

**BILLINGHAM TOWN COUNCIL**  
**Minutes of the Finance & General Purposes Committee Meeting**  
**held on Tuesday 19<sup>th</sup> March 2024 at 6.30 p.m.**  
**at Billingham Library & Customer Service Centre**

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

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

**Apologies:** Cllr J Scollen (Chairman) – Illness  
Cllr D Forrest – Personal

Councillor H Atkinson was also present.

In the absence of the Chairman, Cllr Snead, Vice Chairman, assumed the chair.

**200/23 CHAIRMAN'S ANNOUNCEMENT**

The usual rules about housekeeping were made

**201/23 DECLARATIONS OF INTEREST**

There were no declarations on this occasion.

**202/23 PUBLIC PARTICIPATION TIME**

There were no public present or questions on this occasion.

**203/23 MINUTES OF FINANCE & GENERAL PURPOSES MEETING HELD ON  
20<sup>TH</sup> FEBRUARY 2024**

Members were asked to approve the above minutes.

**RESOLVED**

Signed.......... Date 16-4-2024  
Chairman to Billingham Town Council

That the minutes of the above meeting held on 20<sup>th</sup> February 2024, a copy of which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

**204/23 PAYMENTS & RECEIPTS LISTS**

Members were asked to approve the following:

- (i) Payments to creditors for February 2024 for the main account.
- (ii) Payments to creditors for February 2024 for the cafe account.
- (iii) Staffing costs for February 2024.
- (vi) To note the income received for February 2024.
- (vii) Members were provided for information, with the bank reconciliation for all accounts up to 29<sup>th</sup> February 2024.

**RESOLVED** *Recommend, 80k to CCLA.*

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

**205/23 CAFÉ IN THE PARK – PROFIT & LOSS REPORT**

Members were presented with a profit and loss report for the Café in the Park, up to 29<sup>th</sup> February 2024.

**RESOLVED**

Information duly noted.

**206/23 POLICIES – YEAR END PROCEDURES**

Members are asked to consider, for recommendation to Full Council, the following policies:

- Internal Audit Policy;
- Review of Effectiveness of Internal Audit;
- Annual Financial Risk Assessment;
- Banking & Cash Handling Procedures.

**RESOLVED**

To recommend the above to the next Full Council meeting in March 2024.

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

**207/23            POLICIES**

Members are asked to consider and review, for recommendation to Full Council, the following policies:

- Financial Regulations (no changes from previous year);
- Display Screen Equipment Policy (see appendix L);
- Standing Orders – the following amendment has been made to Item 18, f & g, Financial Controls & Procurement:

**Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALS's procurement guidance contains further information.**

**RESOLVED**

To recommend the above to the next Full Council meeting in March 2024.

The meeting concluded at 6.48 pm with Councillors Besford, Gamble, Gilbert, Leckonby, McCoy, McCall and Snead present.

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