



# Billericay Town Council

YOUR QUALITY COUNCIL

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

Chairman: Councillor Jim Devlin

18<sup>th</sup> March 2022

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the **TOWN COUNCIL** to be held in **the Council Chamber at the Chantry Centre, Chantry Way, Billericay CM11 2AP on Thursday 24<sup>th</sup> March 2022 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, 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 27<sup>th</sup> January 2022 **(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 8<sup>th</sup> and 22<sup>nd</sup> February, 8<sup>th</sup> and 22<sup>nd</sup> March **(copies previously circulated)**

**(b) Health, Well-Being and Environment Committee** meeting held on 1<sup>st</sup> March 2022  
**(copy herewith)**

**(c) Finance & General Purposes Committee** meeting held on 10<sup>th</sup> March 2022 **(copy herewith)**

**7. Appointment of Part-time Caretaker for out of hours hire at the Chantry Centre**  
Members to consider the following recommendation from F&GP 10.3.22 min 82(b)

“That a part-time out of hours caretaker is employed on an initial six month contract”  
**(job description/person specification and salary details herewith)**

**8. Chantry Centre Emergency Call Out Phone**

Members are asked to confirm whether they still wish to hold the out of hours call out phone for the Centre, and any other interested members are also asked to put themselves forward. Those members currently on the rota are Cllrs A Adshead, R Clark, J Henshaw, C May, M Mordecai, G Talbot, A Talboys, M Thomas

**9. Automated Public Convenience**

Further to full Council 16<sup>th</sup> December 2021 min 87(i) members to receive and approve the quotation from Healthmatic to remove the APC at a cost of £6,470.00 + VAT. This covers removal and disposal of APC, disconnection of services, back filling where the toilet has been removed and reinstating as per the rest of the area.

**10. Appointment of Chairman and vice-Chairman at Annual Town Council Meeting**

Members are advised that Cllr Devlin has confirmed he will standing down as Chairman and would like to propose that a nomination process takes place prior to the meeting on 5<sup>th</sup> May

**11. Courses and Conferences**

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

Staff Training Budget for 2012-22 - £2,500

**(a)** Members to receive details of forthcoming EALC courses **(course listing herewith)**

**(b)** to approve the attendance of the Town Clerk at the SLCC Management in Action conference which is being held on 9<sup>th</sup> and 10<sup>th</sup> June. Total cost to the Council is £395.00

**12. Items for Information**

Members to receive and consider the following:

**(a)** Billericay Town Centre Business meeting minutes held on 24<sup>th</sup> February 2022 **(minutes and crime statistics from Essex Police herewith)**

**(b)** Town Council meeting dates for the municipal year 2022-23 **(date cards to be distributed at the meeting)**

**13. Consideration for Press Release/Social Media**

To consider whether any actions/decisions resulting from this meeting are to be notified to the media.

**14. 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