

Town Clerk & RFO: Miss Dee Smith Billingham Library & Customer

Chairman: Councillor Clare Gamble Service Centre

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TO: All Members of Billingham Town Council

You are summoned to attend the **Annual Meeting** to be held on **Wednesday 15th May 2024 at 6.30pm in the Function Room at Billingham Forum.**

The Agenda for the meeting is set out below.

Miss Dee Smith 9th May 2024  
Town Clerk/RFO to Billingham Town Council

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**OPEN SESSION**

The Vice 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. ELECTION OF CHAIRMAN FOR 2024/25 Councillor H Atkinson will ask for nominations to elect the Chairman of the Town Council for 2024/25.

# 2. ELECTION OF VICE CHAIRMAN FOR 2024/25

To elect the Vice Chairman of the Town Council for 2024/25. The new Chairman will ask for nominations.

**3. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

# 4. DECLARATIONS OF INTEREST

Members to inform the Chairman of the Committee of any Declarations of Interest for matters set out within this agenda.

**5. UPDATES FROM STOCKTON ON TEES BOROUGH COUNCILS**

# 6. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2023/2024

Members are asked to scrutinise and approve the following documents in relation to the Annual Governance and Accountability Return 2023/2024 (see appendix A – AGAR 2023/2024).

* Annual Internal Audit Report;
* Draft Accounts 2023/2024;
* Section 1 – Annual Governance Statement;
* Section 2 – Accounting Statement 2023/24 and Explanation of Variances.

# 7. MEMBERSHIP OF COMMITTEES & SUB COMMITTEES

Members are asked to approve the membership of the following committees and sub committees, and elect a Chairman and Vice Chairman:

**(i) Finance & General Purposes Committee**

Members: Cllrs Scollen, Gilburt, Gamble, Besford & 5 vacancies

Chairman: To be appointed on the night

Vice Chairman: To be appointed on the night

**(ii) Services & Engagement Committee**

Members: Cllrs Hedley, Atkinson, Bendelow & 4 vacancies

Chairman: To be appointed on the night

Vice Chairman: To be appointed on the night

**(v)** **Staffing Sub Committee**

Members to note that this subcommittee will consist of the Chairman and Vice Chairman of the Council, and the Chairman of the Finance & General Purposes Committee.

**(vi)** **Disciplinary & Grievance Sub Committee**

Members to note that this subcommittee will consist of three members who have not had any dealings with the process prior to the hearing, as to ensure impartiality. It will be chaired by the Vice Chairman of the Finance & General Purposes committee (unless they have acted as a deputy for the Chair of the Finance and General Purposes committee in a Staffing Committee.

**(vii)** **Appeals Sub Committee**

Members to note that this subcommittee will consist of three members who have not had any dealings with the process prior to the disciplinary and grievance hearing, as to ensure impartiality.

# 8. REPRESENTATIVES ON OUTSIDE BODIES

(i) The following outside bodies will have Town Council representation during 2023/24. Representatives are required for:

|  |  |
| --- | --- |
| **ORGANISATION** | **COUNCILLOR** |
| Cleveland Local Council Association | To be determined on the night |
| Billingham Environmental Link Programme | To be determined on the night |
| Low Grange & Cowpen Residents Association | To be determined on the night |
| Billingham Legacy Foundation | To be determined on the night |
| Billingham Community Partnership | To be determined on the night |
| Billingham International Festival of Festival of World Dance | To be determined on the night |
| Catalyst Health & Wellbeing Committee | To be determined on the night |
| Port Clarence in Bloom | To be determined on the night |
| Clarences Community Partnership | To be determined on the night |
| Stockton Volunteers | To be determined on the night |
| The Voice Forum | To be determined on the night |
| Stockton Housing, Neighbourhoods & Affordable Warmth Partnership | To be determined on the night |
| Catalyst Funders Forum | Town Clerk/Officer |
| CCIN | Councillor Clare Gamble |

(ii) To consider any other outside body representation.

**9.** **MEETING TIMETABLE**

Members are asked approve the meeting timetable for 2024/25 (see appendix B).

# 10. MINUTES OF FULL COUNCIL MEETING HELD ON 26TH MARCH 2024 To approve the minutes as a true and accurate record (See appendix C).

**11. DRAFT POLCIES**

Members are asked to approve the following policies recommended by the Finance & General Purposes Committee.

* Draft Employee Volunteering Policy (see appendix D);
* Draft Treasury Management Policy (see appendix E).

**Miss Dee Smith**

**Town Clerk/RFO to Billingham Town Council**

**9th May 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.

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.