

**Minutes of the Annual Town Council meeting
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP
on Thursday 4th May 2023 at 7.00pm**

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

Councillors: A Adshead, J Clark, R Clark, M Dear, J Henshaw, K Herlock, M Moore, K Mordecai, M Mordecai, M Roessler, D Spencer, G Talbot, A Talboys

Also present: the Town Clerk, Committee Clerk and Bookings Clerk

1. Election of Chairman for the Ensuing Municipal Year

There were two nominations for Chairman – Cllrs M Mordecai and M Thomas. Discussion took place as to how the vote should be conducted.

Cllr Devlin **PROPOSED** a variation to Standing Order 3t so rather than using show of hands each councillor signs their name on a ballot paper so the details can be recorded in the minutes. Seconded by Cllr Talboys.

RESOLVED: that the election of Chairman will be by signed ballot, and the Town Clerk will record the details of how each member voted in the minutes.

Cllr Clark asked each candidate to give a brief speech about why they feel they would be suitable for the role of Chairman.

There was a **PROPOSAL** from Cllr Devlin that members are able to ask questions of the candidates. Seconded by Cllr Talbot.

The vote was: **5 FOR, 6 AGAINST** and **4** abstentions. Therefore the proposal was **DEFEATED**.

Both candidates then spoke about what they felt they could bring to the Council if they were Chairman.

Votes were cast as detailed below:

FOR Cllr Martyn Mordecai
Cllrs M Moore, K Mordecai, M Mordecai, G Talbot = **4 VOTES**

FOR Cllr Mark Thomas
Cllrs A Adshead, J Clark, R Clark, M Dear, J Devlin, K Herlock, J Henshaw, M Roessler, D Spencer, A Talboys, M Thomas = **11 VOTES**

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

Cllr Dear proposed a vote of thanks to Cllr Jo Clark for her sterling work during her year of office.

RESOLVED: that a vote of thanks is given to Cllr Clark on behalf of the Council.

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

Cllr Martyn Mordecai was **PROPOSED** by Cllr Moore and seconded by Cllr Henshaw. Cllr Devlin was **PROPOSED** by Cllr Spencer and seconded by Cllr J Clark. Cllr Mordecai withdrew prior to the vote taking place, therefore with only one nomination it was:

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

4. Apologies for Absence

Cllrs L Clark, C May and E Sainsbury

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

None.

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

None.

7. Previous Chairman's Report

Cllr Clark presented a report on events she had attended during her last weeks in office. She informed those present that the Citizen of the Year presentations had been made to Stuart Gibbs from the Foodbank and George Wood from the Youth Town Council.

RESOLVED: information noted.

8. 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 15th December 2022 the Chairman's Allowance for the 2023/24 financial year would remain at £450.00.

RESOLVED: that the Chairman's allowance of £450 remains in the budget for 2023/24 to be spent at the Chairman's discretion.

9. 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. There was one space on Finance & General Purposes which Cllr K Mordecai put herself forward for.

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

10. 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)

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

Cllr Thomas asked for it to be noted that he would be prepared to be the contact for the Dementia Alliance if Cllr Tutton no longer wanted to be the representative.

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

12. Bank Signatories

Members were advised of the following:

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

RESOLVED: that there is no change in mandate.

(ii) Saffron Building Society - Cllrs J Clark, M Moore and the Town Clerk

RESOLVED: that there is no change in mandate.

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

RESOLVED: that there is no change in mandate.

13. Keyholders - The Chantry Centre

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

Mrs D Tonkiss
Mrs D McCarthy
Mrs B Drummond
Mr J Owers
Cllr R Clark
Cllr A Adshead
Cllr J Clark
Blakes Fire & Security Systems (alarm response keyholder)
Cleaning Contractors x 2
Cllr J Devlin and Cllr M Roessler (fob access only – no keys)

RESOLVED: information noted.

Cllr Moore **PROPOSED** that the Chairs of Committees each have a fob for meeting room access. Cllr Devlin **AMENDED** the proposal to ALL councillors having fobs for meeting room access. Seconded by Cllr Dear.

RESOLVED: that the office staff arrange for all councillors to have fobs for access to the meeting rooms.

14. Minutes of the Town Council Meeting held on 23rd March 2023

Members **(a)** received the minutes of the Town Council meeting held on 23rd March 2023 and **(b)** approved the signing of the minutes as a true record.

RESOLVED: that the minutes of the meeting held on 23rd March 2023 be approved and adopted.

15. Committee Meetings

(a) Planning Committee

Due to the absence of the Committee Chairman Cllr Tutton, Cllr Moore, Vice-Chairman of the Committee, presented the minutes of the meetings held on 4th and 18th April, and 2nd May. There were no questions on the content.

(b) Health, Well-being and Environment Committee

Cllr Moore presented the minutes of the Health Well-Being and Environment Committee meeting held on 11th April 2023. She asked members to consider the following **RECOMMENDATION**: that the Christmas Lights underspend in 2022/23 of £5,325 is transferred to the Christmas Lights Earmarked Reserve account.

RESOLVED: that the transfer of £5,325 to Christmas Lights EMR account is approved.

(c) Finance & General Purposes Committee

Cllr M Mordecai presented the minutes of the F&GP Committee meeting held on 20th April 2023, and informed members that a donation of £100 had been made to St John Ambulance towards a new Community Support Unit vehicle for Essex.

RESOLVED: and that in all other respects the minutes of all the above meetings be approved and adopted.

16. Courses and Conferences

Members received and considered the following:

- (i) a list of forthcoming courses from the EALC
- (ii) the ABLC has arranged Planning Enforcement and Illegal Development Training at the Chantry Centre on 22nd May at 7pm. Cllr Thomas said he was now unable to attend so Cllr J Clark said she would take his place.

RESOLVED: information noted.

17. Review of Complaints Procedure

In accordance with Standing Order 5 j(xvi) members considered the complaints procedure. Cllr Thomas suggested that the Council think about amending the personal pronouns used in the document and **PROPOSED** that this document along with other Council documents are updated with gender-neutral language. Seconded by Cllr Herlock.

RESOLVED: (i) that following an update to the wording as detailed in the above proposal, the above document be retained, and; (ii) that the language used in other Town Council documents is amended (if required) as they come up for review.

18. Schedule of Council Meetings 2023/24

Members received a date card showing all Council and Committee meetings from May 23 to June 2024.

RESOLVED: information noted.

19. Community Open Day Event

Cllr Adshead proposed that the Town Council takes over the running of this event by acting as both host and organiser and that it comes under the remit of the Events Working Party. It was suggested there could also be an additional event for youth organisations held on a weekend.

RESOLVED: that the Community Open Day Event is hosted and organised by the Town Council.

20. National Dementia Week 15-21 May 2023

An approach has been received from the Billericay Dementia Alliance about a competition they are intending to hold to raise dementia awareness. It was:

RESOLVED: that the Council judges the best decorated blue window of High Street premises and presents a certificate to the winner. Cllrs Thomas and Herlock volunteered to judge.

21. Items for Consideration for Press Release/Social Media

- Cllr M Thomas – new Chairman of BTC
- Citizen and Young Citizen of the Year
- Town Council to host Community Open Day

22. Questions from the Press and Public

None.

The Chairman closed the meeting at 8.09pm

Cllr ThomasDate
Chairman