

Chairman: Cllr Jim Devlin

31st May 2018

Dear Councillor,

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in **The Coach House, Crown Yard on Thursday 7th June 2018** commencing at **7.00 p.m.** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

Councillors: A Adshead, J Clark, M Dear, J Devlin, M Moore, C Roberts, M Roessler, G Talbot, A Talboys, F Tomlin and J Tutton

AGENDA

- 1. Election of Chairman for municipal year 2018-19**
- 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 2nd May 2018**

To receive and consider the minutes of the meeting held on 2nd May 2018.

(copy previously circulated)

- 7. Financial Report**

(a) Income and Expenditure by Committee 1st April - 31st May 2018

(copy herewith)

(b) Payments 1st April to 31st May 2018

(copy herewith)

(c) Bank Account Balances @ 31.5.18 and Debtors Listing

(copy herewith)

8. Donation Requests

Members to consider the following:

(a) Mayflower High School - £70 towards their annual awards evening

(b) Open Spaces Society - request for a donation towards their "50 year old vision" appeal which will be used to help deliver the aspirations of the Countryside Act 1968 by ensuring clear footpaths and protecting the joy of walking and riding them.

9. Membership Renewals

Members to approve the following:

(a) annual membership renewal to CPRE (Campaign to Protect Rural England) at a cost of £36

10. End of Year Audit Report from Heelis & Lodge

To approve the internal audit report undertaken on 30th May 2018
(copy herewith)

11. Annual Governance Statement and Annual Return 2017-18

To consider and recommend to full Council for approval on 14th June 2018
(See Section 1 & 2 of Annual Return herewith)

12. Youth Town Council

To receive and consider the minutes of the meetings held on 17th April, 1st and 15th May **(copies herewith)** and 5th June 2018 **(to be circulated)**

13. Chantry Way Centre

Members to receive the following:

(a) an update on the demolition tender process

(b) notes from a meeting held with Ingleton Wood on 11th May regarding revisions to the building design and subsequent revised plans
(copy previously circulated)

(c) notes from a site meeting with the owner of the car park regarding the trees
(copy herewith)

14. Coach House - Request for Additional Hire

Members are advised that the Over 60s Welcome Club has moved from Chantry Centre to the Coach House on a Friday morning. They have now requested use of the Coach House on Tuesday morning also, therefore members to consider whether to allow this request.

15. Business Continuity Plan - Annual Review

Members to review and approve the updated Plan **(copy herewith)**

16. Parking charges at the Station Car Park

A resident has contacted the Town Council to draw attention to the price rises at Billericay station car park which have increased in excess of 10% pa over the last two years. Greater Anglia say it is down to inflation, however the resident asks whether the Council would be willing to raise this issue with Greater Anglia.

17. Items for Information

Members are advised of the following:

(a) New GDPR Act 25th May 2018. Clause 7 (3) of the Act exempts local councils from the requirement to appoint a Data Protection Officer.

(b) Merchant Navy Day is on 3rd September and the Town Council will be supporting this by flying the Red Ensign flag.

(c) The owner of Acumen Wages Service is no longer offering payroll services and the Town Council's payroll has been taken over by James Todd and Co with the same terms and conditions.

18. Consideration of Material for Press Release/Social Media

19. Questions from the Press and Public

The Public and Press are cordially invited to be present