

3rd May 2018

Dear Sir or Madam,

You are hereby summoned to attend the **Annual Meeting of the Billericay Town Council** to be held in **The Coach House, Crown Yard on Thursday 10th May at 7.00 p.m.** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

Chairman: Cllr J Devlin

Vice-Chairman: Cllr J Clark

Councillors : A Adshead, R Chapman, R Clark, M Dear, C Dyer, D Hayden,
J Henshaw, L Mitchelmore, M Moore, C Roberts, M Roessler,
D Spencer, G Talbot, A Talboys, M Thomas, F Tomlin, J Tutton

- 1. Election of Chairman for the Ensuing Municipal Year**
In accordance with Standing Order No. 3(r) members shall vote by show of hands, or, if at least two members so request, by signed ballot.
- 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. 3(r) members shall vote by show of hands, or, if at least two members so request, by signed ballot.
- 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. **(to be circulated)**

8. Chairman's Allowance

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 14th December 2017 that the Chairman's allowance for 2018/19 should be £450.00.

9. Appointment of Members to serve upon Committees

In accordance with Terms of Reference, the Chairman and Vice-Chairman shall be ex officio members of every Committee.

To appoint members to serve upon the Environment, Finance & General Purposes and Planning Committees as detailed in Appendix A. **(Appendix A herewith)**

10. Appointment of members to serve upon Working Parties, Project Groups and Sub-Committees

In accordance with Terms of Reference, the Chairman and Vice-Chairman shall be ex officio members of every Working Party, Project Group and Sub-Committee.

To appoint members to serve upon the various groups as detailed in Appendix A. **(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. Members are advised that John Buchanan is no longer able to serve as the Transport Representative **(Appendix B herewith)**

12. Political Affiliation of Councillors

Members to consider a suggestion from Cllr Devlin as to whether the political affiliations of members (if any) should be shown on the website under councillor profiles.

13. Bank Signatories

Information only: Members are reminded that since April 2016 Cllrs Devlin, Dyer, Moore and Spencer and the Town Clerk are authorised signatories for all bank accounts in accordance with the relevant mandate(s) and that the Town Clerk, Cllrs Moore and Clark are in the process of becoming signatories for the Saffron Building Society Corporate Deposit Accounts.

14. Keyholders – The Loft and Coach House

To note the current keyholders (shown below).

- Cllr J Devlin (Office only)
- Cllr. M. Moore (Office and Coach House)
- Cllr. J Clark (Coach House only)
- Cllr A Adshead (Coach House only)
- Mrs. D. Tonkiss (Office and Coach House)
- Mrs. D. McCarthy (Office and Coach House)
- Mr. M. Rawlingson, Cleaning Contractor (Office and Coach House)

15. Town Council Minutes

(a) to receive and consider the minutes of the meeting held on 8th March 2018

(copy previously circulated)

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

- 16. Annual Town Meeting**
To receive the minutes of the Annual Town Meeting held on 3rd May 2018 **(copy will be circulated prior to meeting)**
- 17. Committee Meetings**
- (a) Planning Committee**
To receive and consider the minutes of the Planning Committee held on 13th and 27th March, 10th and 24th April **(copies previously circulated)** and 8th May **(copy to be circulated)**
- (b) Environment Committee**
To receive and consider the minutes of the Environment Committee held on 3rd April 2018. **(copy previously circulated)**
- (c) Finance & General Purposes Committee**
To receive and consider the minutes of the Finance and General Purposes Committee meetings held on 12th April **(copy previously circulated)** and 2nd May 2018 **(copy herewith)**
- 18. Courses and Conferences**
Members to receive and consider the following courses. Members are reminded that £1,200 is in the Councillor Training Budget for 2018/19
(a) list of current courses offered by EALC **(Appendix C - herewith)**
- 19. Re-appointment of Internal Auditor**
In accordance with Financial Regulation 2.5 which states that "the internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices", that members consider and approve the re-appointment of Heelis and Lodge as internal auditors for the financial year 2018/19.
- 20. Review of Complaints Procedure**
In accordance with Standing Order No. 5 j(xii) members are to review and re-approve the Council's Complaints Procedure. **(copy herewith)**
- 21. 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.
- 22. Items for Information**
a) Community Special Constables. Members to receive the revised scheme details **(email from Essex Police attached herewith)**
- 23. Questions from the Press and Public**

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

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