



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Councillor Jim Devlin

5th November 2021

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the **TOWN COUNCIL** to be held in **the Main Hall at the Chantry Centre, Chantry Way, Billericay CM11 2AP on Thursday 11th November 2021 at 7.00 p.m.** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

Chairman: Cllr J Devlin
Vice-Chairman: Cllr J Clark

Councillors: A Adshead, 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, J Tutton, D Wakefield

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 and other matters that are of mutual interest**
4. **Town Council Minutes**
 - (a) to receive and consider the minutes of the Town Council meeting held on 30th September 2021 **(copy herewith)**
 - (b) to approve the signing of the minutes as a correct record
5. **Chairman's Report** **(to be circulated)**
6. **Committee Meetings**

To receive and consider the following minutes:

 - (a) **Planning Committee** meetings held on 5th and 19th October, 2nd November **(copies previously circulated)**
 - (b) **Health, Well-Being and Environment Committee** meeting held on 12th October 2021 **(copy herewith)**

(c) Finance & General Purposes Committee meetings held on 28th October 2021 **(copy herewith)**

- 7. Appointment of Cllr Tutton to Working Parties/Project Groups**
Members to consider and approve Cllr Tutton's request to be appointed to the following working parties: Billericay in Bloom, Christmas Lights, Events.
- 8. Courses and Conferences**
Remaining Councillor Training Budget for 2021-22 - £1,200
(a) Members to receive details of forthcoming EALC courses **(course listing herewith)**
- 9. Annual Review of Standing Orders**
Members to receive the annual review of standing orders and consider an amendment to Section 4. Committees and Sub-Committees regarding substitutes at meetings. It is proposed that an addition is made under Section 4 which reads:
4e "When a member of a committee or sub-committee give their apologies for a meeting then the Town Clerk and/or the Committee Clerk may appoint an alternate attendee from those members that have identified their willingness to act as substitutes" **(amended Standing Orders herewith)**
- 10. Interim Internal Audit**
Members to receive and consider the interim internal audit report from Heelis and Lodge undertaken on 2nd November 2021. **(copy herewith)**
- 11. Councillor Addresses**
In view of the sad death of Sir David Amess MP members are advised that it is not a requirement to display home addresses on the Council's website or in any Council publication. Please notify the Town Clerk if you no longer want your address published. The Register of Interests form has a requirement to declare an address under the land/property question, however the Borough Council Monitoring Officer says this can also be redacted if any member feels vulnerable in light of recent events.
- 12. Chantry Centre – Animals on the Premises**
The Terms & Conditions of Hire state that only Assistance Dogs are permitted on the premises, however a hirer is seeking approval for a specific company to attend their event on 11th December with small animals. Animal Workshops are an Essex-based company who offer exotic and domestic animal encounters. **(see attached photo)**
- 13. Items for Information**
(a) The Centre will be closed to all hirers from 24th December until 3rd January inclusive.
- 14. Consideration for Press Release/Social Media**
To consider whether any actions/decisions resulting from this meeting are to be notified to the media.
- 15. 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