



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Councillor Mark Thomas

25th April 2025

Dear Sir or Madam,

You are hereby summoned to attend the **Annual Meeting of Billericay Town Council** to be held in **the Council Chamber at the Chantry Centre, Chantry Way, Billericay CM11 2AP on Thursday 1st May 2024 at 7.00 p.m.** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

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

Councillors: A Adshead, P Bunyan, C Butler, R Clark, E Davies, M Dear, J Henshaw, K Herlock, B Lammin, C May, M Moore, K Mordecai, G St.Pierre, I Scott, H Stuart, G Talbot, A Talboys, J Tutton

1. Election of Chairman for the Ensuing Municipal Year

In accordance with Standing Order No. 3u members shall vote by show of hands, or at the request of a councillor, the voting shall be recorded.

2. Chairman to make the Statutory Declaration of Acceptance of Office

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

In accordance with Standing Order No. 3u members shall vote by show of hands, or at the request of a councillor, the voting shall be recorded.

4. Apologies for Absence

5. Members to declare any interest with regard to items on the Agenda

6. Public participation session with respect to items on the agenda and other matters that are of mutual interest

Members of the public to be invited to speak on any matters contained within the agenda.

7. Previous Chairman's Report

To receive the report of Cllr Thomas on attendance at events since the last meeting of the Town Council. **(copy to be circulated)**

8. Chairman's Allowance

For information: In accordance with the Local Government Act 1972 s.15(5) members are notified that it was agreed at the Town Council meeting held on 12th December 2024 that the Chairman's allowance for 2025/26 should remain at £450.00.

9. Appointment of Members to serve upon Committees

To appoint members to serve upon the **(i)** Finance & General Purposes, **(ii)** Health, Well-being & Environment and **(iii)** Planning Committee(s) as detailed in Appendix A which was previously circulated for completion **(Appendix A herewith)**

10. Working Parties, Project Groups and Sub-Committees

To consider the groups listed below and appoint members to serve on them.

- Christmas Lights Working Party
- Communications Working Party
- Events Working Party
- Youth Town Council Working Party
- Staffing Sub-Committee (Town Council Chair is ex-officio) **(Appendix A herewith)**

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

To appoint members having regard to the chart circulated herewith. **(Appendix B herewith)**

12. Formation of a Devolution Working Party

Members to consider a proposal from Cllr Dear that a Devolution Working Party is formed so the Town Council is ready to respond to any relevant Devolution Consultation.

13. Bank Signatories

Members to review and amend where necessary:

(a) Barclays Bank – the signatories for the three Barclays accounts are Cllrs J Devlin, M Moore, K Mordecai, M Thomas and the Town Clerk.

Proposal: that signatories remain unchanged.

(b) Saffron Building Society – Signatories are Cllrs J Devlin, M Moore and the Town Clerk.

Proposal: that the signatories remain unchanged.

(c) Bank of Scotland – Signatories are Cllrs J Devlin, G Talbot, M Thomas and the Town Clerk.

Proposal: that the signatories remain unchanged.

14. Keyholders – The Chantry Centre

For information: To note the current keyholders for the building:

- Staff: Mrs. D. Tonkiss, Mrs. D. McCarthy, Mrs B Drummond, Mr J Owers

- Cleaning Contractors – Fullfield Facilities Management x 2
- Cllrs A Adshead, R Clark, Town Council Chairman

15. Town Council Minutes

- (a)** to receive and consider the minutes of the meeting held on 20th March 2025
(copy herewith)
- (b)** to approve the signing of the minutes as a correct record.

16. Committee Meetings

(a) Planning Committee

To receive and consider the minutes of the Planning Committee held on 1st and 15th April
(copies previously circulated) and 29th April **(copy to be circulated)**

(b) Health, Well-Being and Environment Committee

To receive and consider the minutes of the Health, Well-Being and Environment Committee held on 8th April 2025 **(copy herewith)**

(c) Finance & General Purposes Committee

To receive and consider the minutes of the meeting held on 17th April 2025 **(copy herewith)**

17. Internal Audit Year End 2024

(i) Internal Auditors Report for Financial Year End April 2024 to March 2025

Members to receive and consider the year end report of the internal auditor following the inspection of accounts which took place on 15th April 2025. **(copy herewith)**

(ii) Re-appointment of Internal Auditor

Proposal: In accordance with Financial Regulation 3.7 which states that "the internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioner's Guide" that members consider and approve the re-appointment of Heelis and Lodge as internal auditors for the financial year 2025/26.

18. Approval of Annual Governance Statement 2024-25

Proposal: The Council to consider and approve by resolution the Annual Governance Statement. **(See Section 1 Annual Return - herewith)**

19. Approval of Annual Return 2024-25

Proposal: Members are requested to action the following: **(See Section 2 Annual Return - herewith):**

- (a) consider the Accounting Statements for 2024-25
- (b) approve the Accounting Statements by resolution; and
- (c) ensure the Accounting Statements are signed by the Chairman

20. Courses and Conferences

Councillor Training Budget for 2025-26 - £1,200.

(a) Details of forthcoming EALC courses are attached herewith. **(course listing herewith)**

(b) to approve the attendance of Cllr C E Butler at the EALC Councillor Training Days 1 and 2 on 5th and 12th June at a total cost of £250 +VAT

21. Review of Complaints Procedure

Proposal: In accordance with Standing Order No. 5 j(xvi) members are to review and re-approve the Council's Complaints Procedure. **(copy herewith)**

22. Review of Standing Orders

To undertake the annual review, approval and adoption of Standing Orders. Members are asked to note that there have been updates to Standing Orders 14 and 18 **(revised copy herewith)**

23. Items for Information

(a) Business Improvement District – Cllr Devlin to provide a verbal update for members

(b) FOI Request to Basildon Borough Council submitted 26th March 2025

Further to full Council 20th March please see the holding email from Basildon regarding the FOI request which was submitted on 26th March. A response is due by 25th April but nothing had been received at the time of preparing this agenda.

(c) Update from Cash Access UK re banking hub

Their property team have identified a potential location and are in negotiations for the site. They are also looking to organise an information drop in event in the community shortly but it is expected to be dependent upon how lease negotiations go and when further information is received about what banks will be represented.

24. Items for Consideration for Press Release/Social Media

To consider whether any actions/decisions resulting from this meeting are to be notified to the media.

25. Questions from the Press and Public

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Copies of the reports can be obtained from the Town Council Offices