



Town Clerk & RFO: Miss Dee Smith
Chairman: Councillor Clare Gamble
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Billingham Library & Customer
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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 23rd January 2024 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

18th January 2024

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. MINUTES OF FULL COUNCIL MEETING HELD ON 28TH NOVEMBER 2023

To approve the above minutes as a true and accurate record (see appendix A – draft minutes 28th November 2023).

5. POLICE UPDATE

A verbal update will be given on the night.

6. STOCKTON BOROUGH COUNCIL WARD COUNCILLOR UPDATES

Verbal updates will be given on the night.

7. JOHN WHITEHEAD PARK

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

8. 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

7. DRAFT POLICIES

Members are asked to approve the below draft policies, as recommended by the Finance & General Purposes committee. (Copies previously circulated with F & GP Agendas).

- Smarter Working Policy;
- Complaints Procedures;
- Data Protection Policy;
- Dignity at Work Policy.

8. PLANNING APPLICATION 23/0261/OUT – Outline application with all matters reserved for the erection of up to 700 dwellings, community centre, care and medical facilities, open space, golf course improvements and associated works: Land at Wynyard Village, Wynyard.

Members are asked to consider any comments to the above planning application.

9. RECOMMENDATIONS FROM OTHER COMMITTEES

1. Members are asked to consider the following recommendation from the Services & Engagement committee:

To cease the Sunday Lunch Delivery Service and replace with a community lunch sit-in service on a monthly basis.

Please see appendix B (Report on Sunday Lunch Service).

2. Members are asked to consider the following recommendation from the Finance & General Purposes Committee:

To approve the draft budget for 2024/25 and to formulate a resolution to levy a precept of £357710.00 on Stockton on Tees Borough Council for the financial year 2024/25 (see appendix C).

10. DATE & TIME OF NEXT MEETING

The next Full Council meeting takes place on Tuesday 26th March 2024.

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
DRAFT MINUTES OF THE FULL COUNCIL MEETING
TUESDAY 28TH NOVEMBER 2023 AT 7PM
HELD IN MEETING ROOM C, BILLINGHAM LIBRARY & CUSTOMER
SERVICE CENTRE

Present: Councillors Gamble (Chairman)
 Atkinson
 Bendelow
 Besford
 Forrest
 Gilbert
 Hedley
 Lacey
 Leckonby
 McCall
 Shotton
 Snead
 Stoker

Apologies: Councillor Scollen (Illness)
 Councillor McCoy (Business)

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

Patrick Wilson from BCT Aspire, Jane Wallace & Adrian Worth from Billingham Boxing Academy (arrived at 7.15pm), Stockton on Tees Borough Council (SBC) Councillors David Reynard & Paul Weston, and 15 members of the public were also present.

The meeting commenced at 7.05pm.

128/23 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone present and announced the following:

- Housekeeping;
- The Town Council's Christmas Fair takes place on Saturday 2nd December, 11am to 2pm in St Aidan's Church Hall.

129/23 DECLARATIONS OF INTEREST

Cllr Gilbert declared a personal interest in agenda item 6: Subsidy applications 2024-2027 – Known to referee for BCT Aspire.

Cllr Lacey declared a personal interest in agenda item 7a: Grant Funding application from Pat Chambers – Assisting with the event.

Cllr Leckonby declared a personal interest in agenda item 7a: Grant Funding application from Pat Chambers – Friend of applicant.

Cllr Lacey declared a personal interest in agenda item 7b: Grant Funding from High Clarence Primary School – Assisting with the event.

Cllr McCall declared a personal interest in agenda item 7b: Grant Funding from High Clarence Primary School – School Governor.

130/23

STOCKON BOROUGH COUNCIL (SBC) WARD COUNCILLOR UPDATES

The following updates were given:

Billingham North

- Good news about the Levelling Up funding;
- The planning application for a children's home in High Grange has been approved. They are now speaking to Children's Services at SBC and the expected open date is April 2024;
- The next ward surgery takes place next week;
- A walkabout has taken place with the local PCSO's;
- Resurfacing work has taken place at the roundabout at Owington Farm and used 80% less carbon than traditional road repairs.

Billingham East

- The Bread & Butter Thing project at the Newlife centre is now in its seventh week and going really well;
- Cllr Bendelow attended the Tuesday Chat Group at Low Grange;
- Looking at pothole, trees and parking issues including those on Flodden Way and Naseby Court;
- Antisocial behaviour is down in the area;
- Working is being carried on Low Grange shops including a tidy up at the back of the shops;
- Low Grange Club has been sold and there are plans for two retail units;
- Ward surgeries are going well.

Billingham Central

No update on this occasion.

Billingham South

- A meeting was organised and attended by Northumbrian Water Authority, Environment Agency, SBC and a Councillor from Hartlepool Council in regards to the recent flooding in Port Clarence. A follow up meeting is to be arranged to discuss the maintenance regime and what improvements can be made to the non-return valves.
- The Community Hub in Port Clarence will be reopening;
- Cowpen Bewley Residents Association secured £23k of funding and have some contracts that fund projects that they feel might help projects in the Clarence's;
- Street Surgeries have been taking place;
- Looking at traffic calming measures.

Billingham West

- Looking at potholes, trees and parking issues;
- A newsletter is being sent out regarding the parking issues at Priors Mill school;
- Arranging replacement 30 mph signs in the ward;
- Objected to the Wynyard Homes planning application;
- Opposed the planning application on Whitehouse Road above Sainbury's on the grounds of overlooking and parking;
- Resurfacing work carried out on Whitehouse Road;
- Enforcement are currently looking at the speed results for Wolviston;
- There is a new scheme in the New Year where residents can hire Community Speedwatch equipment at any time. This will be resident led;
- Making enquiries in to Pop-Up Post Offices.

Members were also advised that the Emergency Planning Officer is working with lots of different agencies to investigate the gas smell. At this time, they do not know the source and it is not from the main gas pipes. If you smell gas, this should be reported as the more data there is, it will be easier for agencies to identify the source.

RESOLVED

Information duly noted.

131/23

MINUTES OF THE FULL COUNCIL MEETING HELD ON 26TH SEPTEMBER 2023

Members were asked to approve the draft minutes from the Full Council Council meeting held on 26th September 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.

132/23

SUBSIDY APPLICATIONS 2024-2027

Members were provided with presentations from the following organisations that have submitted subsidy applications for 2024-2027. These applications will be considered as part of the budget setting process.

- BCT Aspire;
- Billingham Boxing Academy.

RESOLVED

- i. Information duly noted.
- ii. Purple Dance Studio will present to the Finance & General Purposes Committee on Tuesday 19th December 2023.

Cllr Gilbert declared a personal interest in this matter.

Patrick Wilson, Jayne Wallace & Adrian Worth left the meeting.

133/23

GRANT FUNDING APPLICATIONS

- a. Members were asked to consider a grant application from Pat Chambers for £500 towards a Senior Citizens Party.
- b. Members were asked to consider a grant application from High Clarence Primary School for £500 for a Christmas Party.
- c. Members were asked to consider a grant application from Billingham Bowling Club for £500 towards the installation of CCTV.

RESOLVED

- i. To approve a grant of £500 to Pat Chambers.
- ii. To approve a grant of £500 to High Clarence Primary School.
- iii. To approve a grant of £500 to Billingham Bowling Club.

Cllrs Lacey and Leckonby declared a personal interest in 133/23 (a) and refrained from voting.

Cllrs Lacey and McCall declared a personal interest in 133/23 (b) and refrained from voting.

134/23 DRAFT POLICES

The draft policies will be deferred to the next Full Council meeting in January 2024.

135/23 REPRESENTATION ON OUTSIDE BODIES

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

ORGANISATION	UPDATE
Cleveland Local Council Association – Cllr Gamble & Town Clerk	No meeting
Billingham Environmental Link Programme – Cllr Scollen	No update
Low Grange & Cowpen Residents Association – Cllr Bendelow	No meeting
Billingham Legacy Foundation – Cllr McCall	No meeting
Billingham Community Partnership	Meeting was cancelled
Billingham International Festival of World Dance – Cllr Snead	No meeting
Catalyst Health & Wellbeing Committee – Cllr Shotton	No meeting
Port Clarence in Bloom – Town Clerk	On hold for this year, looking at setting for next year. Remove from the agenda.
Clarences Community Partnership – Town Clerk	Cllr Lacey advised members that the partnership is working with lots of different agencies on matters in Port Clarence. The notes from the meeting will be circulated.
Stockton Volunteers – Town Council Officer	No meeting
Stockton Housing, Neighbourhoods & Affordable Warmth Partnership – Cllr Bendelow	Cllr Bendelow advised that a presentation was given on the winter fuel costs.
The Voice Forum – Cllr McCall	No update
Catalyst Funders Forum – Town Clerk	No meeting.
CCIN – Cllr Gamble	Cllr Gamble advised that they are looking at policy labs and funding.
Billingham Show – Town Clerk & Cllr Bendelow	The Town Clerk advised members that she had received a letter from Billingham Legacy Foundation Supporters Group stating their

	intention to withdraw from the agreement with the Town Council regarding the Show. This is due to the volunteers not being available in 2024. They have not been able to recruit other volunteers, therefore they are not in a position to provide support to the Show going forward.
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RESOLVED

- i. Information duly noted.
- ii. Members agreed that the Town Council would continue to run the Billingham Show moving forward.

136/23

SUNDAY LUNCH SERVICE

Members were advised that some of the survey's still need to be completed and the Working Group will make recommendations to Full Council once this work is finished. Currently there are 70 residents receiving a Sunday Lunch.

RESOLVED

Information duly noted.

137/23

DATE & TIME OF NEXT MEETING

The next meeting of Full Council takes place on Tuesday 23rd January 2024 at 7pm. The venue is to be confirmed.

RESOLVED

Information duly noted.

The meeting concluded at 8.10pm with Cllrs Atkinson, Bendelow, Besford, Forrest, Gamble, Gilbert, Hedley, Lacey, Leckonby, McCall, Shotton, Snead and Stoker present.

Report to Full Council: Tuesday 23rd January 2024

Report by: Miss Dee Smith, Town Clerk/RFO

Subject: Sunday Lunch Service

Background

In December 2019, a Community Lunch Service from the Café in the Park was set up, providing a free three course Sunday lunch to local residents. This initiative was set up to help tackle food poverty and for those who live alone with little social interaction, to come together with other members of the community to build new relationships and friendship groups, reconnect with people and discover shared interests, and learn about other services available within the local area that may be of benefit to them.

Unfortunately, in March 2020 this project was stopped due to the COVID 19 pandemic.

The work we undertook in supporting residents shielding from Covid meant that the Town Council quickly realized that the food parcels being provided to residents were lacking in fresh vegetables and high quality protein. This led to us reconceptualising the Community Lunch Service as a delivery service (the Sunday Lunch Service). The service launched to huge demand and we were delivering to over 300 people per week on a Wednesday and a Sunday. The offering consisted of fresh, homemade vegetable soup, a roast dinner with mashed potatoes and vegetables and a dessert.

As the country moved out of lockdown, many of the shielding residents no longer required a lunch delivery service and so we were able to cater to the reduced numbers with just one delivery per week. Council agreed that the service was invaluable to some of our most vulnerable residents and continued to support the ongoing delivery of the service.

This service is still running to the present day as a two course Sunday Lunch delivery service consisting of a main meal and dessert.

Staffing

The service is currently managed by the Business Support Manager (5 hours per week). There is one other paid member of staff (1.5hrs per week) and **3** volunteers who all help with the packing etc of the dinners.

We currently have **7 regular** volunteer delivery drivers and 3 volunteers on record with us that we can contact, however their availability is not consistent due to prior engagements. Each week the service requires a minimum of 1 café volunteer and **5 or 6 delivery** drivers.

Costs

The costs to run the service from April 2020 including staffing, food/packaging etc are below:

YEAR	COST
2020 - 2021	£12,598.82
2021 - 2022	£16,549.74
2022 - 2023	£15,184.71
2023 – 31 st December 2023	£10,445.38

Review

In March 2023, a Sunday Lunch Service Task & Finish Group was established to review the Sunday Lunch Service and eligibility criteria. The following recommendations were made to Full Council:

- A survey to 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.

These recommendations were approved at Full Council on 6th June 2023.

A further Task & Finish Group meeting took place on 26th June 2023 and it was agreed that the survey would include the following questions:

- How were you signed up/referred to the service? e.g. GP, Social Worker, Friend referral;
- Do you still require this service? Yes/No;
- Please state the reasons why you still require this service?;
- If you had to pay a reasonable contribution towards the cost of this service, would you still want to receive a meal?;
- If there was no dessert, would you still require a meal?

It was also agreed that:

- The drivers to get phone numbers for recipients that have not previously provided them;
- Recipients to be put into ward lists;
- The Town Clerk to email all Councillors and request their availability to visit recipients to help them complete the survey;
- The Business Support Manager to call all recipients to arrange a date and time for visits;
- The Business Support Manager to accompany all Councillors on the visits.

Results of the Survey

The delivery of the survey commenced in August 2023 to 70 residents who were receiving a Sunday Lunch at that time. To date, **53** surveys have been completed. As a result of this survey 11 people no longer use the service.

The following questions were asked as part of the survey:

- 1. How were you signed up/referred to the service?**
67% - Social Prescriber, School, Councillor etc referral
19% - Friend
9% - Shielding
5% - Don't know
- 2. Please state the reasons why you need the service.**
Saves family worrying about me
One good meal a day
Unable to carry out tasks that require grip in hand
Ensure I have a hot meal
Only hot meal I get in the week
Because I wouldn't make a meal

For the kids
Can't cook
Sight issues
In a wheelchair
Husband has dementia
Needs support
Husband unwell
Housebound
Enjoys a balanced meal

3. **If you had to pay a reasonable contribution towards the cost of the service, would you still require a meal?**
86% would pay a reasonable cost.
4. **If there was no dessert, would you still require a meal?**
81% would still require a meal.

As of January 2024, there are 69 people receiving the service. Referrals are being made using the new criteria.

DRAFT BUDGET	2023 / 2024	2024/2025
ADMINISTRATION COSTS		
Staff Costs	£ 122,295.00	132,500.00
Pension	£ 30,520.00	35,000.00
Employers NI	£ 13,200.00	18,000.00
Travel & Subsidence	£ 700.00	1,000.00
Volunteer Expenses	£ 500.00	200.00
Staff expenses	£ 1,000.00	1,500.00
OFFICE RUNNING COSTS		
Rent	£ 10,000.00	10,000.00
TOWN COUNCIL OFFICE		
Office equipment	£ 500.00	500.00
Stationery	£ 400.00	900.00
Postage	£ 100.00	100.00
Telephone/Broadband/mobiles	£ 1,400.00	1,400.00
IT & Software	£ 13,500.00	14,000.00
Books/Literature	£ 50.00	50.00
Insurance	£ 2,000.00	2,200.00
Photocopier/printing	£ 1,000.00	1,000.00
Room hire		500.00
Website	£ 400.00	450.00
TRAINING		
Staff	£ 700.00	200.00
Members	£ 500.00	500.00
Volunteers	£ 100.00	100.00
SUBSCRIPTIONS		
NALC/CLCA	£ 3,000.00	3,000.00
SLCC	£ 900.00	900.00
ICO	£ 55.00	60.00
NEREO	£ 350.00	350.00
CCIN	£ 300.00	300.00
CIPD	£ -	300.00
Living Wage Foundation		150.00
TOWN COUNCIL Marketing		
Newsletter	£ 2,000.00	6,000.00
Conferences, Events & Awards	£ -	0.00
AUDIT		
External Audit	£ 1,000.00	1,300.00

Internal Audit	£	250.00	350.00
Accounts Support	£	3,500.00	3,700.00

ELECTIONS

Elections	£	8,000.00	0.00
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COMMUNITY HUB & CAFE

Marketing	£	1,000.00	0.00
Annexe running costs	£	7,000.00	8,000.00
Cafe Contingency	£	30,000.00	30,000.00

EVENTS

Easter	£	-	2,000.00
Summer	£	3,000.00	5,000.00
Halloween	£	-	2,000.00
Xmas	£	4,000.00	10,000.00
Fundraising events	£	250.00	0.00
Events infrastructure	£	750.00	1,500.00
Remembrance	£	-	0.00
Half Term Activities	£	-	0.00
Town Crier	£	500.00	500.00
Carnival	£	2,000.00	2,000.00
Coronation	£	1,000.00	0.00
Dday			3,000.00

DONATIONS

Grants	£	5,000.00	5,000.00
Subsidies	£	36,000.00	15,000.00
Sponsorship	£	10,000.00	25,000.00
Chairmans Allowance	£	1,000.00	1,000.00

PROJECTS 21/22

Community Fund	£	-	3,200.00
Sunday Lunch Project	£	12,000.00	8,000.00
Garden	£	-	0.00

£	331,720.00	£	357,710.00
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