



# Billericay Town Council

YOUR QUALITY COUNCIL

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

You are hereby summoned to attend a  
**Meeting of Billericay Town Council**  
at the Chantry Centre, Chantry Way, Billericay CM11 2AP  
**on Thursday 30<sup>th</sup> July 2026 at 7.00 p.m.**  
for the purpose of transacting the following business.

Deborah Tonkiss  
Town Clerk  
23<sup>rd</sup> July 2026

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

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

1. **Apologies for Absence**
2. **Members to declare any interest with regard to items on the Agenda and to receive and consider any applications for dispensation**
3. **Co-Option – South West Ward**  
Members to consider the presenting candidates and appoint to the South West Ward **(applicant's details herewith)** Following the vote, if in attendance the new member signs a Declaration of Acceptance of Office and takes their place at the Council meeting.
4. **Public participation session with respect to items on the agenda and other matters that are of mutual interest**
5. **Town Council Minutes**  
(a) to receive and consider the minutes of the Town Council meeting held on 11<sup>th</sup> June 2026 **(copy herewith)**  
(b) to approve the signing of the minutes as a correct record.
6. **Chairman's Report**  
To receive the Chairman's report on events attended on behalf of the Town Council since the previous meeting **(to be circulated)**
7. **Committee Meetings**  
To receive and consider the following minutes:  
  
(a) **Planning Committee** meeting held on 7<sup>th</sup> July 2026 **(copy previously circulated)**  
  
(b) **Health, Well-Being and Environment Committee** meeting held on 14<sup>th</sup> July 2026 **(herewith)**

**RECOMMENDATION;** that the Town Council replaces all 13 memorial benches in the High Street.

**(c) Finance & General Purposes Committee** meeting held on 28<sup>th</sup> May 2026 **(herewith)**

**RECOMMENDATION:** that a formal approach is made to Basildon Borough Council with regard to the transfer of freehold of both Festival Gardens and the Chantry Centre.

**RECOMMENDATION:** that the revised Grant policy is approved and adopted **(herewith)**

**8. Essex Pension Fund - Employer Discretions Policy**

Further to a Staffing Sub-Committee agreed review, members to receive and approve the signing of the BTC Employer Discretion Policies for both mandatory and non-mandatory discretions. **(herewith)**

**9. Committee Vacancies**

Members are reminded of the following vacancies and to appoint applicants (if any):

**(a)** Health, Well-Being & Environment – one vacancy

**(b)** Finance & General Purposes – two vacancies

**(c)** Planning Committee – three vacancies

**10. Essex Police Community Special Constable Scheme**

**(a)** to note: the CSC appointed in April 2025 resigned from post earlier this year.

**(b)** to consider withdrawing BTC from the Scheme. Since the Town Council originally signed up in 2017 no CSC has taken up post for any length of time in Billericay.

**11. Courses and Conferences**

Members 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 Town Clerk on the CouncilWise procurement course on 5<sup>th</sup> November at a cost of £60.00

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

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

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

**14. Exclusion of the Press and Public**

In accordance with s.1 of the Public Bodies (Admission to Meetings) Act 1960, to resolve that in view of the confidential nature of the business to be discussed it is in the opinion of the Council advisable in the public interest that they public and press be temporarily excluded and they be instructed to withdraw.

**15. Request for Extended Leave of Absence**

Members to receive and consider a request from Cllr St. Pierre **(copy herewith – members only)** for a leave of absence.

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

Copies of the reports can be obtained from the Town Council Offices