

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Council Chamber, The Chantry Centre, Chantry Way, CM11 2AP
on Thursday 5th June 2025 at 7.00pm

Councillors: A Adshead, R Clark, M Dear, G Talbot, A Talboys, M Thomas, J Tutton
J Devlin

Also in attendance the Town Clerk

In the Chair - Cllr J Devlin

1. Election of Chairman

Cllr A Adshead was proposed by Cllr Tutton and seconded by Cllr Talboys. There being no other nominations it was;

RESOLVED: That Cllr A Adshead be elected Chairman of the Committee for the ensuing municipal year.

In the Chair - Cllr A Adshead

2. Apologies for absence

Cllrs B Lammin, K Mordecai, G St.Pierre and I Scott

3. Appointment of Vice-Chairman

Cllr R Clark was proposed by Cllr Dear and seconded by Cllr Talbot.

RESOLVED: That Cllr R Clark be appointed Vice-Chairman of the Committee for the ensuing municipal year.

4. Declarations of interest with regard to items on the Agenda

None.

5. Public Participation session with respect to items on the Agenda

None.

Cllr J Devlin left the meeting

6. Minutes of the Finance & General Purposes Committee held on 17th April 2025

Members received and considered the minutes of the meeting held on Thursday 17th April 2025.

RESOLVED: that the minutes of the meeting be approved as a true and accurate record and signed by the Chairman.

7. Financial Report

Members received and considered the following:

a) Income and Expenditure by Committee a copy of the accounts from 1st April 2025 to 29th May 2025

b) Payments 1st April 2025 – 29th May 2025

c) Balance Sheet as at 29th May 2025

RESOLVED: information noted.

8. Youth Town Council

Members received and considered the minutes of the meetings held on 6th May, 20th May and 3rd June 2025. Cllr Talboys advised those present that youth councillors had been at Gateway FM for a Junior Question Time panel discussion, are having a stall at Summerfest to promote the BYTC youth safety project, and also preparing for a community open day on 30th August showcasing groups and activities for the young people of Billericay.

RESOLVED: information noted.

9. Young Citizen of the Year

Members received and considered a nomination that due to an IT issue had not been received by the Council office before the competition deadline. Following discussion it was:

RESOLVED: that the person nominated receives the Young Citizen of the Year award.

10. Chantry Centre Operational Management

Members received and considered the following reports which detailed operational issues that had been raised during staff appraisals and contained potential solutions for the consideration of members:

(a) Out of Hours/Emergency Cover. Cllr Adshead explained that there was now a requirement for out of hours hirer support to be on a more professional level, however he appreciated this came with a cost to the Council, but the use of an outside contractor removes all risks for staff and councillors. Cllr Adshead proposed that the Town Council has an initial trial period with Hazel and Bow to be reviewed after three months. Cllr Dear added to the proposal a requirement that all call outs are reported. Seconded by Cllr Thomas.

RESOLVED: that out of hours/emergency cover for hirers is provided by Hazel and Bow for a period of three months and that details of all call outs are to be reported to the Council.

(b) Staffing Operational Hours. Members were advised that the opening hours of the building have increased. To accommodate this staff are on site from 8.30am until 5.30pm/6pm. These increased hours have led to a build-up of time off in lieu which is difficult to take.

RECOMMENDATION: that Staffing Sub-Committee considers increasing the working hours of both part-time administrative staff members to 25 per week to better accommodate the requirements of the Chantry Centre and its hirers.

(c) Meeting Room Set Up for Evening Hirers. Members were advised that this is an issue for the upstairs rooms only as all hall users have to set up and take down themselves. Currently if staff are not available hirers are either moved to an alternative room or asked to set up tables/chairs themselves and given access to rooms where furniture can be moved to or taken from.

RESOLVED: to monitor the upstairs room set up when extended staff hours are in place, and review in three months.

(d) up to date key performance indicators.

RESOLVED: information noted

11. Items for Information

(a) Sedcom are now offering support to town councillors that are experiencing issues with their Town Council outlook email account.

RESOLVED: information noted.

12. Items for consideration for Social Media/Press Release

Young Citizen of the Year

13. Questions from the Press and Public

None.

Cllr A Adshead
Chairman of the Committee

The Chairman closed the meeting at 7.52pm

Chairman:..... Date: