



**Town Clerk & RFO: Miss Dee Smith**  
**Vice Chairman: Councillor Helen Atkinson**  
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**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 16<sup>th</sup> April 2024 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.

No questions have been received at the time of preparation of this agenda.

**5. MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 19<sup>th</sup> March 2024**

To approve the above minutes as a true and accurate record (see appendix A – Draft minutes 19<sup>th</sup> March 2024).

**6. PAYMENTS & RECEIPTS LISTS**

- (i) To approve the list of payments to creditors for March 2024 for the main account (see appendix B).
- (ii) To approve the list of payment to creditors for March 2024 for the cafe accounts (see appendix C).
- (iii) To approve the staffing costs for March 2024 (see appendix D – Staffing costs).
- (vi) To note the income received for March 2024 (see appendix E).
- (vi) Members are provided for information, with the bank reconciliation for all accounts up to 31<sup>st</sup> March 2024 (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 31<sup>st</sup> March 2024 (see appendix G).

**8. INCOME & EXPENDITURE REPORT**

Members are provided with an Income & Expenditure report up to 31<sup>st</sup> March 2024 (see appendix H).

**9. POLICIES**

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

- Draft Employee Volunteering Policy (see appendix I);
- Draft Treasury Management Policy (see appendix J).

**10. Grant Funding**

Members are asked to consider the attached grant funding request from Tees Active for the Welcome to Billingham project for £500. (See appendix K).

**11. 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

An update will be given on the night.

**Miss Dee Smith**  
**Town Clerk/RFO to Billingham Town Council**  
**11<sup>th</sup> 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](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**  
**Draft 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 McCall  
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 .....**  
**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**

- 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

**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

Appendix B.

Billingham Town Council Current Year

PURCHASE DAYBOOK

Order by Supplier A/c

06/04/2024

15:54

Creditors for Month No 12

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	
04/03/2024	040424		ASDA	A007	3.50	0.00	3.50	4341	110	3.50	Delivery charge
26/03/2024	260324		ASDA	A007	37.50	7.50	45.00	4446	120	3.50	Delivery charge
28/03/2024	280324		ASDA	A007	21.85	0.00	21.85	4232	100	37.50	Easter activities
28/03/2024	280324A		ASDA	A007	36.67	7.33	44.00	4446	120	21.85	Foods stock
28/03/2024	280324B		ASDA	A007	18.83	3.77	22.60	4446	120	36.67	Easter activities
07/03/2024	2642491002937		ASDA	A007	161.93	1.58	163.51	4341	110	18.83	Easter activities
21/03/2024	6372468003164		ASDA	A007	165.43	1.58	167.01	4341	110	161.93	Food stock FP
01/03/2024	010324		ALDI	A012	137.48	0.00	137.48	4341	110	-161.93	Food stock FP
01/03/2024	010324A		ALDI	A012	26.70	0.00	26.70	4341	110	161.93	Food stock FP
01/03/2024	010324B		ALDI	A012	20.61	0.00	20.61	4435	120	165.43	Food stock FP
01/03/2024	010324C		ALDI	A012	52.13	0.00	52.13	4341	110	-137.48	Foods stock FP
07/03/2024	070324		ALDI	A012	10.69	0.00	10.69	4341	110	137.48	Foods stock FP
28/03/2024	150324		ALDI	A012	222.06	0.00	222.06	4341	110	26.70	Foods stock FP
								336		-26.70	Foods stock FP
								6000	110	26.70	Foods stock FP
								4435	120	20.61	Foods stock SLS
								4341	110	52.13	Foods stock SSP
								327		-52.13	Foods stock SSP
								6000	110	52.13	Foods stock SSP
								4341	110	10.69	Foods stock SSP
								327		-10.69	Foods stock SSP
								6000	110	10.69	Foods stock SSP
								4341	110	222.06	Foods stock FP
								336		-222.06	Foods stock FP

Creditors for Month No 12

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	
15/03/2024	150324A		ALDI	A012	30.30	0.00	30.30	6000	110	222.06	Foods stock FP
								4341	110	30.30	Foods stock SSP
								327		-30.30	Foods stock SSP
16/03/2024	160324		ALDI	A012	24.97	0.00	24.97	6000	110	30.30	Foods stock SSP
								4435	120	24.97	Foods stock sls
22/03/2024	220324		ALDI	A012	24.36	0.00	24.36	4341	110	24.36	Foods stock SSP
								327		-24.36	Foods stock SSP
28/03/2024	280324		ALDI	A012	96.37	0.00	96.37	6000	110	24.36	Foods stock SSP
								4341	110	96.37	Foods stock FP
								336		-96.37	Foods stock FP
28/03/2024	280324A		ALDI	A012	82.20	0.00	82.20	6000	110	96.37	Foods stock FP
								4341	110	82.20	Foods stock FP
								336		-82.20	Foods stock FP
28/03/2024	280324B		ALDI	A012	94.22	14.63	108.85	6000	110	82.20	Foods stock FP
								4350	110	94.22	Easter sweets
01/03/2024	290391		ASPIRE	A013	1,020.31	204.05	1,224.36	4180	100	63.87	Microsoft lic & Sec Mar 24
								4191	100	956.44	Microsoft lic & Sec Mar 24
05/03/2024	GB4XU91ABEI		AMAZON BUSINESS	A043	6.62	1.33	7.95	4240	100	6.62	Wire brush
05/03/2024	GB4YA17ABEI		AMAZON BUSINESS	A043	14.74	2.94	17.68	4232	100	14.74	Polo shirts
28/03/2024	280324		BOYES	B004	65.13	13.02	78.15	4446	120	65.13	Easter activities
28/03/2024	280824		BOYES	B004	9.53	1.90	11.43	4232	100	9.53	Food bags, parchment
04/03/2024	040324		BM	B005	40.58	8.12	48.70	4110	100	40.58	Toiletries - staff
15/03/2024	42595084		CANVA	C033	10.99	0.00	10.99	4200	100	10.99	Subs March 24
04/03/2024	2477		CHEMI	C049	22.48	4.50	26.98	4240	100	22.48	Graffiti remover
04/03/2024	1110783		DYNO	D016	175.00	35.00	210.00	4240	100	175.00	Unblock drain Annexe
22/03/2024	220324		EE	E001	12.50	2.50	15.00	4180	100	12.50	V lloyd mobile Mar 24
02/03/2024	02202437096		EE	E001	52.75	10.55	63.30	4180	100	52.75	2 x mobiles March 24
03/03/2024	1610013		EDF	E002	680.60	34.03	714.63	4240	100	680.60	Gas 02.11 to 20.02.24
03/03/2024	16159963		EDF	E002	340.59	17.03	357.62	4240	100	340.59	Electric 02.11 to 20.02.24



PURCHASE DAYBOOK

Creditors for Month No 12

Order by Supplier A/c

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
22/03/2024	16790982		EDF	E002	121.10	6.06	127.16	4240	100	121.10	Electric 21.02 to 20.03.24
22/03/2024	16814584		EDF	E002	226.88	11.34	238.22	4240	100	226.88	Gas 21.02 to 20.03.24
26/03/2024	13400		EVERY	E021	5.82	1.17	6.99	4999	100	5.82	Vertical blinds chain
15/03/2024	4509		FARE	F018	100.00	0.00	100.00	4341	110	100.00	Food stock FP Mar 24 subs
								336		-100.00	Food stock FP Mar 24 subs
28/03/2024	280324		CLARE	G004	108.00	0.00	108.00	4115	100	108.00	Food stock FP Mar 24 subs
06/03/2024	060324		GOULDING	G025	200.00	0.00	200.00	4250	100	108.00	Expenses SLS CG & MB
06/03/2024	12147120		HIGH SPEED	H002	60.00	12.00	72.00	4120	100	200.00	Grant Funding F & GP Sept 23
28/03/2024	1083571926		HP	H022	9.99	2.00	11.99	4280	100	60.00	Training x 3 Food safety
26/03/2024	21559		KEPES	K009	4.16	0.83	4.99	4999	100	9.99	D Smith Printer Mar 24
11/03/2024	12338389		LOCKFORCE	L013	200.00	40.00	240.00	4232	100	4.16	Vertical blinds weights
22/03/2024	3527155		MAKRO	M010	230.26	11.20	241.46	4435	120	200.00	Repairs to cafe door lock
29/03/2024	290324A		MS	M026	250.00	0.00	250.00	4221	100	230.26	Food stock SLS
29/03/2024	290324B		MS	M026	250.00	0.00	250.00	4221	100	250.00	5 x £50 vouchers SLS
21/03/2024	28652261		NISBETS	N006	27.58	5.51	33.09	4240	100	250.00	5 x £50 vouchers SLS
22/03/2024	28659620		NISBETS	N006	74.21	14.84	89.05	4240	100	27.58	Cleaning products
22/03/2024	28659621		NISBETS	N006	156.69	31.33	188.02	4240	100	74.21	Cleaning products
24/03/2024	28665096		NISBETS	N006	8.19	1.63	9.82	4240	100	156.69	Cleaning products
26/03/2024	28679106		NISBETS	N006	30.49	6.09	36.58	4240	100	8.19	Cleaning products
28/03/2024	280324		POUND	P004	39.58	7.92	47.50	4446	120	30.49	Cleaning products
07/03/2024	82750		RECOGNITION	R020	31.34	6.27	37.61	4110	100	39.58	Easter activities & sweets
01/03/2024	0802		STONEHOUSE	S001	28.00	5.60	33.60	4191	100	31.34	Badge
25/03/2024	0816		STONEHOUSE	S001	35.00	7.00	42.00	4141	100	28.00	Payroll March 24
28/03/2024	2432		SB LIFE	S005	125.00	25.00	150.00	4300	100	35.00	Payroll support March 24
02/03/2024	18376663		XERO	X001	35.00	7.00	42.00	4191	100	125.00	Advertising

**TOTAL INVOICES** 6,076.91 574.15 6,651.06

**6,076.91**

**Creditors for Month No 12**

**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	Amount	
			VAT ANALYSISCODE	F @ 5.00%	1,369.17	68.46	1,437.63			
			VAT ANALYSISCODE	OTS @ 0.00%	1,256.58	0.00	1,256.58			
			VAT ANALYSISCODE	S @ 20.00%	2,528.67	505.69	3,034.36			
			VAT ANALYSISCODE	Z @ 0.00%	922.49	0.00	922.49			
<b>TOTALS</b>								<b>6,076.91</b>	<b>574.15</b>	<b>6,651.06</b>

Date: 06/04/2024

Billingham Cafe

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Time: 13:23

Cashbook 1

User: DEE

Current Bank A/c

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
12/03/2024	Cafe Vinchi	SO	108.00		18.00	4181	100	90.00	Machine rental March 24
14/03/2024	Gbix it	BACS	64.50		10.75	4125	100	53.75	Broadband March 24
15/03/2024	Asda	TRANSFER	5.70			4100	100	5.70	Food stock
15/03/2024	Aldi stores	TRANSFER	9.65		0.20	4100	100	9.45	Food stock
16/03/2024	Aldi stores	TRANSFER	9.48			4100	100	9.48	Food stock
17/03/2024	Aldi stores	TRANSFER	1.98			4100	100	1.98	Food stock
17/03/2024	Aldi stores	TRANSFER	5.25			4100	100	5.25	Food stock
18/03/2024	Chatty Cafe Scheme	TRANSFER	30.00			4125	100	30.00	Subs 24/25
18/03/2024	Aldi stores	TRANSFER	30.47		0.38	4100	100	30.09	Food stock
18/03/2024	Aldi stores	TRANSFER	4.57			4100	100	4.57	Food stock
10/03/2024	Smarty	TRANSFER	20.00			4140	100	20.00	Mobile data March 24
12/03/2024	Asda	TRANSFER	6.10			4100	100	6.10	Food stock
13/03/2024	Aldi stores	TRANSFER	7.67		0.05	4100	100	7.62	Food stock
13/03/2024	Aldi stores	TRANSFER	10.15			4100	100	10.15	Food stock
13/03/2024	Leaders Merchants Ltd	TRANSFER	198.41		33.07	4180	100	165.34	cafe equipment
14/03/2024	Aldi stores	TRANSFER	13.79			4100	100	13.79	Food stock
16/03/2024	Aldi stores	TRANSFER	37.92			4100	100	37.92	Food stock
18/03/2024	Cafe Vinchi	BACS	197.80			4100	100	197.80	Coffee
18/03/2024	Daisy Communications Ltd	BACS	38.34		6.39	4125	100	31.95	Telephone March 24
20/03/2024	Amazon	TRANSFER	10.99		1.83	4110	100	9.16	Insulated cups
20/03/2024	J & B Recycling	DD	31.54		5.26	4125	100	26.28	Recycling March 24
27/03/2024	Makro Ltd	TRANSFER	406.20		26.84	4100	100	379.36	Food stock
Total Payments for Month			1248.51	0.00	102.77			1145.74	

STAFF PAYMENTS HAVE BEEN REDACTED

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

<b>March 2024</b>	<b>Payee</b>	<b>Amount</b>
BACS	Staffing Team salaries, HM Revenue & Customs and Teesside Pensions Fund	£16505.69

Date: 06/04/2024

**Billingham Town Council Current Year**

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Time: 16:26

**Cashbook 1**

User: DEE

**Lloyds Treasurers**

For Month No: 12

**Receipts for Month 12**

**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>79,762.75</b>					<b>79,762.75</b>	
bacs	Banked: 04/03/2024	521.01						
bacs	CCLA	521.01			1090	100	521.01	Interest Feb 24
bacs	Banked: 18/03/2024	140.00						
	Sales Recpts Page 42	140.00	140.00		100			Sales Recpts Page 42
<b>Total Receipts for Month</b>		<b>661.01</b>	<b>140.00</b>	<b>0.00</b>			<b>521.01</b>	
<b>Cashbook Totals</b>		<b>80,423.76</b>	<b>140.00</b>	<b>0.00</b>			<b>80,283.76</b>	

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 Billingham Town Council Current Year

 Bank - Cash and Investment Reconciliation as at 31 March 2024
 

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Confirmed Bank & Investment Balances
Bank Statement Balances

31/03/2024	Lloyds Treasurers	58,939.41	
31/03/2024	Lloyds Deposit	81,915.68	
31/03/2024	Petty Cash	36.28	
			<b>140,891.37</b>

Other Cash & Bank Balances
124,999.00
265,890.37
Receipts not on Bank Statement
0.00
**Closing Balance**
265,890.37
All Cash & Bank Accounts

1	Lloyds Treasurers	58,939.41	
2	Lloyds Deposit	81,915.68	
3	Petty Cash	36.28	
	Other Cash & Bank Balances		<u>124,999.00</u>
	<b>Total Cash &amp; Bank Balances</b>		<u><b>265,890.37</b></u>

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c	31/03/2024		967.85
			<hr/> 967.85
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			967.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			967.85
		<b>Balance per Cash Book is :-</b>	<b>967.85</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

06/04/2024

**Billingham Cafe**

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**Detailed Profit and Loss Account - Excluding Stock Movement****Month 12 Date 31/03/2024**

<u>Account</u>	<u>Sales/Income</u>	<u>Month Actual</u>	<u>YTD Actual</u>
1000	Cafe Sales	406	36,159
1999	Other Income	0	11,305
	<b>Total Sales/Income</b>	<b>406</b>	<b>47,464</b>
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4000	Café Staff Salary	659	24,323
4100	Stock Food/Drink	719	16,563
4110	Stock non Food/Drink	9	1,805
4125	Cafe Running Costs	142	1,736
4140	Telephone & Broadband	20	1,174
4180	Equipment & Furnishings	165	1,756
4181	Machine Rental	90	1,080
4200	Square Costs	7	290
	<b>Total Indirect/Overhead Expenditure</b>	<b>1,813</b>	<b>48,727</b>
	<b>Operating Profit</b>	<b>(1,407)</b>	<b>(1,263)</b>
	<b>% Operating Profit</b>	<b>-346.52%</b>	<b>-2.66%</b>



11/04/2024

## Billingham Town Council Current Year

Page 1

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## 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
<u>100 Administration</u>								
1076 Precept	0	308,211	308,211	0			100.0%	
1090 Interest Received	611	6,973	0	(6,973)			0.0%	
1999 Other Income	(175)	6,247	0	(6,247)			0.0%	4,258
Administration :- Income	<b>437</b>	<b>321,430</b>	<b>308,211</b>	<b>(13,219)</b>			<b>104.3%</b>	<b>4,258</b>
4000 Staff Salary	12,234	137,885	122,295	(15,590)	(15,590)		112.7%	
4010 Pension	2,517	29,380	30,520	1,140	1,140		96.3%	
4020 Employers NI	1,094	14,670	13,200	(1,470)	(1,470)		111.1%	
4100 Travel Expenses	0	1,176	700	(476)	(476)		168.1%	521
4110 Staff Expenses	72	557	1,000	443	443		55.7%	
4115 Volunteer Expenses	108	439	500	61	61		87.9%	
4120 Training -Staff	60	745	700	(45)	(45)		106.5%	60
4121 Training - Members	0	620	500	(120)	(120)		123.9%	534
4122 Training - Volunteers	0	20	100	80	80		20.0%	
4125 Conferences	0	500	0	(500)	(500)		0.0%	500
4140 Audit Fees	0	1,050	1,250	200	200		84.0%	
4141 Accounts Support	(90)	2,591	3,500	909	909		74.0%	
4160 Insurance	(965)	1,765	2,000	235	235		88.3%	
4170 Postage & Stationery	10	490	500	10	10		97.9%	
4180 Telephone & Broadband	129	1,078	1,400	322	322		77.0%	
4191 IT & Software	1,019	12,969	13,500	531	531		96.1%	
4192 Website	0	329	400	71	71		82.3%	
4195 Office Equipment	3	498	500	2	2		99.6%	
4200 Memberships & Subscriptions	2	4,022	4,605	583	583		87.3%	
4210 Books/Literature	0	0	50	50	50		0.0%	
4215 Town Crier	0	99	500	401	401		19.9%	
4220 Subsidies	0	36,000	36,000	0	0		100.0%	
4221 Chairmans Allowance	500	519	1,000	481	481		51.9%	
4231 Marketing Cafe	0	100	1,000	900	900		10.0%	
4232 Cafe Contingency	246	14,601	30,000	15,399	15,399		48.7%	660
4240 Annexe Running Costs	1,929	7,592	7,000	(592)	(592)		108.5%	1,649
4250 Grants Paid	200	5,100	5,000	(100)	(100)		102.0%	
4255 Community Ward Fund	0	300	0	(300)	(300)		0.0%	300
4260 Rent	0	10,000	10,000	0	0		100.0%	
4280 Photocopier	10	860	1,000	140	140		86.0%	301
4290 Elections	0	270	8,000	7,730	7,730		3.4%	
4300 Advertising	125	802	2,000	1,198	1,198		40.1%	
4999 Sundry Expenses	84	158	0	(158)	(158)		0.0%	
Administration :- Indirect Expenditure	<b>19,289</b>	<b>287,186</b>	<b>298,720</b>	<b>11,534</b>	<b>0</b>	<b>11,534</b>	<b>96.1%</b>	<b>4,525</b>
<b>Net Income over Expenditure</b>	<b>(18,852)</b>	<b>34,244</b>	<b>9,491</b>	<b>(24,753)</b>				
6000 plus Transfer from EMR	114	4,525						
6001 less Transfer to EMR	4,258	4,258						
<b>Movement to/(from) Gen Reserve</b>	<b>(22,996)</b>	<b>34,512</b>						

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## 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	0	2,000	0	(2,000)			0.0%	
Grants & Subsidies :- Income	<u>0</u>	<u>25,509</u>	<u>23,509</u>	<u>(2,000)</u>			<u>108.5%</u>	<u>0</u>
4225 Sponsorship	0	20,500	10,000	(10,500)		(10,500)	205.0%	
Grants & Subsidies :- Indirect Expenditure	<u>0</u>	<u>20,500</u>	<u>10,000</u>	<u>(10,500)</u>	<u>0</u>	<u>(10,500)</u>	<u>205.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>0</b></u>	<u><b>5,009</b></u>	<u><b>13,509</b></u>	<u><b>8,500</b></u>				
<b>110 Events</b>								
4341 Cafe Hospitality	1,113	12,080	0	(12,080)		(12,080)	0.0%	12,080
4360 Summer Event	0	2,291	3,000	709		709	76.4%	293
4375 Remembrance	0	1,091	0	(1,091)		(1,091)	0.0%	1,091
4376 Billingham Show	(583)	3,043	2,000	(1,043)		(1,043)	152.2%	
4377 Coronation	0	92	1,000	908		908	9.2%	
4380 Christmas & Carol Service	0	2,034	4,000	1,966		1,966	50.9%	
4400 Fundraising Events	0	0	250	250		250	0.0%	
4420 Infrastructure	0	38	750	712		712	5.1%	
Events :- Indirect Expenditure	<u>530</u>	<u>20,669</u>	<u>11,000</u>	<u>(9,669)</u>	<u>0</u>	<u>(9,669)</u>	<u>187.9%</u>	<u>13,464</u>
<b>Net Expenditure</b>	<u><b>(530)</b></u>	<u><b>(20,669)</b></u>	<u><b>(11,000)</b></u>	<u><b>9,669</b></u>				
6000 plus Transfer from EMR	2,120	13,459						
6001 less Transfer to EMR	0	5						
<b>Movement to/(from) Gen Reserve</b>	<u><b>1,590</b></u>	<u><b>(7,215)</b></u>						
<b>120 Projects</b>								
4435 Sunday Lunch Service	276	7,461	12,000	4,539		4,539	62.2%	
4446 Easter Half Term	292	428	0	(428)		(428)	0.0%	428
Projects :- Indirect Expenditure	<u>568</u>	<u>7,889</u>	<u>12,000</u>	<u>4,111</u>	<u>0</u>	<u>4,111</u>	<u>65.7%</u>	<u>428</u>
<b>Net Expenditure</b>	<u><b>(568)</b></u>	<u><b>(7,889)</b></u>	<u><b>(12,000)</b></u>	<u><b>(4,111)</b></u>				
6000 plus Transfer from EMR	292	428						
<b>Movement to/(from) Gen Reserve</b>	<u><b>(276)</b></u>	<u><b>(7,461)</b></u>						
<b>Grand Totals:- Income</b>	<b>437</b>	<b>346,939</b>	<b>331,720</b>	<b>(15,219)</b>			<b>104.6%</b>	
<b>Expenditure</b>	<b>20,386</b>	<b>336,244</b>	<b>331,720</b>	<b>(4,524)</b>	<b>0</b>	<b>(4,524)</b>	<b>101.4%</b>	
<b>Net Income over Expenditure</b>	<u><b>(19,950)</b></u>	<u><b>10,695</b></u>	<u><b>0</b></u>	<u><b>(10,695)</b></u>				
plus Transfer from EMR	2,526	18,413						
less Transfer to EMR	4,258	4,263						
<b>Movement to/(from) Gen Reserve</b>	<u><b>(21,682)</b></u>	<u><b>24,845</b></u>						



**DRAFT**

## **EMPLOYEE VOLUNTEERING POLICY**

### **Review and Approval**

Agreed by Committee:	
Adopted by Town Council:	
To be reviewed no later than:	

## 1. Policy Aim

Billingham Town Council actively encourages and supports employees who wish to undertake voluntary work within Billingham. Volunteering is a great way for employees to gain or share their skills and experiences, meet new people and give something back to their local community. This policy outlines our support to employees undertaking voluntary work in working time.

## 2. Policy Scope

This policy applies to all staff once they have successfully completed their probationary period.

## 3. Benefits of Volunteering

Volunteering can provide benefits to individuals as well as to the organisation. The benefits of volunteering are that it:

- improves the public perception of the organisation;
- develops and strengthens partnerships with other organisations;
- allows employees to develop their skills and abilities;
- improves teamworking and communication;
- supports employees in making the transition from employment to retirement;
- improves employee motivation and morale;
- attracts new recruits and help retain existing employees.

## 4. Employer Support for Volunteering

- 4.1 Employees are entitled to apply for up to three days paid leave per annum, or pro rata for part time staff to undertake volunteering activities within Billingham. It must be taken in normal working time – time off in lieu for volunteering outside normal working hours will not be given.

If an employee wishes to undertake additional volunteering activities, or volunteer outside of Billingham, unpaid leave can be requested, or use of annual leave or flextime approved in line with normal arrangements.

The paid or unpaid leave of absence may be taken as a full day or blocks of at least one hour. The Town Council will not pay travel and subsistence costs.

- 4.2 An employee can use volunteer leave to pursue volunteering activities of their own choice within Billingham. Examples may include:

- Stockton Volunteering Website – many organisations post opportunities on Stockton Volunteering's website where you can apply online: <https://www.stocktonvolunteers.co.uk/>;
- Work for a local charity/foodbank;
- Provide skills to a VCSE (Voluntary Community Social Enterprise)

organisations – e.g. website design, bid writing, administration support;

- Carry out fund raising or support events;
- Help out in a local School or Library;
- Litter Picking or groundwork in a local park;
- Support NHS services;
- Holidays Are Fun Programme.

## **5. How to apply**

- 5.1 Where an employee is volunteering for training and development purposes they must discuss and agree the need with the Town Clerk during their Performance and Development Review and included it in their Personal Development Plan. They must make arrangements with the voluntary group that they have chosen.
- 5.2 The Employee Volunteering Request Form must be completed by the employee and passed to the Town Clerk for approval (**see Appendix A**). Attached to the form must be copies of current insurance certificates for the organisation they will be volunteering for.
- 5.3 When considering sponsoring or promoting an application for volunteering the Town Clerk will consider the following factors.
- there is no conflict of interests;
  - the council can accommodate the time implications of the activity (maximum up to 3 days/annum, pro rata for part-time staff);
  - the individual will develop as a result of the activity;
  - the activity will not bring the council into disrepute;
  - the activity is appropriate for the individual concerned.
- 5.4 The decision of the Town Clerk will be final and will be based on a completed form and relevant insurance certificates.

## **6. Health and Safety**

Whilst the Town Council is not responsible for any volunteering activity that employees undertake, the Town Clerk and employee should satisfy themselves that risks have been considered and accepted before an activity is undertaken. A risk assessment must be in place.

**APPENDIX A**

**EMPLOYEE VOLUNTEERING REQUEST FORM**

This form should be completed when making a request to volunteer under this policy. Time away from work must be agreed with the Town Clerk in advance; you should give as much notice as you can, preferably four weeks, in order to help you and the Town Clerk make any necessary arrangements for cover etc.

<b>Name:</b>	
<b>Job title:</b>	

<b>Voluntary Organisation:</b>	
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**Details of the request and activities to be undertaken: (to be completed by employee)**  
Please attach any available information you may have about the volunteering opportunity.

<b>Time off required: (dates and number of hours requested) PAID/UNPAID LEAVE</b>
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I confirm that the above volunteering opportunity meets the criteria outlined within the council's Employee Volunteering Policy and is located within Billingham.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**When you have completed this section, pass the for to the Town Clerk who will advise you of the decision returning a copy of the completed form to you.**

**Town Clerk to complete: Decision AGREED/NOT AGREED (delete as appropriate)**

**If not agreed, please give the reason(s) for your decision:**

<b>Signed: Print name:</b>	<b>Date:</b>
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DRAFT



**Draft**

**Treasury Management  
Policy**

**2024/25**



## **1.0 INTRODUCTION**

1.1 Treasury Management is defined by the CIPFA Treasury Management Code of Practice as:

*“The management of the Councils cashflows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.*

1.2 The Town Council is required to determine an annual Investment Strategy – its purpose is to ensure that:

- a) Any and all external borrowing and other long-term liabilities are within prudent and sustainable levels;
- b) Treasury Management decisions are taken in accordance with good professional practice.

1.3 The Council will also from time to time need to borrow money which, whilst it may borrow by temporary loan or overdraft to meet expenses pending the receipt of revenues receivable, will invariably be required to meet capital expenditure.

## **2.0 INVESTMENT STRATEGY**

2.1 The Town Council will from time to time have surplus funds available. It is important that such funds are invested prudently with due regard to the Council Tax payers and to the priorities of security and liquidity of those investments. This means that the Council will aim to maximise the return on its investments, taking into account the need for the funds to be secure.

2.3 All of the Council's investments will be Specified Investments, which means that they will be:

- a) Made in sterling and any payments or repayments will also be in sterling;
- b) Short-term investments, not to exceed 12 months;
- c) Made with a body or an investment scheme which has been awarded a high credit rating.

2.4 A high credit rating will be defined as “A – High Credit Quality”

2.5 Credit ratings will be monitored regularly and if the rating falls, consideration of the appropriate action to be taken will be given at the next Council meeting.

2.6 In general terms, the Council will only invest in deposits with banks, building societies, The Public Sector Deposit Fund, local authorities or other public authorities. As a result

of the uncertainty and unpredictability involved, the Council will not invest in the money market, stocks and shares.

- 2.7 The Clerk as Responsible Financial Officer (RFO), has delegated responsibility for the investment of surplus funds within the terms of this Strategy.
- 2.8 The Council acknowledges that borrowing money purely to invest, or to lend and make a return, is unlawful and this practice will not be followed.
- 2.9 Currently, the Town Council has 2 accounts with Lloyds Bank and 1 account with Natwest:
- i) Lloyds Bank – Treasurer Account
  - ii) Lloyds Bank – Business Bank Instant Account
  - iii) A Café Current Account

There is also £124,999 invested in the Public Sector Deposit Fund with Charities, Churches and Local Authorities (CCLA) which has same day withdrawal.

- 2.10 The level of balances and reserves to be held will be between:

Minimum of 10% of Budgeted Expenditure

Maximum of twice the level of Precept

### **3.0 EXTERNAL BORROWING**

- 3.1 No borrowing approval is required for temporary loans or borrowing by way of an overdraft. However, in order to borrow to fund capital expenditure approval must first be given by the Department for Communities and Local Government in the form of a Loan Sanction and supported by NALC.

### **4.0 CURRENT EXTERNAL BORROWING**

The Town Council currently has no external borrowing and does not anticipate any for 2024/2025.

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### 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.

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
1.	Name of Organisation/Individual.	Warm Welcome/Tees Active
2.	Name and address of contact for this application.	Redheugh House, Thornaby Place, Stockton on Tees,
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).	Not for profit Company No. 29699R   Registered Charity Number: EW38153
6.	How long has the organisation been established?	Since 2004
7.	Brief description of purpose of organisation.	
8.	Are you part of/affiliated to a larger organisation?	
9.	How many members do you have that reside in Billingham?	
10.	Is there an annual subscription/membership fee?	
11.	Please provide contact details for another senior member of your organisation.	
12.	Please provide contact details for an independent referee.	Kelly Smith, Engagement Officer, Stockton on Tees Borough Council Kelly.smith@stockton.gov.uk 01642 526032

SECTION 2: FUNDING		
13.	Total cost of funding?	£1,000
14.	Amount of grant requested? (max £500)	£500
15.	How much has already been raised towards the project?	This is the initial pilot and would be start up costs of room hire for 6 months and refreshments for the sessions. Applications have been submitted to the Legacy Fund to cover the remaining costs.
16.	How will the balance be funded? (if applicable).	Applying for other grants with support from Catalyst Grant finder
17.	Has any further grant funding been sought for this project? If so, please specify details	Yes through Billingham Legacy Fund
18.	Have you sought more than one quote for the project? (Please enclose copies).	n/a
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 would like recreate the successful Thornaby Warm Welcome session in Billingham with a weekly session being delivered at Billingham Forum on a Tuesday 10 till 12 pm in the function room for a pilot of 6 months. Providing a safe, warm social opportunities for the residents of Billingham. A place to make friends, learn new skills and socialise.</p> <p>The Warm Welcome sessions in Thornaby have been delivered since May 2023. This project has delivered 2 weekly 2-hour sessions at Thornaby Pavilion Indoor Bowls Club. The sessions enable participants to access free teas and coffees whilst socializing in the Bowls social area and regularly get 45 to 65 residents attending each session. A team of volunteers coordinated by Catalyst and SBC Engagement Team have developed a programme of bingo, quizzes, educational workshops, indoor bowls and arts sessions delivered by Creative Village at the request of the attendees.</p> <p>The sessions have created a fantastic community feel and created an environment that has provided an ideal way of combating social isolation and loneliness whilst enabling participants a warm, safe and social space to interact with a broad section of the community which we want to replicate for the residents of Billingham.</p> <p>Links have already been made with services such as Learning and Skills and Creative Village to put activities on if requested.</p>
21.	<p>How many people in Billingham do you expect to benefit directly from the project?</p>	<p>We would envisage that by the end of the pilot we will be supporting 40 residents at the session.</p>
22.	<p>Please advise the timescale for the project.</p>	<p>Initial pilot of 6 months would run from May to October with the vision of continuing after this time frame if successful.</p>

23.	Will the project require ongoing financial support? If so, how will this be funded?	If successful it will need on going financial support. This will be sought through other grant applications with the plan to be self-funding through fundraising etc in the long run
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**SECTION 4: CHECKLIST**

Please enclose the following with your application:

24.	Two years of accounts (or for start up groups, a signed bank statement and business plan)	
25.	Quotations for the project (if applicable)	
26.	Organisation's constitution or set of rules	
27.	Any other relevant supporting information regarding the project	

**SECTION 5: SIGNATURE AND DECLARATION**

Please initial next to points 28 - 35 and sign below to acknowledge the terms and conditions of submitting this grant application. No application will be considered unless this section is completed in full and signed by the contact person named in question 2.

28.	I declare that the information given is correct to the best of my knowledge and that any funds received will be used solely for the purpose detailed on this form.	
29.	I understand that the documentation supplied will not be returned and may be available for public scrutiny.	
30.	I agree that the grant will be returned if the specified project cannot proceed.	
31.	I agree that, if successful, details of the project may be published by the Town Council	
32.	I agree to supply a report back to the Town Council within twelve months regarding the expenditure of any grant funding.	
33.	I confirm that I have authorisation to apply for a grant on behalf of the organisation.	

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34.	I understand that the information provided on and with this application will be used by the Town Council to judge whether or not to award a grant and that this decision will be made at a meeting that is open to the public.	
35.	I confirm that I have read and understood the Grant and Subsidies Policy and guidance notes issued by the Town Council.	

Name of Contact _____
Role in Organisation _____
Signature _____
Date _____