

Billericay Town Council Action Plan 2018-19

Town Council		
Town Council Meeting	Agenda and Minutes	High
Councillors	Admin for the whole council	High
Annual Town Meeting	Agenda and Minutes	High

Council Committees		
Finance & General Purposes		
Environment		
Planning		

Finance & General Purposes		
Main Function	Detail	Priority
Current Activities		
Running the Committee	Committee Agenda and Minutes	High
Finances	All Council finances, end of year accounts, audits	High
Estimates	Budgets requested by Committees and Working Parties	High
Investments	Investigating interest rates/bank alternatives	High
Donations/Grants	Considering grant/donation applications	Medium
Public Relations	Website/Twitter/Facebook/Press Releases	High
Notice Boards	Maintenance	Low
Town Crier	Production of quarterly newsletter	High
Town Guide	Next print of guide due 2018	Low
IT and office equipment	Maintenance. Server/website backups	High
Contract Reviews	Christmas Lights, Hanging Baskets	On-going
Policy Reviews	All Town Council Policies	On-going
Youth Town Council	Council Agenda and Minutes Events organisation DBS checks	High
Assets	Register, maintenance	On-going
Staffing	Employment, annual reviews, health and safety policies	High
Publicity, website and Social Media	Press releases, Facebook posts, Tweets	High
Day Centre	Room Bookings, maintenance, staff	High

Environment		
Main Function	Detail	Priority
Current Activities		
Running the Committee	Committee Agenda and Minutes	High
Billericay in Bloom	Competition June 2018	High
Christmas Lights	Permissions, contract installation. Switch on event November 2018 admin and arrangements	High
Hanging Baskets, Planters	Permissions, contract, installation, planting schemes	Medium
Police Station/War Memorial Planting	Contract, planting schemes	Medium
Flags	Maintenance, civic occasions	Low
Litter	Litter picks admin and arrangements. Litter Bins	Low
Recreation Facilities	Play equipment inspections and maintenance (Outwood Common)	High
Walks leaflets	Town Trail, Circular Routes, Healthy Shortcuts, Countryside walks	Low
Bus Shelters	Maintenance, cleaning	Medium
Events	Beacon lighting Nov 2018 Battle's over, Festival of Remembrance 400 th anniversary Mayflower 2020	High
War Memorial	Maintenance, cleaning. Remembrance Day road Closure. Up lighting project	High
Public Toilet	Contract	Low
Skatepark	Inspections, maintenance	High
Jim Shields Garden	Grass cutting, planting, re-design	High
Festival Garden	Grass cutting, planting,	Medium
Plant a Shrub	Admin and arrangements Oct 2018	High
Town Trail Walks	Organise walks for 2018	High

Planning		
Main Function	Detail	Priority
Current Activities		
Running the Committee	Committee Agenda and Minutes, presentation. Commenting on planning applications, attending Basildon planning meetings	High
Licensing	Commenting on licensing applications, attending Licensing hearings	High
Highway/Traffic	ECC Orders, SEPP, reporting Highway defects.	Medium
Conservation Area	Reporting planning infringements/street furniture issues	Medium
Consultations	Responding to consultations regarding planning matters submitted by Government Departments and other Local Authorities.	High
Salt Bins	Maintenance	Medium