



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Cllr Jim Devlin

14th April 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 21st April 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 10th March 2022**

To receive and consider the minutes of the meeting held on Thursday 10th March 2022
(copy previously circulated)

5. Financial Report

To receive and consider the following:

- (a) Income and Expenditure by Committee 1st April 2022 – 14th April 2022 **(herewith)**
- (b) Payments 4th March 2022 – 14th April 2022 **(herewith)**
- (c) Balance Sheet as at 14th April 2022 **(herewith)**
- (d) 2021/22 year end figures for information: AGAR Form 3 Section 2 Accounting Statements 2021/22 **(awaiting internal auditor sign off - draft herewith)**

6. Ear Marked Reserves

To consider and approve the following for recommendation to full Council:

(a) as the Chantry build project is complete to release the Chantry Building Fund of £95,083.06 back into general reserves

(b) to set up a new EMR fund for Chantry Maintenance. To transfer £20,000 from general reserves made up of £10,000 from the funds released from the build, and £10,000 as per the 2022/23 budget. This will create the basis of a sound maintenance fund for the future.

(c) to release the £10,000 from the EMR Skatepark Fund back to general reserves as this project has been taken over by Basildon Council.

7. Annual Review 2022

Members to receive and consider the following:

- (a) Risk assessment incorporating internal controls
- (b) Asset Register
- (c) Terms of Reference **(all documents herewith)**

8. Revision and Update of BTC Grant Application Policy

To consider and discuss changes proposed by Cllr Adshead to the grant policy **(see attached report)**.

9. Youth Town Council

To receive and consider the minutes of the meetings held on 15th March **(copy herewith)** and 19th April **(copy at meeting if available)**

10. The Chantry Centre

(a) Noticeboard - Members are reminded that further to Minute 112 from full Council 24th March 2022 the identified style and location of noticeboard cannot go ahead (due to the mains electricity cable being underneath the first identified area and the second area was rejected by members). The proposal was to return provision of a noticeboard to F&GP for the researching of other options. These include:

- (i) mounted on the fence between Chantry Centre and Harry's Bar
- (ii) move the Chantry Centre sign up and place a noticeboard below
- (iii) place board in planted area behind brick wall on Chantry Centre frontage

(b) Flagpoles – members are reminded that at H, W & Env 1st March 2022 minute 87 resolved that F&GP Committee should look at erecting two flagpoles outside the Centre. Basildon Council has confirmed that planning permission is not required, however before identifying locations members to decide if flagpoles are still a requirement now that the Police Station flagpole has been repaired.

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