



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Cllr Jo Clark

13th April 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 20th April 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 9th March 2023**
To receive and consider the minutes of the meeting held on Thursday 9th March 2023.
(copy herewith)

5. Financial Report

To receive and consider the following:

- (a)** Income and Expenditure by Committee 1st April 2022 – 31st March 2023 **(herewith)** and 1st April 2023 to 13th April 2023 **(herewith)**
- (b)** Payments 1st March 2023 – 31st March 2023 **(herewith)** and 1st April 2023 to 13th April 2023 **(herewith)**
- (c)** Balance Sheet as at 13th April 2023 **(herewith)**
- (d)** 2022/23 year end figures for information: AGAR Form 3 Section 2 Accounting Statements 2022/23 **(awaiting internal auditor sign off - draft herewith)**

6. Quotation for New Laptops

Members to receive and consider the following:

- (a)** a quotation for three new Dell Vostro laptops from Sedcom – this will enable each member of staff to have their own machine (currently the Committee and Bookings Clerks share) – at a total cost of £2,192.40.

7. Donation Request

To receive and consider the following:

- (a)** a request for a donation from St John Ambulance Essex towards the purchase of a Community Support Unit vehicle **(information herewith)**

8. Working Parties/Project Groups

Members to receive and consider the following minutes:

- (a)** Communications Working Party meeting held on 31st March 2023 **(herewith)**

9. Business Rates Recovery

Members to consider and decide whether to proceed with the following:

- (a)** the Town Clerk has been approached by Goodman Nash (property auditors) regarding the application of legislation that alters the billing path and which could provide the Town Council with a rebate on business rates paid of around £16,000. The company has been used by many other parish and town councils with successful outcomes and their offering is on a no win no fee basis **(see attached explanatory email)**.

10. Youth Town Council

To receive the minutes of the meetings held on 21st March and 18th April 2023 **(to be circulated if available)**

11. Chantry Centre Operational Management

Members to receive and consider:

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

12. Consideration of Items for Social Media/Press Release

13. 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