



# Billericay Town Council

YOUR QUALITY COUNCIL

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

Chairman: Councillor Jim Devlin

13<sup>th</sup> May 2021

Dear Sir or Madam,

You are hereby summoned to attend the **Annual Meeting of the Billericay Town Council** to be held in **the Main Hall at the Chantry Centre, Chantry Way, Billericay CM11 2AP on Thursday 20<sup>th</sup> May 2021 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, G Bott, L Clark, R Clark, M Dear, J Henshaw, C May, M Moore,  
K Mordecai, M Mordecai, M Roessler, E Sainsbury, C Smith, D Spencer,  
G Talbot, A Talboys, M Thomas, D Wakefield

- 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. To aid new members, nominees will give a brief address to the meeting about why they wish to stand as Chairman and what experience and skills they can bring to the role.
- 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. Councillors to make statutory Declaration of Acceptance of Office**  
In accordance with Standing Order No. 5 j(i) in an election year councillors are to deliver their acceptance of office forms if not having already done so.
- 5. Apologies for Absence**
- 6. Members to declare any interest with regard to items on the Agenda**
- 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. **(copy herewith)**

**9. Chairman's Allowance**

**For information:** 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 17<sup>th</sup> December 2020 that the Chairman's allowance for 2021/22 should be £450.00.

**10. General Power of Competence**

In accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, for a parish council to be eligible to use the power the number of councillors elected at the last election must equal or exceed two thirds of the total number of seats available. Billericay Town Council has 20 seats and 20 members were elected on 6<sup>th</sup> May 2021.

**Proposal:** to formally record that the Town Council is eligible to use the General Power of Competence. **(explanatory LGA document attached)**

**11. Appointment of Members to serve upon Committees**

A recent review has shown that the Council's Standing Orders and Terms of Reference do not agree upon how the membership of Committees, Working Parties and Project Groups is comprised. Currently Terms of Reference state that the Chairman and Vice-Chairman shall be ex officio members of every Committee, Working Party and Project Group, however this is no longer in Standing Orders.

**Proposal:** To ensure we are following Standing Orders the Terms of Reference for each sub-group are to be reviewed and amended at their first meeting of this municipal year to mirror the Standing Orders. Membership of all committees would then comprise any 11 town councillors whilst working parties and project groups would comprise any 5 town councillors.

Members are therefore requested to appoint members to serve upon the (i) Health, Well-Being and Environment, (ii) Finance & General Purposes and (iii) Planning Committee(s) as detailed in Appendix A (previously circulated for completion). **(copy to be distributed at meeting)**

**12. Working Parties, Project Groups and Sub-Committees**

To consider the groups listed below and appoint members to serve on them.

- Billericay in Bloom Working Party
- Christmas Lights Working Party
- Communications Working Party
- Events Working Party
- IT Working Party
- Skatepark Project Group
- Staff Sub-Committee
- Youth Town Council Working Party

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

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

**14. Meetings and Meeting Dates for Forthcoming Municipal Year**

Members are advised that following the High Court judgement on remote meetings it is clear that the legal position is that local councils need to meet face to face, rather than remotely, and be open to attendance in person from the public.

**Proposal:** that all Council meetings will take place in the Main Hall at the Chantry Centre until the social distancing regulations are lifted. **(meeting dates card herewith)**

**15. Bank Signatories**

**(a) Barclays Bank** – Members are reminded that currently the signatories for the Barclays accounts are Cllrs Devlin, Dyer, Moore, Spencer and the Town Clerk. Cllr Dyer has now retired from the Council.

**Proposal:** to update the mandate with a new member who will become an authorised signatory for all accounts in accordance with the relevant mandate(s).

**(b) Saffron Building Society** – Current signatories are Cllrs Clark, Moore and the Town Clerk.

**Proposal:** that no change in mandate takes place.

**(c) Bank of Scotland** – Current signatories are Cllrs Clark, Roberts, Talbot and the Town Clerk. Cllr Roberts has now retired from the Council.

**Proposal:** to update the mandate with a new member who will become an authorised signatory for the Corporate Deposit account in accordance with the relevant mandate.

**16. Keyholders – The Chantry Centre**

**For information:** To note the current keyholders for the building:

- Mrs. D. Tonkiss
- Mrs. D. McCarthy
- Cllr A Adshead
- Scrubs, Cleaning Contractor

**16. Town Council Minutes**

(a) to receive and consider the minutes of the meeting held on 11<sup>th</sup> March 2021 **(copy herewith)**

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

**17. Internal Audit Year End 2021**

**(i) Internal Auditors Report for Financial Year End April 2020 to March 2021**

Members to receive and consider the year end report of the internal auditor following the inspection of accounts which is due to take place on 17<sup>th</sup> May 2021

**(copy to be circulated via email prior to meeting)**

**(ii) Re-appointment of Internal Auditor**

**Proposal:** 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 2021/22.

**18. Approval of Annual Governance Statement**

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

**19. Approval of Annual Return 2020-21**

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

- (a) consider the Accounting Statements for 2020-21
- (b) approve the Accounting Statements by resolution; and
- (c) ensure the Accounting Statements are signed by the Chairman

**20. Courses and Conferences**

Councillor Training Budget for 2021-22 - £1,200.

Details of forthcoming EALC courses are attached herewith. **(course listing herewith)**

**Proposal:** Council is asked to retrospectively approve the following:

**(i)** attendance of Cllr Daphne Spencer on the EALC Youth Engagement Conference held on 28<sup>th</sup> April 2021 at a cost of £50

**21. Review of Complaints Procedure**

**Proposal:** In accordance with Standing Order No. 5 j(xii) members are to review and re-approve the Council's Complaints Procedure. **(copy herewith)**

**22. New Portrait of HM Elizabeth II for Council Chamber**

Member are advised that Borough Cllr David Dadds has offered the Town Council the loan of an original portrait of HM the Queen (picture attached) which he commissioned from a local artist.

**Proposal:** Members to consider whether to accept the offer and replace the existing portrait in the Council Chamber. For information there would be a minimal additional insurance premium payment of £21.18.

**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. 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