

25th April 2019

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 2nd May 2019 at 7.00 p.m.** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss  
Town Clerk

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Chairman: Cllr J Devlin

Vice-Chairman: Cllr J Clark

Councillors : A Adshead, R Chapman, R Clark, M Dear, C Dyer, J Henshaw,  
K Herlock, 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(t) 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(t) 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. Co-Option**

Applications for co-option are attached herewith in a report for member's consideration. If in attendance the new member to sign Declaration of Acceptance of Office and take their place at the Council meeting.

**(co-option report herewith)**

**7. 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.

**8. 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)**

**9. Chairman's Allowance**

In accordance with the Local Government Act 1972 s.15(5) members are notified that it was approved at the Town Council meeting held on 13th December 2018 that the Chairman's allowance for 2019/20 should remain at £450.00.

**10. 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. **(copy herewith)**

**11. 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 various groups **(detailed in Appendix A herewith)**

**12. Appointment of Members to Represent the Town Council on Outside Bodies**

To appoint members having regard to the chart circulated herewith. **(Appendix B)**

**13. Bank Signatories**

Information only: Members are advised of the following authorised account signatories:

Barclays Bank - Cllrs J Devlin, C Dyer, M Moore, D Spencer and the Town Clerk

Saffron Building Society - Cllrs J Clark, M Moore and the Town Clerk

Bank of Scotland - Cllrs J Clark, C Roberts, G Talbot and the Town Clerk

**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)
- Town Clerk (Office and Coach House)
- Committee Clerk (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 14th March 2019

**(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 25th April 2019 **(copy available at meeting)**

**17. Committee Meetings**

**(a) Planning Committee**

To receive and consider the minutes of the Planning Committee held on 19th March, 2nd and 16th April **(copies previously circulated)** and 30th April 2019 **(copy to be circulated)**

**(b) Environment Committee**

To receive and consider the minutes of the Environment Committee held on 9th April 2019. **(copy previously circulated)**

**(c) Finance & General Purposes Committee**

To receive and consider the minutes of the Finance and General Purposes Committee held on 18th April 2019 **(copy previously circulated)**

**18. Courses and Conferences**

Members to receive and consider the following courses. Members are reminded that £1,020 remains in the Councillor Training Budget for 2019/20

**(a)** list of current courses offered by EALC **(training calendar herewith)**

**(b)** BBC are holding a member training and development session on the Code of Conduct and Standards on Tuesday 4th June at 7pm in the St George's Suite at the Basildon Centre. All members are invited to attend.

**(c)** Winter Highways Briefing - this is being held by Essex Highways/EALC at Foakes Hall, Great Dunmow on 2nd October from 9.30am until 1pm.

**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 2019/20.

**20. Approval of Annual Governance Statement**

The Council to consider and approve by resolution the Annual Governance Statement. **(See Section 1 Annual Return - herewith)**

**21. Approval of Annual Return 2018-19**

Members are requested to action the following: **(See Section 2 Annual Return - herewith):**

(a) consider the Accounting Statements for 2018-19

(b) approve the Accounting Statements by resolution; and

(c) ensure the Accounting Statements are signed by the Chairman

**22. 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)**

**23. 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.

**24. Items for Information**

**(a)** map of proposed new Wickford Parish boundary **(attached herewith)**

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

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