

## 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 5<sup>th</sup> March 2026 at 7.00pm

**Chairman:** Cllr A Adshead  
**Vice-Chairman:** Absent  
**Councillors:** M Dear, G St.Pierre, G Talbot, A Talboys, M Thomas, J Tutton

Also in attendance 4 members of the public and the Town Clerk

### 75. Apologies for absence

Cllrs R Clark, K Mordecai

### 76. Declarations of interest with regard to items on the Agenda

None.

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

Town Councillor Heather Stuart volunteers for the Hearing Help charity, which holds a monthly session upstairs at the Chantry Centre. She praised Council staff for being so accommodating and moving them to the main hall when possible whilst the lift has been out of service, but she wanted to emphasise that a functioning lift is vital for the charity to continue using meeting room three as most of their service users are elderly and not always able to use stairs.

### 78. Minutes of the Finance & General Purposes Committee held on 15<sup>th</sup> January 2026

Members received and considered the minutes of the meeting held on Thursday 15<sup>th</sup> January 2026

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

**RESOLVED:** to bring Agenda Item 6 – Chantry Centre Lift – forward in the order of business.

### 79. Chantry Centre Operational Management (a) Chantry Centre Lift

Cllr Adshead spoke about how the building is used frequently by those that are less mobile so the lift is a critical element of the building and as the lift was only five years old it should not be as unreliable as it is.

Cllr Adshead suspended the meeting at 7.06pm to allow Mr Paul Darcy to present his quotation for lift refurbishment and answer any questions arising, and for the Chantry Centre caretaker to also report on the lift issues.

Mr Darcy said that he was asked to attend the Chantry Centre and undertake a survey of the lift in December 2025. He emphasised there is no need for a complete new lift, but as the current lift has Spanish and Italian parts this causes a long wait for delivery when any need replacing or repair. The most cost-effective option is for all parts such as the controller, hydraulic unit etc. to be stripped down and replaced with English manufactured parts. A lot of his customers when refurbishing a lift also purchase spare parts at the same time so any issues can be dealt with quickly, which means a much shorter down time and minimal disruption. He has completed thirty-five modernisation works and not one has changed the lift car. When asked about how long the works would take, Mr Darcy said it is a four-week lead time from ordering and then it would be two weeks on site to undertake the work. They also provide a full maintenance service and are on call 365 days a year, 24 hours a day and aim to attend all lift breakdowns within one hour if any one is trapped.

Cllr Adshead thanked Mr Darcy for attending and for his contribution. Mr Darcy left the meeting.

Mr Andy Taylor, the Chantry Centre caretaker, spoke to members about the lift issues and how it has affected the operation of the building. Members were reminded that there have been continual issues since November 2025.

Cllr Adshead re-opened the meeting and reminded members they had received the following reports to consider:

- (i) Town Clerk's report and risk assessment re current lift issues
- (ii) itemised list of call outs and repairs since November 2025
- (iii) report from Quantum Services about the lift issues since December 2025
- (iv) quotation for a platform lift
- (v) quotation for a complete lift refurbishment using British manufactured parts
- (vi) letter from Cllr Dear expressing concerns and proposing installation of a new lift

Members discussed the reports and considered and compared both quotations. The Town Clerk advised that as per Financial Regulations she had sought to obtain 3 quotations, however only two companies had responded. Cllr Adshead proposed the following options:

1. Do nothing and remain with current lift
2. Install a new platform lift at a cost of £29,169 (exc. any required building works)
3. Refurbish the lift at a cost of £25,374.00

Cllr Dear proposed Option 3. Seconded by Cllr Talbot.

**RECOMMENDATION:** that the Council undertakes a full refurbishment of the lift at a cost of £25,374.00.

## 80. 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 26<sup>th</sup> February 2026

**(b) Payments** 1<sup>st</sup> April 2025 – 26<sup>th</sup> February 2026

**(c) Balance Sheet** as at 26<sup>th</sup> February 2026

**RESOLVED:** that the financial reports are noted.

**81. BDRA Grant Application for a bleed kit at Chantry**

Members were advised that the BDRA has withdrawn their grant application as they feel there are sufficient bleed kits in the town.

**RESOLVED:** information noted.

**82. Youth Town Council**

Members received and considered the minutes from the meetings held on 20<sup>th</sup> January and 3<sup>rd</sup> February along with a report from a meeting with the Headteacher of Quilters School.

**RESOLVED:** information noted.

**83. Proposal to fund a Youth Worker**

Further to a meeting held with the CEO of BarNBus charity on 26<sup>th</sup> February 2026, members considered and discussed the proposal to fund a full-time youth worker for Billericay. Cllr Thomas presented details to members about how a full time resource would be more beneficial to the youth of the town and provide wider reaching benefits. Concerns were raised about how the effectiveness would be measured, and it was agreed that BarNBus would be expected to work closely with the Town Council so a project lead would be required. Cllr Thomas said he would lead and Cllr St. Pierre agreed to act in support.

Cllr Adshead said that there were 3 options for members to consider:

1. Do nothing
2. Fund a full-time youth worker for Billericay at a cost of £31,470.21
3. Fund a part-time youth worker for Billericay at a cost of £15,735.11

The funds will be allocated from General Reserves for the year 2026/27 and provision for ongoing funding will be considered and included within future annual budgets.

Cllr Adshead proposed that the Town Council supports the scheme and funds a full-time dedicated youth worker for Billericay. Seconded by Cllr Thomas.

**RECOMMENDATION:** (i) that the Town Council approves the proposal to fund BarNBus to employ a dedicated full-time youth worker for Billericay, (ii) to allocate £31,470.21 from General reserves for the financial year 2026/27, and; (iii) to consider provision for ongoing funding within future annual budget setting.

**84. Financial Regulations – Annual Review**

**RESOLVED:** that the Financial Regulations are approved.

**85. Car Parking Charges**

Members considered the following:

**(a)** Basildon Council has advised they will be funding four hours free car parking on Saturday and Sunday across all car parks in the Borough in 2026/27

**(b)** a request from Basildon Council as to whether the Town Council would provide additional funding over and above the four hours.

Discussion took place and it was:

**RESOLVED:** **(a)** information noted, and; **(b)** no additional funding to be provided by the Town Council and to note the lack of clarity due to forthcoming Borough elections.

**86. Items for Information**

Members received the following information.

**(a) Section 137 Expenditure Limit for 2026-27** – this has been set at £11.60 for parish and town councils in England.

**RESOLVED:** information noted

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

Nothing at this time.

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

None.

Cllr A Adshead  
Chairman of the Committee

The Chairman closed the meeting at 8.16pm

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