



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

You are hereby summoned to attend the
Annual Meeting of Billericay Town Council
at the Chantry Centre, Chantry Way, Billericay CM11 2AP
on Thursday 7th May 2026 at 7.00 p.m.
for the purpose of transacting the following business.

Deborah Tonkiss
Town Clerk
30th April 2026

Chairman: Cllr J Devlin
Vice-Chairman: Cllr M Thomas

Councillors: A Adshead, P Bunyan, C Butler, R Clark, E Davies, M Dear, J Henshaw,
K Herlock, C May, M Moore, K Mordecai, G St.Pierre, I Scott, H Stuart, G Talbot,
A Talboys, J Tutton

1. Election of Chairman for the Ensuing Municipal Year

In accordance with Standing Order No. 3u members shall vote by show of hands, or at the request of a councillor, the voting shall be recorded.

2. Chairman to make the Statutory Declaration of Acceptance of Office

3. Appointment of Vice-Chairman for the Ensuing Municipal Year

In accordance with Standing Order No. 3u members shall vote by show of hands, or at the request of a councillor, the voting shall be recorded.

4. Apologies for Absence

5. Members to declare any interest with regard to items on the Agenda

6. 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.

7. Previous Chairman's Report

To receive the report of Cllr Devlin on attendance at events since the last meeting of the Town Council (**copy herewith**)

8. Chairman's Allowance

For information: In accordance with the Local Government Act 1972 s.15(5) members are notified that it was agreed at the Town Council meeting held on 11th December 2025 that the Chairman's allowance for 2026/27 should remain at £450.00.

9. Appointment of Members to serve upon Committees

To appoint members to serve upon the **(i)** Finance & General Purposes, **(ii)** Health, Well-being & Environment and **(iii)** Planning Committee(s) as detailed in Appendix A which was previously circulated for completion **(Appendix A herewith)**

10. Working Parties, Project Groups and Sub-Committees

To consider the groups listed below and appoint members to serve on them.

- Christmas Lights Working Party
- Communications Working Party
- Devolution (LGR) Working Party
- Events Working Party
- Youth Town Council Working Party
- Staffing Sub-Committee (Town Council Chair is ex-officio) **(Appendix A herewith)**

11. Appointment of Members to Represent the Town Council on Outside Bodies

To appoint members having regard to the chart circulated herewith. **(Appendix B herewith)**

12. Bank Signatories

Members to review and amend where necessary:

(a) Barclays Bank – the signatories for the three Barclays accounts are Cllrs J Devlin, M Moore, K Mordecai, M Thomas and the Town Clerk.

Proposal: that signatories remain unchanged.

(b) Saffron Building Society – Signatories are Cllrs J Devlin, M Moore and the Town Clerk.

Proposal: that the signatories remain unchanged.

(c) Bank of Scotland – Signatories are Cllrs J Devlin, G Talbot, M Thomas and the Town Clerk.

Proposal: that the signatories remain unchanged.

13. Keyholders – The Chantry Centre

For information: To note the current keyholders for the building:

- Staff: Mrs. D Tonkiss, Mrs. B Drummond, Ms D Percy, Mr A Taylor
- Cleaning Contractors – Fullfield Facilities Management x 2
- Cllrs A Adshead, R Clark, Town Council Chairman
- Hazel & Bow Ltd – provision of security/out of hours cover x 2

14. Town Council Minutes

(a) to receive and consider the minutes of the meeting held on 12th March 2026

(copy herewith)

(b) to approve the signing of the minutes as a correct record.

15. Committee Meetings

(a) Planning Committee

To receive and consider the minutes of the Planning Committee held on 31st March and 28th April 2026 **(copies previously circulated)**

RECOMMENDATION: the change to process and procedure implemented in January is not continued.

RECOMMENDATION: Planning Committee to hold one meeting every four weeks where all applications will be considered, to be reviewed after 6 months.

RECOMMENDATION: that a proposal of interest in the land at Quilters School being used for allotments is expressed to the School's Governors and that a letter is sent on behalf of the Council.

(b) Health, Well-Being and Environment Committee

To receive and consider the minutes of the Health, Well-Being and Environment Committee held on 7th April 2026 **(copy herewith)**

(c) Finance & General Purposes Committee

To receive and consider the minutes of the meeting held on 16th April 2026 **(copy herewith)**

RECOMMENDATION: that a task and finish project group is established to investigate the feasibility of live streaming/filming Council meetings reporting to F&GP Committee.

(d) Staffing Sub-Committee Meeting

To receive and consider the minutes of the meeting held on 15th April 2026 **(copy herewith)**

16. Internal Audit Year End 2025/26

(i) Internal Auditors Report for Financial Year End April 2025 to March 2026

To receive and consider the year end report of the internal auditor following the inspection of accounts which took place on 21st April 2026. **(copy herewith)**

(ii) Re-appointment of Internal Auditor

In accordance with Financial Regulations – Section 3.7 "the internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioner's Guide".

Proposal: Council to consider and approve the re-appointment of Heelis and Lodge as a competent and independent internal auditor for the financial year 2026/27.

17. Statement on Internal Control for the Year Ending 31 March 2026

Proposal: Council to approve the Statement on Internal Control prior to the approval of the Annual Governance and Accountability Return 2025/26 **(statement herewith)**

18. Approval of Annual Governance Statement 2025-26

Proposal: Council to consider and approve by resolution the Annual Governance Statement.
(See Section 1 Annual Return - herewith)

19. Approval of Annual Return 2025-26

Proposal: Council to action the following: **(See Section 2 Annual Return - herewith):**

- (a) consider the Accounting Statements for 2025-26
- (b) approve the Accounting Statements by resolution; and
- (c) ensure the Accounting Statements are signed by the Chairman

20. Courses and Conferences

Training Budget for 2026-27 – Councillors £1,200; Staff £2,000

To receive and consider the following:

- (a) details of forthcoming CouncilWise courses **(herewith)**
- (b) details of forthcoming EALC courses **(herewith)**
- (c) to approve the attendance of the office administrator on the Permitted Development Rights CouncilWise training course on 16th June 2026 at a cost of £72
- (d) to approve the attendance of the Town Clerk on the SLCC AGM and training day on 17th June 2026 at a cost of £27
- (e) First Aid training has been booked for Friday 31st July 12pm to 7pm. There are 8 places available for council members.

21. Review of Complaints Procedure

Proposal: In accordance with Standing Order No. 5 j(xvi) members to review and re-approve the Council's Complaints Procedure. **(copy herewith)**

22. Review of Standing Orders

To undertake the annual review, approval and adoption of Standing Orders. Members are to note there are no updates/revisions **(herewith)**

23. Civility and Respect Pledge

- (a) Members to receive and consider the Civility and Respect Pledge supported by NALC and the SLCC **(herewith)**
- (b) to resolve that the Council agrees to abide by the statements contained therein.

24. Items for Consideration for Press Release/Social Media

To consider whether any actions/decisions resulting from this meeting are to be notified to the media.

25. Questions from the Press and Public

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Supporting documents can be obtained from the Town Clerk -
townclerk@billericaytowncouncil.gov.uk

