



Billericay Town Council

YOUR QUALITY COUNCIL

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 15th October 2026 at 7.00 p.m.
for the purpose of transacting the following business.

Deborah Tonkiss
Town Clerk
9th October 2026

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, S Tomlin, 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. **Public participation session with respect to items on the agenda and other matters that are of mutual interest**

Amanda Watkins – BID Marketing Team, and Nikki Machin, BID Manager will be in attendance to present to members about sponsorship of the Billericay Community Day and Parade in 2027.

4. **Town Council Minutes**
(a) to receive and consider the minutes of the Town Council meeting held on 30th July 2026
(copy herewith)
(b) to approve the signing of the minutes as a correct record.
5. **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)**
6. **Committee Meetings**
To receive and consider the following minutes:
(a) **Planning Committee** meetings held on 4th August, 1st and 29th September 2026 **(copies previously circulated)**
(b) **Health, Well-Being and Environment Committee** meeting held on 8th September 2026 **(herewith)**

RECOMMENDATION: that further to the information contained in the BBC On-Street Memorials Policy stating there is no legal bar to the replacement of memorial benches, that all memorial benches in the High Street are replaced with benches made from durable composite recycled materials with a life span of 20+ years at a cost of £9,880 plus £1,885 for installation/fixing.

(c) Finance & General Purposes Committee meeting held on 24th September 2026
(herewith)

7. Committee/Working Party Vacancies

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

- (a)** Finance & General Purposes – one vacancy
- (b)** Planning Committee – two vacancies
- (c)** Broadcasting Project Group – currently three members
- (d)** Christmas Lights Working Party – currently three members
- (e)** Youth Town Council Working Party – currently two members

8. Buckingham Palace Garden Party 2027

Cllr Devlin proposes that members consider nominating a Town Councillor to go into the EALC ticket ballot.

9. 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 retrospectively approve the attendance of the Office Administrator on the CouncilWise Minutes and Agendas course which took place on 14th October at a cost of £72.00

10. Notice of Conclusion of Audit 2025/26

To receive the report from PKF Littlejohn upon completion of their review of the Annual Return. Members are asked to note the comments regarding independence of the internal auditor being considered upon appointment **(copy herewith)**

11. 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.

12. Questions from the Press and Public

THE PUBLIC AND PRESS ARE INVITED TO BE PRESENT

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