



# Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Councillor Jim Devlin

15<sup>th</sup> July 2020

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the **Town Council** to be held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 **on Monday 20<sup>th</sup> July 2020 at 11am** when the under mentioned business is proposed to be transacted.

Joining instructions for the Zoom meeting will be sent via separate email.

Yours faithfully,

Deborah Tonkiss  
Town Clerk

Chairman: Cllr J Devlin  
Vice-Chairman: Cllr J Clark  
Councillors: A Adshead, R Clark, M Dear, C Dyer, J Henshaw, K Herlock, L Mitchelmore, M Moore, K Mordecai, C Roberts, M Roessler, D Spencer, G Talbot, A Talboys, M Thomas, J Tutton

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## AGENDA

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**  
Questions and comments about any item on the Agenda to be submitted to the Town Clerk in writing at least one working day prior to the meeting.
4. **Town Council Minutes**
  - (a) to receive and consider the minutes of the Town Council meeting held on 19<sup>th</sup> March 2020 **(copy herewith)**
  - (b) to approve the signing of the minutes as a correct record

- 5. Approval of Annual Internal Audit Report**  
To receive and consider the annual internal audit report from Heelis and Lodge dated 8<sup>th</sup> June 2020. **(copy herewith)**
- 6. 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 2020/21.
- 7. Approval of Annual Governance Statement 2019-20**  
The Council to consider and approve by resolution the Annual Governance Statement. **(See Section 1 Annual Return - herewith)**
- 8. Approval of Annual Return 2019-20**  
Members are requested to action the following: **(See Section 2 Annual Return - herewith):**

  - (a) consider the Accounting Statements for 2019-20
  - (b) approve the Accounting Statements by resolution; and
  - (c) ensure the Accounting Statements are signed by the Chairman
- 9. Consideration of Items for Social Media/Press Release**

**The Public and Press are cordially invited to attend remotely**

**Please contact the Town Clerk for joining instructions**

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