

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

Chairman: Councillor Helen Atkinson Service Centre

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TO: All Members of Billingham Town Council

You are summoned to attend the next **Full Council** meeting to be held on **Tuesday 24th September 2024 at 6.30pm in the Main Hall at Billingham Community Centre, The Causeway, Billingham.**

The Agenda for the meeting is set out below.

Miss Dee Smith 18th September 2024  
Town Clerk/RFO to Billingham Town Council

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**OPEN SESSION (6.30pm to 7pm)**

The Chair to invite members of the public present to put questions to or draw relevant matters to the attention of the Town 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 (7pm)

# 1. CHAIRMAN’S ANNOUNCEMENTS

* Housekeeping.

# 2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

# 3. DECLARATIONS OF INTEREST

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

# 4. MINUTES OF PREVIOUS FULL COUNCIL MEETING

To approve the minutes of the meeting held on 25th June as a true and accurate record (see appendix A – draft minutes 25th June 2024).

**5. STOCKTON BOROUGH COUNCIL WARD COUNCILLOR UPDATES**

Verbal updates will be given on the night.

**6. YEAR END ACCOUNTS – AUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2023/24**

Members are asked to approved the attached audited AGAR for 2023/24 (see appendix B – audited AGAR).

**7. FINANCIAL MATTERS**

1. Members are asked to consider two new signatories for the Lloyds and Natwest banks and the CCLA (Churches, Charities & Local Authorities) account. The Town Clerk will give an update on the night.
2. Members are asked to approve the draft Financial Regulations as recommended by the Finance & General Purposes committee (see appendix C).
3. Members are asked to consider the attached sponsorship application from Billingham Stars/Billingham Ice Hockey Club. The Town Clerk will give a report on the night from the Finance & General Purposes committee (see appendix D).

**8. BUDGET WORKING GROUP**

Members are asked to set up a Budget Working Group to consider the budget for 2025/26 and approve the Terms of Reference.

**9. REPRESENTATION ON OUTSIDE BODIES**

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| **ORGANISATION** | **COUNCILLOR** |
| Cleveland Local Council Association | Cllr C Besford |
| Billingham Environmental Link Programme | Cllr Scollen |
| Low Grange & Cowpen Residents Association | Cllr Bendelow |
| Billingham Legacy Foundation | Cllr McCall |
| Billingham Community Partnership | Cllr C Besford |
| Billingham International Festival of 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 Coordinators Forum | Town Council Officer |
| The Voice Forum | Cllr Scollen |
| Stockton Housing Forum/The Energy Advice Forum | Cllr Bendelow |
| Stockton Funders Forum | Town Council Officer |
| CCIN | Cllr C Besford |
| Stockton & District Citizens Advice & Information Service | Cllr M Besford |
| Infinity Partnership | Cllr Scollen |
| Youth Providers Forum | Cllr Snead |
| NALC | Cllr C Besford |
| Friends of St Cuthberts | Cllr A Gilburt |

**10. TOWN CRIER**

Members are provided with a list of engagements for the Town Crier over the last 12 months (see appendix E).

**11. CHRISTMAS CLOSING 2024**

Members are advised that the Town Council office will close on Monday 23rd December 2024 at 12 noon and will reopen on Thursday 2nd January 2025 at 9am.

The Cafe & Annexe will close on Monday 23rd December 2024 and reopen on Thursday 2nd January 2025. The Pantry will be open on Monday 23rd December.

**12.** **DATE & TIME OF NEXT MEETING**

The next Full Council meeting takes place on Tuesday 26th November 2024 at 6.30pm in the main hall at Billingham Community Centre.

Miss Dee Smith  
Town Clerk/Responsible Financial Officer to Billingham Town Council  
18th September 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)

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**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.**