

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 18th September 2025 at 7.00pm

Chairman: Cllr A Adshead
Vice-Chairman: R Clark
Councillors: B Lammin, K Mordecai, M Thomas, J Tutton

Also in attendance the Town Clerk

25. Apologies for absence

Cllrs M Dear, G St.Pierre, G Talbot, A Talboys

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

None.

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

None.

28. Minutes of the Finance & General Purposes Committee held on 24th July 2025

Members received and considered the minutes of the meeting held on Thursday 24th July 2025.

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

29. Financial Report

Members received and considered the following:

a) Income and Expenditure by Committee a copy of the accounts from 1st April 2025 to 11th September 2025

b) Payments 1st April 2025 – 11th September 2025

c) Balance Sheet as at 11th September 2025

RESOLVED: information noted.

30. Saffron Building Society

Members received and considered details of higher paying deposit accounts for funds currently in a Saffron corporate deposit account. Cllr Clark proposed that the funds are moved to the Saffron One Year Community Bond. Seconded by Cllr Thomas.

RESOLVED: that the funds currently in the Saffron corporate deposit account are transferred to a Saffron One Year Community Bond.

31. Grant Application

Members received and considered:

(a) An application from Rotary Club of Billericay Town for £500 to produce a “Gavin and Stacey” themed cookbook. A query was raised with regards to copyright and it was agreed

that any monies awarded would be on confirmation that permission had been obtained. The Town Clerk will also find out what their timeframe is for submission of recipes.

(b) a thank you letter and details of how the grant awarded in April 2025 has been spent from the Community Pastors

RESOLVED: **(a)** that the Rotary Club of Billericay Town is awarded a total of £500 - £425 towards print costs and £75 to submit a Town Council recipe, and; **(ii)** information noted.

32. Youth Town Council

Members received and considered the minutes of the meeting held on 2nd September 2025.

RESOLVED: information noted.

33. Renewal of Town Council Insurance

RESOLVED: that the Council's insurance is renewed with Hiscox to September 2026 at a cost of £8,447.24.

34. Business Continuity Plan

Members considered and discussed the revised plan.

RESOLVED: that the Plan is approved.

35. Chantry Centre Operational Management

Members considered the following:

(a) Out of Hours Cover from Hazel and Bow

The system has been operational for three months and the Town Clerk reported it is working well. Various hirer issues have been identified, and it was proposed that the Terms and Conditions of Hire are revised and brought back to the next F&GP.

RESOLVED: **(i)** that the out of hours cover continues with Hazel and Bow, and; **(ii)** a log of all visits is to be provided going forward.

36. Items for consideration for Social Media/Press Release

None.

37. Questions from the Press and Public

None.

Cllr A Adshead

Chairman of the Committee

The Chairman closed the meeting at 7.50pm

Chairman:..... Date: