**BILLINGHAM TOWN COUNCIL**

**DRAFT MINUTES OF THE ANNUAL MEETING**

**WEDNESDAY 15TH MAY 2024 AT 7.00PM  
HELD IN THE FUNCTION ROOM, BILLNGHAM FORUM**

**Present**: Councillors Atkinson  
 Bendelow  
 Leckonby  
 McCoy  
 Lacey  
 Scollen  
 Snead  
 Stoker  
 McCall  
 Besford  
 Gamble  
 Shotton  
 Gilburt  
 Forrest

**Apologies**: Cllr G Hedley (personal)

**Officials**: Miss Dee Smith, Town Clerk/RFO  
  
Stockton Borough Council (SBC) Councillor Marcus Vickers and 16 members of the public were also present.

**01/24 ELECTION OF CHAIRMAN FOR 2024/25**

Proposals for Chairman for the forthcoming year were invited.

Councillor Atkinson was proposed by Councillor Bendelow and seconded by Councillor McCall

The vote was unanimous.

Congratulations were extended to Councillor Atkinson and the Declaration of Acceptance was duly signed.

**02/24 ELECTION OF VICE CHAIRMAN FOR 2024/25**

Proposals for Vice Chairman for the forthcoming year were invited.

Councillor Bendelow was proposed by Councillor Stoker and seconded by Councillor Scollen.

The vote was unanimous.

**03/24 DECLARATIONS OF INTEREST**

There were no declarations on this occasion.

**04/24** **UPDATES FROM STOCKTON ON TEES BOROUGH COUNCILLORS**

Billingham North

* The incidence of antisocial behaviour in April 2024 showed a notable decrease from the same period in 2023. Specifically there were 6 reported cases of antisocial behaviour in April 2024, in contrast to 16 incidents report in April 2023;
* In April 2024, there were 22 incidents reported in connection with violence against person, vehicle crime, burglary and theft compared to 28 incidents in April 2023;
* Ward walkabouts are continuing, the next one taking place on 30th May 2024;
* Targeted work is being undertaken around dog fouling;
* Looking at preventative measures around Billingham Beck to stop off road bikes
* Tree work continuing;
* General Casework being undertaken;
* ‘No Mow’ area at High Grange;
* No ward surgery in June, next one is July.

Billingham East

* Antisocial behaviour is rising, including off road bikes, cars on fire. Keep reporting all incidents;
* Work on potholes continuing and getting fixed;
* Rewilding project on Flodden Field and Daffodil Park;
* Working with Thirteen Group looking at solutions for problems with render on front of houses, a meeting is to take place with the Neighbourhood Managers;
* Looking at installing CCTV at Windlestone shops.

Billingham Central

* Working with Thirteen Group carrying out walkabouts. Parking underneath Dawson House to be closed off due to antisocial behaviour;
* Couple of issues picked up in Sidlaw area and reported to Care For Your Area;
* Dealing with complaints about overhanging trees and bushes, Care For Your Area looking at these;
* Parking bays and dropped kerbs being requested;
* Ward surgery is the first Wednesday of every month, 6pm at Billingham Community Centre. Police are sometimes in attendance;
* An area of grass on Brendon Crescent being churned up, looking at concreting over part of the area for easy access for bin wagons.

Billingham South

No update on this occasion.

Billingham West

* Collecting data on speeding in the ward;
* Looking at more road markings;
* Billingham Beck works ongoing;
* Assisting community groups to apply for grant funding;
* Looking at parking issues.

**RESOLVED**

Information duly noted.

# 05/24 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2023/2024

Members were asked to scrutinise and approve the following documents in relation to the AGAR 2023-24:

1. Annual Internal Audit Report;  
2. Draft Accounts 2023-24;  
3. Section 1 – Annual Governance Statement;  
4. Section 2 – Annual Accounting Statement & Explanation of Variances.  
  
**RESOLVED**Members unanimously approved the above documents.

**06/24 MEMBERSHIP OF COMMITTEES/SUB COMMITTEES**

The following members were proposed and votes taken:

(i) **Finance & General Purposes**

Membership of this committee with the appointment of the Chairman and Vice Chairman was agreed as follows:

**Chairman:** Councillor Scollen **Vice Chairman:** Councillor Snead **Members**: Councillors Atkinson, Besford, Gamble, Gilburt, Leckonby, McCall & McCoy, .

(Councillor Scollen was proposed for Chairman by Councillor gamble and seconded by Councillor McCoy. Councillor Snead was proposed for Vice Chairman by Councillor Atkinson and seconded by Councillor McCall).

(ii) **Services & Engagement Committee**

Membership of this committee with the appointment of the Chairman and Vice Chairman was agreed as follows:

**Chairman:** Councillor Stoker **Vice Chairman:** Councillor Hedley **Members**: Atkinson, Bendelow, Forrest, Lacey & Shotton

(Councillor Stoker was proposed for Chairman by Councillor Bendelow and seconded by Councillor Shotton. Councillor Hedley was proposed for Vice Chairman by Councillor Bendelow and seconded by Councillor Stoker).

(v) **Staffing Sub Comittee**

Members noted that this sub committee 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 noted that this sub committee 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 noted that this sub committee 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.

**07/24 REPRESENTATION ON OUTSIDE BODIES**

(i) Members were asked to approve representation during 2024/25 on Outside Bodies.

**RESOLVED**

The following members approved as representatives:

|  |  |
| --- | --- |
| **ORGANISATION** | **COUNCILLOR** |
| Cleveland Local Council Association | Cllr Gamble |
| Billingham Environmental Link Programme | Cllr Scollen |
| Low Grange & Cowpen Residents Association | Cllr Bendelow |
| Billingham Legacy Foundation | Cllr McCall |
| Billingham Community Partnership | Cllr Gamble |
| Billingham International Festival of World Dance | Cllr Snead |
| Catalyst Health & Wellbeing Committee | Cllr Shotton |
| Port Clarence in Bloom | Cllr Lacey |
| Clarences Community Partnership | Cllr Lacey |
| Stockton Volunteers | Town Council Officer |
| The Voice Forum | Cllr Scollen |
| Stockton Housing, Neighbourhoods & Affordable Warmth Partnership | Cllr Bendelow |
| Catalyst Funders Forum | Town Council Officer |
| CCIN | Councillor Clare Gamble |

(ii) Members were asked to consider any other outside body representation.

**RESOLVED**

The following other outside bodies representation was considered and approved:

|  |  |
| --- | --- |
| Stockton & District Citizens Advice & Information Service | Cllr Besford |
| Infinity Partnership | Cllr Scollen |
| Youth Providers Forum | Cllr Snead |
| NALC | Cllr Gamble |

**08/24 MEETING TIMETABLE**

Members were asked to approve the updated meeting timetable presented at the meeting for 2024/2025.

**RESOLVED**

Members approved the updated meeting timetable for 2024/25.

**09/24 MINUTES OF FULL COUNCIL MEETING HELD ON 26TH MARCH 2024**

Members were asked to approve the above draft minutes as a true and accurate record.  
  
 **RESOLVED**

That the minutes of the above meeting, a copy which has previously been circulated to each member, be approved and signed as a correct record by the Chairman.

**10/24 DRAFT POLICIES**

Members were asked to approve the following policies, recommended by the Finance & General Purposes Committee:

* Draft Employee Volunteering Policy;
* Draft Treasury Management Policy.

**RESOLVED**

To approve the above policies.

The meeting concluded at 7.42pm with Councillors Atkinson, Bendelow, Besford, Forrest, Gamble, Gilburt, Lacey, Leckonby, McCall, McCoy, Scollen, Shotton, Snead & Stoker present.