



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Councillor Jo Clark

3rd November 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 10th November 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 28th July 2022
(copy herewith)
 - (b) to approve the signing of the minutes as a correct record
5. **Chairman's Report**

Cllr Clark to provide a 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 9th and 23rd August, 6th and 20th September, 4th and 18th October, 1st November 2022 **(copies previously circulated)**

(b) Health, Well-Being and Environment Committee meeting held on 25th October 2022
(copy herewith)

(c) Finance & General Purposes Committee meeting held on 3rd November 2022 **(copy herewith)**

7. Staffing Sub-Committee

(a) To receive and consider minutes of the meetings held on 9th August and 2nd November **(herewith)**

(b) For information: The LGA has come to an agreement on the new pay scales for 2022-23 which are to be implemented from 1 April 2022. This equates to an increase of £1,925 p.a. for each member of staff plus back-pay which will be included in the November salaries.

8. Courses and Conferences

Remaining Councillor Training Budget for 2022-23 - £980

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

9. Annual Review of Standing Orders

Members to receive the annual review of standing orders. It is proposed there are no amendments at this time. **(electronic copy herewith)**

10. Notice of Conclusion of Audit 2021/22

To receive and consider the report from PKF Littlejohn upon completion of their review of the Annual Return. Members are advised that they are satisfied with the explanation for non-compliance with the governance assertion in Section 1 Box 5, and that the Council has taken appropriate action to address the weaknesses identified. **(copy herewith)**

11. Interim Internal Audit

(a) Members to receive and consider the interim internal audit report from Heelis and Lodge undertaken on 31st October 2022. **(copy herewith)**

In accordance with the internal auditor's findings regarding receipts not being available for inspection (due to most small purchases being made via contactless payments) it is:

Proposal: to no longer hold a petty cash float of £100 in the office. Any small purchases made by staff will be claimed via expenses going forward.

12. New LGA Model Councillor Code of Conduct

Members to receive and consider:

(a) The Training Presentation from Basildon Borough Council **(slides herewith)**

(b) Proposal: that Billericay Town Council adopts the New LGA Model Councillor Code of Conduct **(herewith)**. There are considered to be benefits in all councils (County, Borough

and local) adopting the same Code of Conduct and further benefits in adopting the national Model Code. Basildon Borough Council adopted the new Code on 21st July 2022.

(c) To ensure compliance with the new Code of Conduct members are asked to review and update their Register of Interests forms and return to the Town Clerk as soon as possible **(new R of I form herewith)**

(d) A flowchart to assist members with making declarations at meetings will be sent out with each Agenda going forward **(Guidance Notes herewith)**

13. Potential Winter Blackouts

National Grid have said if gas supplies run extremely low British households and businesses could lose power for up to 3 hours at a time with the most likely periods being between 4pm and 7pm. Warning of power outages would be issued a day in advance.

Proposal: **(a)** that any hires scheduled to take place during a period of power outage will be cancelled or rearranged; and **(b)** hirers will be reimbursed/not charged for hire during these periods.

14. Civic Service

Due to the low numbers that were in attendance at the Civic Service held in September members are asked whether to continue holding this event.

15. Local Councils Award Scheme

Members are reminded that at full Council on 27.1.22 min 104 it was agreed to form a Strategy Steering Group which comprised Cllrs Devlin, Dear and J Clark. This task and finish group would work towards the Council achieving either Quality or Gold award status which Cllr Devlin now feels he should not be involved with as he is on the accreditation panel. Therefore additional members are sought to undertake this project.

16. UK Shared Prosperity Fund

Members to receive information on the above and what it means for Billericay from Cllr Devlin.

17. Billericay Town Council – Formation Documents

The BDRA have informed the Clerk that they have a number of documents which relate to the formation of the Town Council and have asked whether we would like them. They have also suggested offering them to the Cater Museum to archive.

17. Consideration for Press Release/Social Media

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

18. 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