



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Cllr Jim Devlin

4th March 2022

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the **Council Chamber at the Chantry Centre, Chantry Way, Billericay CM11 2AP on Thursday 10th March 2022 at 7pm** when the under mentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

Chairman: Cllr A Adshead
Vice-Chairman: Cllr M Roessler

Councillors: J Clark, R Clark, M Dear, J Devlin, J Henshaw, M Moore,
G Talbot, A Talboys, M Thomas

Members are reminded that they should declare an interest, where appropriate, with regard to items on the Agenda.

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 and other matters that are of mutual interest**

Members of the public to be invited to speak on any matters contained within the agenda and which are of mutual interest.

4. **Minutes of the Previous Meeting held on 13th January 2022**

To receive and consider the minutes of the meeting held on Thursday 13th January 2022
(copy herewith)

5. Financial Report

To receive and consider the following:

- (a) Income and Expenditure by Committee 1st April 2021 – 4th March 2022 **(herewith)**
- (b) Payments 7th January – 4th March 2022 **(herewith)**
- (c) Balance Sheet as at 4th March 2022 **(herewith)**
- (d) whether to add ransomware detection to the Town Council's maintenance agreement with Sedcom at a cost of £10 per month. The National Cyber Security Centre (NCSC) is urging all business to consider this in the light of Ukraine/Russia as they feel this type of attack is set to increase.

6. Grant Applications

Members to receive and consider the following

- (a) an application for £500 towards an Easter Egg Hunt at Lake Meadows from Billericay Round Table **(application herewith)**

7. Sub-Committee/Working Party Minutes

To receive and consider the following minutes:

- (a) Staffing Sub-Committee meeting held on 31st January 2022 **(copy herewith)**
- (b) Communications Working Party meeting held on 16th February 2022 **(copy herewith)**
- (c) Youth Town Council Working Party meeting held on 16th February 2022 **(copy herewith)**

8. Youth Town Council

To receive and consider the minutes of the meetings held on 18th January, 1st February, 1st March **(copies herewith)** and 8th March **(copy at meeting if available)**

9. Request from Twinning Association re Visit to Chauvigny May 2022

Members are reminded that Billericay has been twinned with Chauvigny, France since 2005 and this year the Twinning Association has been invited to visit them from 4-9 May 2022. Whilst there a location will be named after Billericay and they would like a member of the Town Council to be present to witness this event. The visitors will be hosted by local families but do have to cover their own travel costs. Any member go please let the Town Clerk know so your attendance can be formally approved at the next Town Council meeting.

10. The Chantry Centre

Members to receive and consider the following:

- (a) a discussion on the future strategy of the Chantry Centre

(b) a recommendation from Staffing Sub-Committee that a part time caretaker is hired to cover evenings and weekends **(job description/person specification and details of pay calculations herewith)**

(c) undertake a review of members prepared to hold the emergency call out phone. Currently on the rota are Cllrs A Adshead, R Clark, J Henshaw, C May, M Mordecai, M Thomas, G Talbot, A Talboys. Please note you should be available to hold the phone for a period of at least one week in every eight, and any member who is unable to commit to this please advise the Town Clerk.

(d) to decide on the design of noticeboard to be sited outside the Chantry Centre **(designs herewith)**

11. Chantry Centre Operational Management

Members to receive and consider the following:

(a) an up to date set of key performance indicators (KPIs) for the Centre **(Chantry stats report herewith)**

12. Items for Consideration for Social Media/Press Release

13. 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

Please contact the Town Clerk for further information