

**Minutes of the Annual Town Council meeting  
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP  
on Thursday 9<sup>th</sup> May 2024 at 7.00pm**

**Present:** Chairman: Cllr M Thomas  
Vice-Chairman: Cllr J Devlin

**Councillors:** A Adshead, P Bunyan, R Clark, E Davies, M Dear, J Henshaw, K Herlock, C May, M Moore, K Mordecai, G Talbot, A Talboys, J Tutton

**Also present:** Borough Cllrs Dr R Moore, M Mordecai and the Town Clerk

**1. Election of Chairman for the Ensuing Municipal Year**

Cllr M Dear proposed Cllr M Thomas for Chairman. Seconded by Cllr A Talboys.

**RESOLVED:** that Cllr Mark Thomas is elected as Chairman for the ensuing municipal year.

**2. Statutory Declaration of Acceptance of Office**

Cllr Thomas made the Statutory Declaration of Acceptance of Office.

**In the chair Cllr Mark Thomas**

**3. Appointment of Vice-Chairman for the Ensuing Municipal Year**

Cllr M Moore proposed Cllr J Devlin. Seconded by Cllr K Herlock.

**RESOLVED:** that Cllr Jim Devlin be appointed Vice-Chairman for the ensuing municipal year.

**4. Councillors to make statutory Declaration of Acceptance of Office**

**RESOLVED:** it was noted that all declarations are made and received.

**5. Apologies for Absence**

None.

**6. Members Declarations of Interest with regard to items on the Agenda**

None.

**7. Public Participation Session with respect to items on the Agenda and other matters that are of mutual interest**

None.

**8. Previous Chairman's Report**

A report from Cllr Thomas had been circulated with the meeting papers.

**RESOLVED:** information noted.

**9. Chairman's Allowance**

Members were informed that in accordance with the Local Government Act 1972 s. 15(5) and further to the Town Council meeting held on 14<sup>th</sup> December 2023 the Chairman's Allowance for the 2024/25 financial year would remain at £450.00.

**RESOLVED:** that the Chairman's allowance of £450 remains in the budget for 2024/25 to be spent at the Chairman's discretion.

**10. General Power of Competence**

In accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, for a parish council to be eligible to use the power the number of councillors elected at the last election must equal or exceed two thirds of the total number of seats available. Billericay Town Council has 20 seats, and 15 members were elected uncontested on 2<sup>nd</sup> May 2024.

**RESOLVED:** to formally record that the Council is eligible to use the General Power of Competence.

**11. Appointment of Members to serve upon Committees**

Members received a list of Committees and the members that had expressed an interest in serving on them.

**RESOLVED:** that members be appointed to Committees as per the attached list.  
**(see Appendix A)**

**12. Working Parties, Project Groups and Sub-Committees**

**RESOLVED:** that members be appointed to Working Parties, Project Groups and Sub-Committees as per the attached list.  
**(see Appendix A)**

**13. Appointment of Members to Represent the Town Council on Outside Bodies**

**RESOLVED:** that members be appointed to the outside bodies as per the attached list.  
**(see Appendix B)**

**14. Bank Signatories**

Members were advised of the following:

**(i) Barclays Bank** – current signatories are Cllrs J Devlin, K Mordecai, M Moore and the Town Clerk.

**RESOLVED:** that Cllr M Thomas is added to the mandate.

**(ii) Saffron Building Society** – Cllr M Moore and the Town Clerk

**RESOLVED:** that Cllr J Devlin is added to the mandate.

**(iii) Bank of Scotland** – current signatories are Cllrs G Talbot, M Thomas and the Town Clerk.

**RESOLVED:** that Cllr J Devlin is added to the mandate.

**15. Keyholders - The Chantry Centre**

It was noted that at the present time the following are authorised keyholders:

Staff: Mrs D Tonkiss, Mrs D McCarthy, Mrs B Drummond, Mr J Owers  
Blakes Fire & Security Systems (alarm response keyholder)  
Cleaning Contractors – Fullfield Facilities Management x 2  
Town Councillors: Adam Adshead, Richard Clark  
All other Town Councillors have fob access – no key

**RESOLVED:** information noted.

**16. Minutes of the Town Council Meeting held on 18<sup>th</sup> April 2024**

Members **(a)** received the minutes of the Town Council meeting held on 18<sup>th</sup> April 2024 and **(b)** approved the signing of the minutes as a true record.

**RESOLVED:** that the minutes of the meeting held on 18<sup>th</sup> April 2024 be approved and adopted.

**17. Committee Meetings**

**(a) Planning Committee**

Cllr Tutton presented the minutes of the meeting held on 23<sup>rd</sup> April 2024. He thanked all members that had served on the Committee in the previous year and Cllr May for acting as Chair when he had not been available. He also requested that special thanks are recorded to retiring members Jo Clark and Daphne Spencer for their long service. He informed those present that 9 applications had been considered, 6 were approved and 3 objected to.

**RESOLVED:** that the minutes of the above meeting is approved and adopted.

**18. Internal Audit Year End 2024**

**(i) Internal Auditors Report for Financial Year End April 2023 to March 2024**

Members received and considered the report from Heelis and Lodge following the inspection of accounts for the financial year April 2023 to March 2024.

**Resolved:** information noted.

**(ii) Re-appointment of Internal Auditor**

In accordance with Financial Regulation 2.5 members were asked to consider and approve the re-appointment of Heelis and Lodge as internal auditors for the financial year 2024-25.

**Resolved:** that Heelis and Lodge be re-appointed as internal auditors for 2024-25.

**19. Approval of Annual Governance Statement 2023-24**

Members received and considered the Annual Governance Statement.

**Resolved:** that the Annual Governance Statement be approved and signed.

**20. Approval of Annual Return 2023-24**

Members received and considered the Accounting Statements for 2023-24.

**Resolved:** that the Accounting Statements be approved and are duly signed by the Chairman.

**21. Courses and Conferences**

Members received and considered the following:

**(i)** a list of forthcoming courses from the EALC

**RESOLVED:** information noted.

**22. Review of Complaints Procedure**

In accordance with Standing Order 5 j(xvi) members considered the complaints procedure.

**RESOLVED:** (i) that the above document is approved and retained.

**23. Revision of Standing Orders to NALC Model Standing Orders 2018 (updated 2022)**

**RESOLVED:** that the revised Standing Orders are approved and adopted.

**24. Casual Vacancies**

Members received and considered a report regarding the five vacancies following the recent election.

**RESOLVED:** that the Council seeks to fill the vacancies by co-option at the Council meeting on 13<sup>th</sup> June 2024.

**25. Items for Information**

**(a) Council Meeting Dates Card**

Members received cards showing dates for all Council and Committee meetings between May 24 and June 25.

**(b) Business Improvement District**

Cllr Devlin informed members that a letter has been sent to Basildon Borough Council asking them to run the vote – Basildon has to comply with this as it is a requirement from central Government. The ballot papers will be received by businesses on 14<sup>th</sup> June. If the ballot result is to implement a Business Improvement District then it will go ahead and last for five years. Cllr Devlin said he would circulate an explanatory document so councillors will have the relevant information before the next Council meeting.

**RESOLVED:** (a) and (b) information noted

**26. Items for Consideration for Press Release/Social Media**

- No change to Chair and Vice-Chair of the Council

**27. Questions from the Press and Public**

None.

The Chairman closed the meeting at 7.42pm

Cllr Thomas .....Date .....  
Chairman