARK – ANTISOCIAL BEHAVIOUR

Members discussed the recent antisocial behaviour in John Whitehead Park. The Town Clerk advised of the recent fire damage to the café bins and Community Garden.

Sergeant Cookland advised that the police can only deal with what is happening at the time and need to be intelligence led. All crime should be reported. The figures for the central ward are the same as last year.

A question was raised regarding the current CCTV provision in the park.

RESOLVED

- a. Information duly noted.
- b. To speak to Councillors McCoy and Woodhouse regarding CCTV in John Whitehead Park.

*Councillor Gamble left the meeting at 7.50pm, returning at 7.53pm.
During this time, Cllr Atkinson assumed the chair.*

28/23

SUNDAY LUNCH SERVICE

The Chairman of the Council gave an update on the recent Task & Finish Group meeting that took place Monday 5th June 2023.

The following recommendations from the group were discussed:

- A survey will be created for existing recipients of the service, to establish who still requires a meal;
- Eligibility criteria will be set for new people to be added to the service;
- Members will visit the residents on their wards who receive meals to help complete the survey.

RESOLVED

The above recommendations were approved.

29/23

GENERAL RESERVES & EARMARKED RESERVES

Members were provided with the current Earmarked Reserves up to 31st March 2023 and were asked to allocate funds from General Reserves which are currently £100914.00.

RESOLVED

To allocate £25,000 from General Reserves to the Food Pantry Earmarked Reserve.

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"

RESOLVED

- a. Members agreed to pass the above resolution.
- b. To submit no comment to the proposed Traffic Regulation Order.

The meeting concluded at 9.02pm with Cllrs Atkinson, Bendelow, Besford, Forrest, Gamble, Gilbert, Hedley Leckonby, McCall, Scollen, Snead and Snead present.



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Miss D Smith
Billingham Town Council
Billingham Library & Customer Service Centre
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Cleveland
TS23 2LN

Direct line: +44 (0)191 383 6348
Email: local.councils@mazars.co.uk
Date: 4 August 2023

Dear Miss Smith

Completion of the limited assurance review for the year ended 31 March 2023

We have completed our limited assurance review for the year ended 31 March 2023 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication 'Governance and Accountability for Local Councils - A Practitioners' Guide (England) 2022'. This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the external auditor's review. In summary, you are required by 30 September 2023 to

Publish (which must include publication on the authority's website) a statement:

- that the limited assurance review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

Mazars LLP

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC305296 and with its registered office at 30 Old Bailey, London EC4M 7AY. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number 0001129993. VAT number: GB 834 6362 73.



The Accounts and Audit (England) Regulations 2015 do not specify how long the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2023/24

No minor issues identified.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the limited assurance review which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely

A handwritten signature in blue ink, which appears to read "C. Waddell".

Cameron Waddell
Partner
For and on behalf of Mazars LLP

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities²:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - Sections 1 and 2 **must** be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited.
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

²for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order: consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – No answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		nil

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices* can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

BIRMINGHAM TOWN COUNCIL

www.birmingham-tc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	/		
B. This authority complied with its financial regulations: payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	/		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	/		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate.	/		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	/		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	/		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	/		
H. Asset and investments registers were complete and accurate and properly maintained.	/		
I. Periodic bank account reconciliations were properly carried out during the year.	/		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	/		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			/
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	/		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)	/		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes)	/		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			/

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

02/05/2023

T Bell

Signature of person who carried out the internal audit

T Bell

Date 02/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Billingham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes/assent from this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

17/05/2023

and recorded as minute reference:

08/23

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Section 2 – Accounting Statements 2022/23 for

Billingham Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	284244	300450	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Precept or Rates and Levies	265544	296063	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3 (+) Total other receipts	93254	140704	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4 (-) Staff costs	164715	195302	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6 (-) All other payments	177381	262721	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	300450	259214	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	299404	250020	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	67242	69430	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		N/A	
11b. Disclosure note re Trust funds (including charitable)			✓

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

24/4/23

I confirm that these Accounting Statements were approved by this authority on this date:

19/5/2023

as recorded in minute reference:

8/23

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Billingham Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A **limited assurance review** is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority

Not applicable

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature

Mazars LLP

Date

3 August 2023

Appendix C.

SPONSORSHIP APPLICATION FORM

Organisations may only receive one sponsorship per financial year.

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
1.	Name of Organisation/Individual	BILLINGHAM SYNDONIA CRICKET CLUB
2.	Name and address of contact for this application.	CULTON AVENUE 1 BILLINGHAM TS23 1BF
3.	Telephone number/s of contact for this application	
4.	Email address of contact for this application.	billinghamcc@btconnect.com
5.	Status of organisation (if registered charity, please include number)	COMMUNITY AMATEUR SPORTS CLUB CASC
6.	How long has the organisation been established?	100 YEARS
7.	Brief description of purpose of organisation.	LOCAL CRICKET CLUB
8.	Are you part of/affiliated to a larger organisation?	No
9.	How many members do you have that reside in Billingham?	108
10.	Is there an annual subscription/membership fee?	No
11.	Please provide contact details for another senior member of your organisation.	
12.	Please provide contact details for an independent referee.	

SECTION 2: FUNDING		
13.	Total cost of funding?	£12000
14.	Amount of sponsorship requested?	£5000
15.	How much has already been raised towards the project?	£1500
16.	How will the balance be funded? (if applicable).	FUNDRAISING AND SPONSORSHIP CLUB FUNDS / TRUSTEE'S
17.	Has any further funding been sought for this project? If so, please specify details.	FUTIFILMS COMMUNITY GRANT THIRTEEN GROUP COMMUNITY FUND
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?	YES

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.

SECTION 3: PROJECT DETAILS

20.	<p>Please briefly describe the project, including:</p> <p>Where it will take place?</p> <p>How the community of Billingham will benefit?</p> <p>How the project supports the community?</p> <p>How you have identified the need for this project?</p> <p>How you will assess the success of the project?</p> <p>(If necessary, please supply further details on a separate sheet of paper).</p>	<p>Community Fun Day Fundraiser To Raise Money For Charity Billingham Cricket Club</p> <p>Community Will Benefit From Bringing Town All Together And Enjoying A Different Day Aimed At All Aspects Of Families, We Believe Billingham Is Missing Out On Fun + Music For All And Raise Money For Local Charities Doing It</p>
21.	How many people in Billingham do you expect to benefit directly from the project?	Approx 700
22.	Please advise the timescale for the project.	12 Month
23.	Will the project require ongoing financial support? If so, how will this be funded?	<p>Hope To Grow Event Making It A Regular Event In The Billingham Calendar And Growing Support And Sponsorship On Way</p>

SPONSORSHIP APPLICATION FORM

Organisations may only receive one sponsorship per financial year.

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
1.	Name of Organisation/Individual.	Catalyst Stockton-on-Tees Ltd
2.	Name and address of contact for this application.	Jon Carling, CEO, Catalyst. 27 Yarm Road Stockton-on-Tees TS18 3NJ
3.	Telephone number/s of contact for this application.	07851 011361
4.	Email address of contact for this application.	Jon.carling@catalyststockton.org
5.	Status of organisation (if registered charity, please include number).	Registered charity 1083231
6.	How long has the organisation been established?	23 years
7.	Brief description of purpose of organisation.	VCSE infrastructure organisation for Stockton-on-Tees, supporting VCSE partners
8.	Are you part of/affiliated to a larger organisation?	no
9.	How many members do you have that reside in Billingham?	c.50
10.	Is there an annual subscription/membership fee?	No
11.	Please provide contact details for another senior member of your organisation.	
12.	Please provide contact details for an independent referee.	

SECTION 2: FUNDING		
13.	Total cost of funding?	£4000
14.	Amount of sponsorship requested?	£500
15.	How much has already been raised towards the project?	£2500
16.	How will the balance be funded? (if applicable).	Sponsorship being sought from other partners
17.	Has any further funding been sought for this project? If so, please specify details.	Sponsorship to the value of £4000 is being sought from partners, and we are confident it will be secured
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?	yes

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.

SECTION 3: PROJECT DETAILS

20.	<p>Please briefly describe the project, including:</p> <p>Where it will take place?</p> <p>How the community of Billingham will benefit?</p> <p>How the project supports the community?</p> <p>How you have identified the need for this project?</p> <p>How you will assess the success of the project?</p> <p><i>(If necessary, please supply further details on a separate sheet of paper).</i></p>	<p>We are seeking sponsorship for one of the Catalyst Annual Achievement Awards, to be awarded to VCSE partners at the annual Catalyst conference on 16 November 2023.</p> <p>The awards will be made in the following categories:</p> <ul style="list-style-type: none"> Volunteer of the year Young Vol of the year Community group of the year New VCSE organisation of the year VCSE employee of the year Outstanding contribution by a VCSE organisation Outstanding contribution by a public sector Outstanding contribution by a private company Innovation of the year in the VCSE sector <p>The conference will take place at the Oakwood Centre in Eaglescliffe. Awards will be made to people and partners from across the Borough, including Billingham. They will enable winning organisations to promote the value and quality of their activities.</p> <p>VCSE partners from across the Borough will be attending the event, including several from Billingham.</p>
21.	<p>How many people in Billingham do you expect to benefit directly from the project?</p>	<p>This will depend on how many organisations / people from Billingham are given awards</p>
22.	<p>Please advise the timescale for the project.</p>	<p>Deadline for nominations for the Catalyst awards: likely to be September</p> <p>Catalyst Annual Conference and Achievement Awards: 16 November</p>

TOWN CRIER ENGAGEMENTS 2022/2023

Date	Location	Event
2022		
July	John Whitehead Park	Platinum Jubilee
	Billingham Town Centre	Platinum Jubilee
September	Billingham Town Centre	Proclamation of Queen's death
	Billingham Town Centre	Proclamation of Accession
	Billingham Town Centre	Charity Event – Jack Bentley
October	John Whitehead Park	Opening of Pantry in the Park
	Billingham Town Centre	Poppy Appeal Launch
November	Billingham Town Centre	Poppy Appeal Launch 2 nd week
	Billingham Forum Theatre	Poppy Selling x 3
	Billingham	Nursery School Visit
	Norton	Nursery School Visit
	Billingham Town Centre	Christmas Light Switch on
December	Low Grange Avenue	Visit Training at BERP
	St Aidan's Church	Christmas Fair
	Essex Crescent	Christmas Light Switch on
	Billingham Library	Traditional collection of "wages"
2023		
February	Oxfordshire	90 th Birthday Party
April	Billingham Synthonia Club	60 th Birthday Party
May	Billingham Town Centre	Coronation
	John Whitehead Park	Coronation
	Billingham Synthonia Club	Coronation
	Billingham Synthonia Club	75 th Birthday Party
	Low Grange Community Centre	Council Meeting
	Billingham Library	Council Meeting
	Port Clarence	Feeding Our Community Opening

June	Oxfordshire	WI Meeting
	Coulby Newham	Northern Bike Ride
August	Billingham Town Centre	Folklore Festival Parade & Opening
	Billingham Town Centre	Folklore Festival
September	John Whitehead Park	Billingham Show (2 days)
November	Billingham Town Centre	Start of Poppy Appeal
	Billingham Town Centre	Xmas Light Switch on
	Billingham Forum	Poppy selling at Theatre x 5 nights
December	Billingham Essex Crescent	Xmas Light switch on

At the moment, the only engagement for 2024 is a WI meeting in Middlesbrough on a date to be confirmed.