



# Billericay Town Council

YOUR QUALITY COUNCIL

[www.billericaytowncouncil.gov.uk](http://www.billericaytowncouncil.gov.uk)

Chairman: Cllr Jim Devlin

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86716739306?pwd=bmo1UUMwaWI3ZkNlMGIUZUICc2hJdz09>

**Meeting ID: 867 1673 9306**

**Passcode: 881746**

19<sup>th</sup> February 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** 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 Thursday 25<sup>th</sup> February 2021 at 7pm** 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 A Adshead  
**Vice-Chairman:** Cllr M Roessler  
**Councillors:** J Clark, R Clark, M Dear, J Devlin, M Moore, C Roberts, G Talbot, A Talboys, and J Tutton

## AGENDA

- 1. Apologies for absence**
- 2. Members to declare an interest with regard to items on the Agenda**
- 3. Public participation session with respect to items on the agenda**  
Members of the public to be invited to speak on any matters contained within the agenda. In accordance with standing order 3i the public participation session shall not exceed 10 minutes and each individual speaker shall not exceed 3 minutes.
- 4. Minutes of the Previous Meeting held on 3<sup>rd</sup> December 2020**  
To receive and consider the minutes of the meeting held on 3<sup>rd</sup> December 2020  
**(copy previously circulated)**

## 5. Financial Report

- (a) Income and Expenditure by Committee 1st April – 19<sup>th</sup> February 2021 **(copy herewith)**
- (b) Payments 28<sup>th</sup> November 2020 – 19<sup>th</sup> February 2021 **(copy herewith)**
- (c) Balance Sheet @ 19<sup>th</sup> February 2021 **(copy herewith)**

## 6. Working Party/Project Group Minutes

Members to receive the following minutes:

- (a) Communications Working Party held on 12<sup>th</sup> January 2021 **(herewith – plus online newsletter)**

## 7. Youth Town Council

To receive and consider the minutes of the meetings held on 12<sup>th</sup> January 2021 and 9<sup>th</sup> February 2021 **(copies herewith)**

## 8. Chantry Way Centre

Members to receive and consider the following:

### a) Security

- (i) Staff security - two incidents of staff being verbally abused have already taken place in January –over unauthorised parking and walking around the building
- (ii) Front door security. Currently doors can only be fully locked via a key – is this a sensible long term solution, i.e. giving keys to out of hours hirers
- (iii) Building Access - to consider which members (if any) should be given fob access to the building

### b) Charging Policy

to consider proposed charging policy **(report herewith)**

### c) Fire Safety

To consider the issues highlighted by MB Fire Risk in their risk assessment and draft management plan and consider what **MUST** be done to comply with building legislation vs. consultant's recommendations **(both reports herewith – electronic copies only)**

### d) Outstanding Snagging Items

To receive list of items that still require attention plus details of action to be taken to resolve

## 9. Annual Review 2021

Members to undertake the following annual reviews:

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

## 10. Interim Internal Audit

To receive the interim internal audit report from Heelis & Lodge **(copy herewith)**

**11. Consideration of Material for Press Release/Social Media**

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

Those present may ask a question about anything on the Agenda or any other matter that is of mutual interest.

**The Public and Press are cordially invited to attend remotely-  
please contact the Town Clerk for joining instructions**

**Copies of reports can be obtained from the Town Clerk**