



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Councillor Jim Devlin

29th April 2022

Dear Sir or Madam,

You are hereby summoned to attend the **Annual Meeting of the Billericay Town Council** to be held in **the Council Chamber at the Chantry Centre, Chantry Way, Billericay CM11 2AP on Thursday 5th May 2022 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. 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.

Nominated and seconded: Cllr Jo Clark

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.

Nominated and seconded: Cllr M Mordecai

4. Apologies for Absence

5. Members to declare any interest with regard to items on the Agenda

6. 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.

7. Previous Chairman's Report

To receive the report of Cllr Devlin on attendance at events since the last meeting of the Town Council.
(copy to be circulated)

8. 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 16th December 2021 that the Chairman's allowance for 2022/23 should remain at £450.00.

9. Appointment of Members to serve upon Committees

Members are 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 which was previously circulated for completion **(Appendix A herewith)**

10. Working Parties, Project Groups and Sub-Committees

To consider the groups listed below and appoint members to serve on them. As there have been no meetings of the IT Working Party since 2018 it is proposed that this group is disbanded and reformed if a requirement should arise.

- Billericay in Bloom Working Party
- Christmas Lights Working Party
- Communications Working Party
- Events Working Party
- Youth Town Council Working Party
- Staffing Sub-Committee

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

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

12. Bank Signatories

(a) Barclays Bank – Members are reminded that currently the signatories for the Barclays accounts are Cllrs J Devlin, M Moore, K Mordecai, D Spencer and the Town Clerk.

Proposal: that no change in mandate takes place

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

Proposal: that no change in mandate takes place.

(c) Bank of Scotland – Current signatories are Cllrs J Clark, G Talbot, M Thomas and the Town Clerk.

Proposal: that no change in mandate takes place

13. Keyholders – The Chantry Centre

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

- Mrs. D. Tonkiss
- Mrs. D. McCarthy
- Councillors: A Adshead, J Clark, J Devlin, M Roessler, out of hours telephone holder
- Cleaning Contractors x 2

14. Town Council Minutes

(a) to receive and consider the minutes of the meeting held on 24th March 2022

(copy herewith)

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

15. Annual Town Meeting

To receive the minutes of the Annual Town Meeting held on 28th April 2022 **(copy available at meeting)**

16. Committee Meetings

(a) Planning Committee

To receive and consider the minutes of the Planning Committee held on 5th and 19th April **(copies previously circulated)** and 3rd May 2022 **(copy to be circulated)**

(b) Environment Committee

To receive and consider the minutes of the Environment Committee held on 12th April 2022 **(copy previously circulated)**

(c) Finance & General Purposes Committee

To receive and consider the minutes of the Finance and General Purposes Committee held on 21st April 2022 **(copy previously circulated)** **(copies of Risk Assessment, Asset Register and Terms of Reference for approval herewith)**

17. Internal Audit Year End 2022

(i) Internal Auditors Report for Financial Year End April 2021 to March 2022

Members to receive and consider the year end report of the internal auditor following the inspection of accounts which took place on 26th April 2022 **(copy herewith)**

(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 2022/23.

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 2021-22

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

- (a) consider the Accounting Statements for 2021-22
- (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 2022-23 - £1,200.

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

Proposal: Council is asked to approve the following:

(i) travel expenses for attendance of Cllr Jim Devlin at the Tackling Heritage Crime Conference organised by Essex Heritage Trust on 15th May 2022 at Layer Marney Tower, Colchester

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. Items for Information

(a) further to Town Council 27th January 2022 minute 104, members to receive a report which details the requirements for obtaining NALC Quality Gold award status **(report herewith)**

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