



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Councillor Jo Clark

19th January 2023

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 26th January 2023 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

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. **Co-Option**
Members are reminded that there is one vacant seat in East Ward. Details of applicants for co-option are attached herewith in a report for member's consideration. Following the vote, if in attendance the new member to sign their Declaration of Acceptance of Office and take their place at the Council meeting. **(co-option report herewith)**
4. **Public participation session with respect to items on the agenda and other matters that are of mutual interest**
5. **Town Council Minutes**
(a) to receive and consider the minutes of the Town Council meeting held on 15th December 2022 **(copy previously circulated)**
(b) to approve the signing of the minutes as a correct record.

6. Chairman's Report

To receive the Chairman's report on events attended on behalf of the Town Council since the previous meeting.

7. Committee Meetings

To receive and consider the following minutes:

(a) Planning Committee meetings held on 10th and 24th January 2023 **(copies previously circulated)**

(b) Health, Well-Being and Environment Committee meeting held on 3rd January 2023 **(copy previously circulated)**

(c) Finance & General Purposes Committee meeting held on 12th January 2023 **(copy previously circulated)**

Recommendation: to approve and adopt the revised Business Continuity plan **(copy herewith)**

8. Staffing Sub-Committee

(a) to receive and consider minutes of the meeting held on 21st December 2022 and the job description for the caretaker **(copies herewith)**

9. Speaker for Annual Town Meeting 27th April

Members to consider and discuss the format for the Annual Town Meeting (meeting of the electorate) and to propose a potential guest speaker(s) to attract more attendees.

10. Civility and Respect Project

There is an acknowledged problem within our Sector regarding a lack of civility and respect which can lead to bullying and harassment. This can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council as well as the local community, therefore NALC and SLCC are encouraging member councils to sign up to the Civility and Respect pledge.

Proposal: the Town Council works towards signing up to the Civility and Respect Pledge by:

(i) approving and adopting a dignity at work policy **(document herewith)**

(ii) providing an appropriate training programme for councillors and staff

(iii) once the above are in place the Pledge will be brought back to full Council for approval.

11. Items for Information

(a) Working Together Commission to receive and consider the minutes from the second meeting held on 14th December 2022 **(minutes herewith)**

(b) UK Shared Prosperity Fund – Business Improvement Districts

Cllr Devlin to provide an update on the progress of this project.

12. 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