

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Council Chamber, The Chantry Centre, Chantry Way, CM11 2AP
on Thursday 29th February 2024 at 7.00pm

Chairman: Absent
Vice-Chairman: Cllr R Clark
Councillors: A Adshead, K Mordecai, G Talbot, A Talboys, M Thomas, J Tutton

Also in attendance the Town Clerk

59. Apologies for absence

Cllrs M Mordecai, M Moore, M Dear

60. Declarations of interest with regard to items on the Agenda

None.

61. Public Participation session with respect to items on the Agenda

None.

62. Minutes of the Finance & General Purposes Committee held on 18th January 2024

Members received and considered the minutes of the meeting held on Thursday 18th January 2024

RESOLVED: that the minutes of the meeting be approved as a true and accurate record and signed by the Vice-Chairman.

63. Financial Report

Members received and considered the following:

- (a) Income and Expenditure by Committee - copy of the accounts from 1st April 2023 to 22nd February 2024
- (b) Payments between 11th January 2024 – 22nd February 2024
- (c) Balance Sheet as at 22nd February 2024

RESOLVED: that the information contained in the financial reports is noted.

64. Annual Review 2024

Members reviewed the following:

- (a) Risk Assessment incorporating internal controls
- (b) Asset Register
- (c) Terms of Reference for Finance & General Purposes Committee

RESOLVED: that all the above are approved and adopted.

65. Working Parties and Project Groups

Members received and considered the following minutes:

(a) Communications Working Party meeting held on 18th January 2024. The Town Clerk informed members that the latest Town Crier would be going out the week commencing 4th March.

RESOLVED: information noted

66. Youth Town Council

Members received and considered the minutes of the meeting held on 6th February 2024. The Town Clerk informed members that the Youth Safety Booklet is being launched on 23rd March at the Chantry Centre and two Youth Town Councillors represented Billericay brilliantly when they took part in a Junior Question Time panel show at Gateway FM.

RESOLVED: information noted.

67. Town Council Website

RESOLVED: that the Committee Clerk and Town Clerk are authorised to undertake the work required to update the Council's website.

68. Chantry Centre Operational Management

Members received and considered the following:

(a) Information: 'Martyn's Law' will place a requirement on those responsible for certain venues to consider the threat from terrorism and implement appropriate and proportionate mitigation measures. The Chantry Centre falls into the category of a standard tier premises - those with a maximum capacity of 100 to 799. The Town Clerk has responded to the Government consultation on behalf of the council.

(b) an up to date set of key performance indicators (KPIs) for the Centre (**herewith**)

RESOLVED: (a) and (b) information noted.

69. Items for Information

(a) New Section 137 Sum of £10.81 agreed for 2024/25.

RESOLVED: information noted

70. Consideration of Items for Social Media/Press Release

- Town Crier
- Chantry Centre Open Day

71. Questions from the Press and Public

None.

Cllr R Clark

Vice-Chairman of the Committee

The Vice-Chairman closed the meeting at 7.25pm

Chairman:..... Date: