



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Councillor Jim Devlin

27th April 2023

Dear Sir or Madam,

You are hereby summoned to attend the **Annual Meeting of Billericay Town Council** to be held in **the Council Chamber at the Chantry Centre, Chantry Way, Billericay CM11 2AP on Thursday 4th May 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, K Herlock, C May, M Moore, K Mordecai, M Roessler, E Sainsbury, C Smith, D Spencer, G Talbot, A Talboys, M Thomas, J Tutton

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 M Mordecai

Nominated and seconded: Cllr M Thomas

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.

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 Clark 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 15th December 2022 that the Chairman's allowance for 2023/24 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 the Billericay in Bloom competition is no longer taking place it is proposed that this group is disbanded and reformed if a requirement should arise.

- 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:

- Staff: Mrs. D. Tonkiss, Mrs. D. McCarthy, Mrs B Drummond, Mr J Owers
- Councillors: A Adshead, J Clark, J Devlin, M Roessler (fob only)
- Cleaning Contractors x 2

14. Town Council Minutes

(a) to receive and consider the minutes of the meeting held on 23rd March 2023

(copy herewith)

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

15. Committee Meetings

(a) Planning Committee

To receive and consider the minutes of the Planning Committee held on 4th and 18th April, **(copies previously circulated)** and 2nd May 2023 **(copy to be circulated)**

(b) Environment Committee

To receive and consider the minutes of the Environment Committee held on 11th April 2023 **(copy previously circulated)**

(c) Finance & General Purposes Committee

To receive and consider the minutes of the Finance and General Purposes Committee held on 20th April 2023 **(copy previously circulated)**

16. Courses and Conferences

Councillor Training Budget for 2023-24 - £1,200.

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

(b) Planning Enforcement and Illegal Development training arranged by the ABLC is being held at the Chantry Centre on Monday 22nd May at 7pm (no charge).

17. 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)**

18. Schedule of Council Meetings 2023/24

Members to receive a listing of the full Council and Committee meeting dates from July 23 to June 24 **(electronic copy herewith)**

19. Community Event

Members to receive and consider a proposal from Cllr Adshead that the Town Council continues the Community Event which took place on 24th March by acting as host and organiser **(full proposal herewith)**

20. National Dementia Week 15-21 May 2023

Billericay Dementia Alliance is organising a competition asking High Street businesses to decorate their windows in blue to raise dementia awareness. The Council has been asked if they would judge which is the best decorated and award a certificate to the winner.

21. 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.

22. 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