



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Councillor Jo Clark

8th June 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 16th June 2022 at 7.00 p.m.** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

Chairman: Cllr J Clark
Vice-Chairman: Cllr M Mordecai

Councillors: A Adshead, L Clark, R Clark, M Dear, J Devlin, J Henshaw, C May, M Moore, K 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 5th May 2022
(copy herewith)
 - (b) to approve the signing of the minutes as a correct record
5. **Chairman's Report**

Cllr Clark to provide a verbal report of events attended on behalf of the Town Council
6. **Committee Meetings**

To receive and consider the following minutes:

 - (a) **Planning Committee** meetings held on 17th and 31st May **(copies previously circulated)** and 14th June 2022 **(to be circulated)**

(b) Health, Well-Being and Environment Committee meeting held on 24th May 2022
(copy herewith)

(c) Finance & General Purposes Committee meeting held on 9th June 2022 **(copy herewith)**

7. Decision made at full Council on 5th May re BTC Grant Application Policy

In accordance with Standing Order 7(a) seven councillors have provided written notice to the Town Clerk requesting that that the resolution made at full Council on 5th May under minute 16(c) is reversed.

8. Courses and Conferences

Members to receive details of the following:

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

(b) to approve the attendance of Cllr M Mordecai at the Financial Regulations course on 29th September 2022 at a cost of £70

(c) Safeguarding Training – this needs renewing for councillors and staff that work with the Youth Town Council. Members to approve in-house training from Safecic at a cost of £299 for up to 10 attendees plus travel expenses.

9. Civic Service

Members to consider holding the 2022 Civic Service in the Chantry Centre - a provisional date of Sunday 4th September has been booked.

10. Exclusion of the Press and Public

In accordance with s.1 of the Public Bodies (admission to Meetings) Act 1960, to resolve that in view of the confidential nature of the business to be discussed under the next two Agenda items it is in the opinion of the Council advisable in the public interest that the public and press be temporarily excluded and they be instructed to withdraw.

11. Staffing Sub-Committee meeting held on 31st May 2022

To receive the minutes of the meeting held on 31st May 2022 **(copy herewith)** and consider the following;

Recommendation: that the Town Council approves and adopts revised pay scales for both members of staff.

For information: the Committee Clerk's working hours were temporarily increased to 30 per week from January 2021 to assist with the move and setting up the running of Chantry. The Town Clerk has approved her request to revert back to her contracted part time hours (20 per week) from 1st July 2022.

12. Community Hub in Chantry Centre

Members to consider a request from a large organisation about entering into a long term agreement to hire a room upstairs at the Chantry Centre for one day per week.

13. Consideration for Press Release/Social Media

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

13. 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