

**Minutes of the Annual Town Council meeting  
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP  
on Thursday 1<sup>st</sup> May 2025 at 7.00pm**

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

**Councillors:** C Butler, R Clark, E Davies, M Dear, K Herlock, B Lammin, C May, M Moore, K Mordecai, G Talbot, A Talboys, J Tutton

**Also present:** the Town Clerk and one member of the public

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

Cllr M Thomas proposed Cllr J Devlin for Chairman. Seconded by Cllr M Dear.

**RESOLVED:** that Cllr Jim Devlin is elected as Chairman for the ensuing municipal year.

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

Cllr Devlin made the Statutory Declaration of Acceptance of Office.

**In the chair Cllr Jim Devlin**

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

Cllr A Talboys proposed Cllr M Thomas. Seconded by Cllr K Herlock.

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

**4. Apologies for Absence**

Cllrs A Adshead, G St.Pierre, I Scott and H Stuart

**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**

A report from Cllr Thomas had been circulated with the meeting papers. Cllr Dear proposed a vote of thanks to Cllr Thomas for his service as Chairman. This was seconded by Cllr Tutton.

**RESOLVED:** (i) the report is noted, and: (ii) a vote of thanks is extended to Cllr Thomas for his service as Chairman.

**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 12<sup>th</sup> December 2024 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 2025/26 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.
- RESOLVED:** that members be appointed to Finance & General Purposes, Health, Wellbeing & Environment and Planning 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**
- RESOLVED:** that members be appointed to the outside bodies as per the attached list.  
(see Appendix B)
- 12. Formation of a Devolution Working Party**  
Members considered a proposal from Cllr M Dear that a Devolution working party is formed so the council is ready to respond to any relevant devolution consultation. Seconded by Cllr M Thomas.
- RESOLVED:** that a Devolution working party is formed comprised of the following councillors: Butler, Dear, Devlin, Herlock, Talboys, Thomas, Tutton and added to Appendix A.
- 13. Bank Signatories**  
Members were advised of the following:
- (i) Barclays Bank** – current signatories are Cllrs J Devlin, K Mordecai, M Moore, M Thomas and the Town Clerk.  
**(ii) Saffron Building Society** – Cllrs J Devlin, M Moore and the Town Clerk  
**(iii) Bank of Scotland** – current signatories are Cllrs J Devlin, G Talbot, M Thomas and the Town Clerk.
- RESOLVED:** that all account signatories remain unchanged
- 14. 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, Chairman  
All other Town Councillors have fob access – no key
- RESOLVED:** information noted.
- 15. Minutes of the Town Council Meeting held on 20<sup>th</sup> March 2025**  
Members **(a)** received the minutes of the Town Council meeting held on 20<sup>th</sup> March 2025 and **(b)** approved the signing of the minutes as a true record.
- RESOLVED:** that the minutes of the meeting held on 20<sup>th</sup> March 2025 be approved and adopted.

**16. Committee Meetings**

**(a) Planning Committee held on 1<sup>st</sup>, 15<sup>th</sup> and 29<sup>th</sup> April 2025**

Cllr May presented the minutes of the meetings held on 1<sup>st</sup>, 15<sup>th</sup> and 29<sup>th</sup> April. He informed members that across the three meetings a total of 22 applications had been considered with 4 objected to. Two of the applications were for substantial sized developments and these attract attendance from residents who want to voice their concerns. He concluded by saying the Committee had experienced a very busy year and thanked the councillors for their attendance and especially the Committee Clerk, as without her assistance and support the Committee would not be able to function as well as it does.

**(b) Health, Wellbeing & Environment Committee held on 8<sup>th</sup> April 2025**

Cllr Moore presented the minutes and advised members that there had been a participants meeting at Sun Corner on 30<sup>th</sup> April regarding the VE Day 80 Beacon lighting event to agree final arrangements. The Community Open Day at Chantry on 22<sup>nd</sup> March had been successful and many of the groups that took part are looking for support from the Town Council to hold their own events in the Centre. Festival Gardens and Basildon Council's position regarding litter bins will both be reviewed at the next meeting.

**(c) Finance & General Purposes Committee held on 17<sup>th</sup> April 2025**

In the absence of Cllr Adshead Cllr Talboys presented the minutes, and members were advised there were no recommendations that required approval.

**RESOLVED:** that the minutes of all the above meetings are approved and adopted.

**17. Internal Audit Year End 2025**

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

Members received and considered the report from Heelis and Lodge following the inspection of accounts for the financial year April 2024 to March 2025.

**RESOLVED:** information noted.

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

In accordance with Financial Regulation 3.7 members were asked to consider and approve the re-appointment of Heelis and Lodge as internal auditors for the financial year 2025-26.

**RESOLVED:** that Heelis and Lodge be re-appointed as internal auditors for 2025-26.

**18. Approval of Annual Governance Statement 2024-25**

Members received and considered the Annual Governance Statement.

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

**19. Approval of Annual Return 2024-25**

Members received and considered the Accounting Statements for 2024-25.

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

**20. Courses and Conferences**

Members received and considered the following:

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

**(ii)** to approve the attendance of Cllr C Butler at the EALC Councillor Training Days 1 & 2 on 5<sup>th</sup> and 12<sup>th</sup> June 2025 at a cost of £250.

**RESOLVED:** (i) information noted, and; (ii) that Cllr Butler's course attendance is approved and all expenses are met by the Town Council (LGA 1972 s175)

**21. Review of Complaints Procedure**

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

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

**22. Revision of Standing Orders**

Members undertook the annual review of Standing Orders and were advised of revisions by NALC to model standing orders 14 and 18.

**RESOLVED:** that following amendments to Standing Orders 14 and 18 the document is approved and adopted.

**23. Items for Information**

**(a) Business Improvement District**

A verbal update was given by Cllr Devlin. He advised members that the town team no longer exists as a limited company has been formed to manage the bid which now has a part time member of staff.

**(b) FOI Request to Basildon Borough Council submitted 26.3.25**

Members considered and discussed the response received from Basildon Council and agreed that Planning Committee should prepare a further response regarding training on the new NPPF.

**(c) Update from Cash Access UK re banking hub in Billericay**

A suitable site has been identified in the High Street and lease negotiations are taking place. An information drop in event will be arranged in the community shortly.

**RESOLVED:** that all the above information is noted

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

- 2025 Citizen of the Year – John Smart
- New Chair and Vice-Chair of the Town Council

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

None.

The Chairman closed the meeting at 8.11pm

Cllr Devlin .....Date .....  
Chairman