

**Town Clerk & RFO: Miss Dee Smith**  
**Chairman: Councillor Helen Atkinson**  
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**Billingham Library & Customer**  
**Service Centre**  
**Billingham**  
**TS23 2LN**

**TO: All Members of Billingham Town Council**

You are summoned to attend the next **Full Council** meeting to be held on **Tuesday 25<sup>th</sup> March 2025 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  
Town Clerk/RFO to Billingham Town Council

20<sup>th</sup> March 2025

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## **OPEN SESSION**

The 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. CHAIRMAN'S ANNOUNCEMENTS**

### **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 FULL COUNCIL MEETING HELD ON 21<sup>ST</sup> JANUARY 2025**

To approve the above minutes as a true and accurate record (see appendix A – draft minutes 21<sup>st</sup> January 2025).

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

Verbal updates will be given on the night.

#### **6. REPRESENTATION ON OUTSIDE BODIES**

<b>ORGANISATION</b>	<b>COUNCILLOR</b>
Cleveland Local Council Association	Cllr C Besford
Billingham Environmental Link Programme	Cllr Scollen
Billingham Legacy Foundation	Cllr McCall
Billingham Community Partnership	Cllr C Besford
Billingham International Festival of World Dance	Cllr Snead
Catalyst Health & Wellbeing Committee	Cllr Atkin
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, Neighbourhoods & Affordable Warmth Partnership	Cllr Bendelow
Stockton Funders Forum	Town Council Officer
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

## **8. DRAFT POLICIES & PROCEDURES**

Members are asked to approve the below policies & procedures, as recommended by the Finance & General Purposes committee. Standing Orders and Financial Regulations are available to view at <https://www.billingham-tc.gov.uk/the-council/policy-documents/>

- Standing Orders (no changes);
- Financial Regulations (no changes);
- Internal Audit Policy (see appendix B);
- Review of Effectiveness of Internal Audit (see appendix C);
- Financial Risk Assessment (see appendix D);
- Banking & Cash Handling Policy (see appendix E).

## **9. GENERAL RESERVES**

Members are asked to consider the allocation of funds in the general reserve budget. The Town Clerk will give an update on the night.

## **10. DATE & TIME OF NEXT MEETING**

The Annual Assembly of Billingham takes place on Tuesday 22<sup>nd</sup> April at 6.30pm in meeting room C at Billingham Library.

The next Full Council meeting (Annual Meeting) takes place on Wednesday 13<sup>th</sup> May 2025 at 6.30pm. Venue to be confirmed.

Miss Dee Smith  
Town Clerk/Responsible Financial Officer to Billingham Town Council  
20<sup>th</sup> March 2025

### **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.**