

## 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 24<sup>th</sup> July 2025 at 7.00pm

**Chairman:** Cllr A Adshead  
**Vice-Chairman:** R Clark  
**Councillors:** B Lammin, K Mordecai, G St.Pierre

Also in attendance the Town Clerk

**14. Apologies for absence**

Cllrs M Dear, I Scott, G Talbot, A Talboys, M Thomas, J Tutton

**15. Declarations of interest with regard to items on the Agenda**

None.

**16. Public Participation session with respect to items on the agenda and other matters that are of mutual interest**

None.

**17. Minutes of the Finance & General Purposes Committee held on 5<sup>th</sup> June 2025**

Members received and considered the minutes of the meeting held on Thursday 5<sup>th</sup> June 2025.

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

**18. Financial Report**

Members received and considered the following:

**a) Income and Expenditure by Committee** a copy of the accounts from 1<sup>st</sup> April 2025 to 17<sup>th</sup> July 2025

**b) Payments** 1<sup>st</sup> April 2025 – 17<sup>th</sup> July 2025

**c) Balance Sheet** as at 17<sup>th</sup> July 2025

**RESOLVED:** information noted.

**19. Grant Application**

Members received and considered an application from Offshoots Singing Group for £500 to purchase sheet music for the choir. Following discussion, Cllr Mordecai proposed that £200 is awarded. Seconded by Cllr Clark.

**RESOLVED:** that Offshoots singing group is awarded £200 for sheet music on the condition that the Town Council is mentioned as a supporter on any promotional material, posters or concert programmes.

**20. Working Parties/Project Groups**

Members received the following minutes:

(a) Communications working party meeting held on 11<sup>th</sup> June 2025. Cllr Adshead advised members that the next edition of the Town Crier will be delivered next week.

**21. Youth Town Council**

Members received and considered the minutes of the meetings held on 17<sup>th</sup> June and 1<sup>st</sup> July.

**RESOLVED:** information noted.

**22. Chantry Centre Operational Management**

Members received and considered the following:

**(a) Premises Health and Safety**

(i) to note report from electrical inspection for fixed wire testing

(ii) to note minor works certificate for portable fire extinguishers to comply with BS5306 parts 3 and 8.

**RESOLVED:** information noted.

**(b) Legionella Risk Assessment**

Members considered a document containing the most urgent findings following the risk assessment.

**RESOLVED: (i)** that the Town Council will continue to inspect, clean and descale strainers/ filters associated with the Thermostatic Mixer Valves, and continue with regular monthly monitoring of temperatures, and; **(ii)** any anomalies to be escalated and dealt with.

**RESOLVED:** to approve and adopt the Legionella Scheme of Control

**RESOLVED:** to approve and adopt the Action Plan for Positive Legionella Results

**RESOLVED:** to approve and adopt the new Log Book for recording of test results

**23. Items for consideration for Social Media/Press Release**

None.

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

None.

Cllr A Adshead

Chairman of the Committee

The Chairman closed the meeting at 7.37pm

Chairman:..... Date: .....