



# Billericay Town Council

YOUR QUALITY COUNCIL

[www.billericaytowncouncil.gov.uk](http://www.billericaytowncouncil.gov.uk)

Chairman: Cllr Jim Devlin

You are hereby summoned to attend a meeting of the  
**Finance and General Purposes Committee**  
at the Chantry Centre, Chantry Way, Billericay CM11 2AP  
**on Thursday 28<sup>th</sup> May 2026 at 7.00pm**  
for the purpose of transacting the following business.

Deborah Tonkiss  
Town Clerk  
21<sup>st</sup> May 2026

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

Members are reminded that:

- (i) they should declare an interest, where appropriate, with regard to items on the Agenda (Guidance Note attached)
- (ii) any questions about items in the Financial Reports should be submitted to the Town Clerk in advance of the meeting if possible.

## AGENDA

1. **Election of Chairman for municipal year 2026-27**
2. **Apologies for absence**
3. **Appointment of Vice-Chairman**
4. **Members to declare an interest with regard to items on the Agenda**
5. **Public participation session with respect to items on the agenda and other matters that are of mutual interest**  
Members of the public to be invited to speak on any matters contained within the agenda and which are of mutual interest.
6. **Minutes of the Previous Meeting held on 16<sup>th</sup> April 2026**  
To receive and consider the minutes of the meeting held on Thursday 16<sup>th</sup> April 2026. **(copy herewith)**
7. **Financial Report**
  - (a) Income and Expenditure by Committee 1<sup>st</sup> April 2026 – 21<sup>st</sup> May 2026 **(herewith)**
  - (b) Payments 1<sup>st</sup> April 2026 to 21<sup>st</sup> May 2026 **(herewith)**
  - (c) Balance Sheet as at 21<sup>st</sup> May 2026 **(herewith)**
  - (d) Proposed Expenditure with no 2026/27 Budget Line – to note the various projects agreed by Council after the 2026/27 budget setting **(herewith)**
8. **Youth Town Council**  
To receive the minutes of meetings held on 21<sup>st</sup> April, 5<sup>th</sup> May **(herewith)** and 19<sup>th</sup> May 2026 **(to be circulated)**

**9. Policy Review**

(a) Grant Funding Policy (**herewith**)

(b) Information & Data Protection Policy (**herewith**)

**10. Update of Business Plan 23-26**

(a) to consider whether to review and update this document (originally written to support the Local Council Award Scheme application in 2023) (**herewith**)

**11. Chantry Centre Operational Management**

(a) to consider a recommendation from Planning Committee re a Billericay Town Council sign for the front of the building

(b) to consider whether installing more/larger parking notices would deter unauthorised parking

(c) For information - Future Lift Services has completed the lift refurbishment work. A new autodialler was required (to enable direct calls to an engineer if the lift breaks down with people inside) at a cost of £900.

**12. Public Relations – BBC Event Outwood Common Community Fun Day 25<sup>th</sup> July 2026**

(a) to consider providing a funding contribution towards this event which is being organised by the Billericay Area Committee (**see details on email herewith**)

**13. Items for Information**

(a) Bar'N'Bus has recruited a full-time youth worker for Billericay who is starting in post on 1<sup>st</sup> June.

(b) Barclays last day in the Chantry Centre will be Wednesday 5<sup>th</sup> August 2026.

**14. Consideration of Items for Social Media/Press Release**

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

Those present may ask a question about anything on the Agenda or any other matter that is of mutual interest.

**THE PUBLIC AND PRESS ARE INVITED TO BE PRESENT**

Supporting documents can be obtained from the Town Clerk -  
[townclerk@billericaytowncouncil.gov.uk](mailto:townclerk@billericaytowncouncil.gov.uk)