

## BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting  
held in the Main Hall, The Chantry Centre, Chantry Way, CM11 2AP  
on Thursday 28<sup>th</sup> May 2026 at 7.00pm

**Councillors:** A Adshead, R Clark, M Dear, K Mordecai, G Talbot, A Talboys,  
M Thomas, J Tutton

Also in attendance the Town Clerk

### In the Chair - Cllr M Thomas

**1. Election of Chairman for municipal year 2026-27**

Cllr A Adshead was proposed by Cllr Tutton and seconded by Cllr Talbot. 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**

Cllr G St.Pierre

**3. Appointment of Vice-Chairman**

Cllr R Clark was proposed by Cllr Tutton and seconded by Cllr Talboys.

**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**

Cllr Adshead declared a non-pecuniary interest in Agenda Item 12 as one of the organisers is known to him.

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

None.

**6. Minutes of the Finance & General Purposes Committee held on 16<sup>th</sup> April 2026**

Members received and considered the minutes of the meeting held on Thursday 16<sup>th</sup> April 2026.

**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 1<sup>st</sup> April 2026 to 21<sup>st</sup> May 2026

**(b) Payments** 1<sup>st</sup> April 2026 – 21<sup>st</sup> May 2026

**(c) Balance Sheet** as at 21<sup>st</sup> May 2026

**(d) Current Proposed Expenditure with no 2026/27 budget line**

**RESOLVED:** information noted.

**8. Youth Town Council**

Members received and considered the minutes of the meetings held on 21<sup>st</sup> April, 5<sup>th</sup> May and 19<sup>th</sup> May 2026. Cllr Talboys advised those present that the Youth Council is involved with many of the Town's events and there are now 18 members attending regularly.

**RESOLVED:** information noted.

**9. Policy Review**

Members received and considered the following Council policies:

- (a) Grant Funding
- (b) Information & Data Protection

**RESOLVED:** (a) that the Grant Funding policy is updated to reflect that the Council now offers three types of grant, and; (b) the Information and Data Protection Policy is approved subject to a check for gender-neutral language.

**10. Update of Business Plan 2023-26**

Members considered a document originally written to support the Local Council Award Scheme application in 2023. Following discussion Cllr Adshead proposed that development of a business plan is re-visited after Local Government Reorganisation takes place. Seconded by Cllr Thomas.

**RESOLVED:** that the Town Council Business Plan is updated following Local Government Reorganisation.

**11. Chantry Centre Operational Management**

Members considered the following:

- (a) Billericay Town Council sign at front of the building.
- (b) Installation of larger or more "No Parking" notices to deter unauthorised parking.

**RESOLVED:** (a) a new larger sign will replace the sign currently outside the building, to include the Mayflower ship logo, Billericay Town Council and Chantry Centre in that order and; (b) a sign is sited at the end of the hedge in the Chantry car park which reads "Private Parking for Users Only".

(c) Update on Lift Refurbishment. Future Lift Services had to replace the autodialler and have one final part to instal. Lift scheduled to be operational from 30<sup>th</sup> May 2026.

**RESOLVED:** information noted.

**12. Public Relations – BBC Event Outwood Common Community Fun Day**

Members considered details and participants for this event which is scheduled to take place on 25<sup>th</sup> July 2026. Cllr Adshead proposed that provided the event is going ahead, the Town Council donates £250 for a specific item subject to the Town Council being included on literature/promotional materials. Seconded by Cllr Thomas.

**RESOLVED:** that £250 is donated towards a specific item and that the Council's contribution is acknowledged on literature/promotional materials.

**13. Items for Information**

(a) The Bar'N'Bus full time youth worker is starting in post on 1<sup>st</sup> June 2026. Members requested this is now an Agenda item at each Finance & General Purposes Committee.

(b) The Barclays Local service is leaving the Chantry Centre on 5<sup>th</sup> August 2026. Promotion of the Chantry Centre to local businesses will be investigated by Cllrs Thomas, Adshead and the Town Clerk.

**RESOLVED:** information noted.

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

- Outwood Common Fund Day
- Bar'N'Bus Youth Worker

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

None.

Cllr A Adshead  
Chairman of the Committee

The Chairman closed the meeting at 7.42pm

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

DRAFT