

**BILLINGHAM TOWN COUNCIL**  
**Minutes of the Finance & General Purposes Committee Meeting**  
**held on Tuesday 16<sup>th</sup> January 2024 at 6.30 p.m.**  
**at Billingham Library & Customer Service Centre**

**Present: Councillor** Adam Gilbert  
Marc Besford  
Guy Snead (Vice-Chairman)  
Colin Leckonby  
Clare Gamble  
Marc Besford

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

**Apologies:** Cllr J Scollen (Chairman) – Illness  
Cllr D Forrest – Personal  
Cllr A McCoy – No apologies received

Councillor H Atkinson was also present.

Cllr Snead, Vice Chairman, assumed the chair.

The meeting commenced at 6.36pm.

**157/23 CHAIRMAN'S ANNOUNCEMENT**

The usual rules about housekeeping were made

**158/23 DECLARATIONS OF INTEREST**

There were no declarations on this occasion.

**159/23 PUBLIC PARTICIPATION TIME**

There were no public questions on this occasion.

**160/23 MINUTES OF FINANCE & GENERAL PURPOSES MEETING HELD ON  
19<sup>th</sup> December 2023**

Members were asked to approve the above minutes.

Signed.....  ..... Date 20/02/2024  
Chairman to Billingham Town Council

**RESOLVED**

That the minutes of the above meeting held on 19<sup>th</sup> December 2023, a copy of which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

**161/23 PAYMENTS & RECEIPTS LISTS**

Members were asked to approve the following:

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

**RESOLVED**

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

**162/23 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> December 2023.

**RESOLVED**

Information duly noted.

**163/23 DRAFT BUDGET 2024/2025**

Members were asked to consider the draft budget for 2024/2025 for recommendation to the next Full Council meeting.

**RESOLVED**

To recommend a budget for £357710.00 for 2024/2025.

**164/23 DRAFT HYBRID WORKING POLICY**

Members were asked to consider a Hybrid Working Policy for recommendation to the next Full Council meeting.

**RESOLVED**

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

To recommend the above policy (Smarter Working Policy) with an amendment to include the process for new starters to work remotely.

**The meeting concluded at 7.17 pm with Councillors Besford, Gamble, Gilbert, Leckonby, McCall and Snead present.**

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