



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Cllr Jo Clark

28th February 2023

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the **Council Chamber at the Chantry Centre, Chantry Way, Billericay CM11 2AP on Thursday 9th March 2023 at 7pm** when the under mentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

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

Councillors: A Adshead, J Clark, M Dear, M Moore, M Roessler, G Talbot,
A Talboys, M Thomas, J Tutton

Members are reminded that:

- (i) they should declare an interest, where appropriate, with regard to items on the Agenda (Guidance Note attached)
- (ii) any questions about items in the Financial Reports should be submitted to the Town Clerk in advance of the meeting if possible.

AGENDA

1. **Apologies for absence**
2. **Members to declare an interest with regard to items on the Agenda**
3. **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 and which are of mutual interest.
4. **Minutes of the Previous Meeting held on 12th January 2023**
To receive and consider the minutes of the meeting held on Thursday 12th January 2023.
(copy previously circulated)

5. Financial Report

To receive and consider the following:

(a) Income and Expenditure by Committee 1st April 2022 – 28th February 2023 (herewith)

(b) Payments 6th January 2023 – 28th February 2023 (herewith)

(c) Balance Sheet as at 28th February 2023 (herewith)

6. Annual Review 2023

Members to undertake the following annual reviews:

(a) Risk Assessment incorporating internal controls

(b) Asset Register

(c) Terms of Reference for Finance & General Purposes Committee

(all documents herewith)

7. Working Parties/Project Groups

Members to receive and consider the following minutes:

(a) Communications Working Party meeting held on 19th January 2023 **(herewith)**

8. Youth Town Council

To receive the minutes of the meetings held on 17th January, 7th February **(copies herewith)**, 21st February, 7th March **(to be circulated if available)**

9. Chantry Centre Operational Management

Members to receive and consider:

(a) an up to date set of key performance indicators (KPIs) for the Centre (herewith)

10. Section 137 Expenditure Limit for 2023-24

For information: the Department for Levelling Up, Housing and Communities advises that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2023-24 is £9.93.

11. Consideration of Items for Social Media/Press Release

12. Questions from the Press and Public

Those present may ask a question about anything on the Agenda or any other matter that is of mutual interest.

The Public and Press are cordially invited to attend

Please contact the Town Clerk for further information