

**Minutes of the Annual Finance Meeting of Billingham Parish Council  
held at Billingham Methodist Chapel, Victoria Street on Monday 17 November 2025  
at 7.00pm.**

**Present:** Cllrs Catlett (AC) Chair, Miller (RM) Cottrell (SC) Vipond (AV) Ledger (JL)  
Parish Clerk: Helen Key (HK)

**Public Session**

5 members of the public present.

5 members of the public attended the meeting to discuss the swimming pool updates, following the AGM on the 20 October 2025 the decision was made to close the pool permanently. Several people have got together and are now hoping to form a new committee at an EGM to be held on the 24 November 2024. They reported that repairs to the pool to get it safely open again would not cost the vast sums previously reported. The group were asking for the support from the parish council but as no committee has yet been established, at this stage no support could be given. Members of the parish council will be attending the EGM and asked the group to attend another meeting, once a committee has been formed. This will also give time to see if support from the community is evident and will demonstrate to the parish council that this is something the residents would wish them to support.

**Minutes of the Council Meeting**

**1. To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.**

Apologies were given by Councillor Liles and Councillor Greetham.

It was proposed by RM, seconded by AV, and agreed unanimously to accept these apologies.

**2. To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary or other registerable interests in agenda items not previously recorded on members' Disclosable Pecuniary and Other Registerable Interests' declaration.**

RM declared an interest re the Village Hall Grant Application.

**3. Finance.**

**a. To consider the following grant requests (full details circulated prior to meeting)**

Applications were received from the following organisations along with the required documentation: details of the request, quotes for works and evidence of their finances.

- Billingham Village Hall      Fire Alarm System update      £2000.00

Following discussions it was proposed by AC, seconded by SC, and agreed by majority (RM abstained), that the grant be paid in full, but should the works cost less than the £2000 (2024 quote was for £1648.70) any surplus would be returned to the parish council. (This work had been placed on hold due to the priority of roof repairs and the original quote is now expected to have risen).

- Billingham Football Club      Consumer Unit costs      £500.00

It was proposed by JL, seconded by SC, and agreed unanimously to award a grant of £500.

- Billingham 2<sup>nd</sup> Brownies      Rent Fees      £750.00

It was proposed by RM, seconded by JL, and agreed unanimously to award a grant of £750.00.

This grant is paid in exceptional circumstances as low numbers have made it hard to meet the rental costs and still provide activities for the group.

- Billingham Twinning Association      40th Anniversary Gift      £300.00

After discussions, the clerk was asked to check the rules on grant expenditure as it was thought to be incorrect to award a grant to purchase a gift. If the funds are to buy a memorial plaque to mark the anniversary between the villages this is within the expenditure rules. The council suggested that a locally made plaque/memorial detailing the anniversary between Billingham and Ballon would be an appropriate use of the grant funds.

It was proposed by AV, seconded by JL, and agreed unanimously to award the grant.

- Citizens Advice Bureau      Donation Request      Not specified

It was proposed by AC, seconded by AV, and agreed unanimously not to award a donation on this occasion.

The clerk was asked to see if the citizens advice bureau, make any visits directly to the village.

**b.** To review the grant for War Memorial Flowers (current details circulated to councillors prior to the meeting).

The current annual allowance is £450. This amount has not been exceeded in the last two years, and it was reported that when the weather is hot and dry flowers are not placed on the memorial due to the length of time they last.

It was proposed by AV, seconded by SC, and agreed unanimously that the £450 limit be reduced to £350.00.

**c.** To review the Cemetery Fees (details forwarded to councillors prior to the meeting).

A comparison to other parish cemetery fees is usually considered when deciding the current fees but this year it was decided to look at an average for our cemetery income and expenditure rather than a comparison to other cemeteries as many factors need to be considered eg size, maintenance etc as all vary greatly. After discussions it was thought that our current fees are acceptable to maintain the current standard of the cemetery.

It was proposed by SC, seconded by JL, and agreed unanimously, that the current fees remain unchanged.

**d.** To review the Allotment Rents

These were reviewed in August for the year from October 2026 to 2027. The review showed that the amount being charged was adequate.

**e.** To consider the draft budget for 2026 to 2027 and any proposed project expenditure. (details forwarded prior to the meeting).

Prior to the meeting a draft budget had been produced by LH, AC and HK the rationale for the figures suggested were discussed in detail.

It was proposed by AV, seconded by JL, and agreed unanimously that the proposed budget be accepted.

**f.** To review and allocate reserves.

The reserves were discussed, the document will be finalised when the precept is set, and details are needed by the Auditors. Provisional reserves at this stage were:

• Children's Play Equipment	£20,000
• Possible legal advice	£15,000
• Possible Clerk long-term Sick Leave	£12,500
• Special Parish Events	£ 4,000
• Maintenance of Parish Property	£12,601
• CIL funds	£ 9,004
• Savings held to purchase a new cemetery	£52,000
• Funds held for possible office premises	£20,000
• General reserve	£ 1,415

**g.** To receive the NJC Pay Scales for 2025 to 2026 and apply from 1 April 2025.

It was proposed by SC, seconded by RM, and agreed unanimously that these be accepted and applied from 1 April 2025.

**4. Report on the Community Infrastructure Levy Income and Expenditure (details forwarded prior to the meeting).**

The report was discussed.

**5. To review the play park equipment proposal using S106 funds. This review is due to the requirement of planning permission which will incur costs for submission and associated reports, impacting on the funds available.**

At a previous meeting it was agreed to take this matter forward to the next stage this being approval of the use of the funds. It was found that planning permission and associated reports would be required for part of this project. This will impact on the funds available as professional help will be required to achieve planning. It was agreed to progress with the planning application for area 2. Once all planning costs are known then area 1 and the zip wire would be progressed depending on available funds. The clerk was asked to source costings.

**6. To review policy PCD015 Cemetery, incorporating ratification of fees agreed at this meeting (policy forwarded prior to the meeting).**

It was proposed by AC, seconded by JL, and agreed unanimously to accept the policy.

**Meeting Closed at 8.35pm**

**Signed**

**Date**