



# Billericay Town Council

YOUR QUALITY COUNCIL

[www.billericaytowncouncil.gov.uk](http://www.billericaytowncouncil.gov.uk)

Chairman: Cllr Mark Thomas

23<sup>rd</sup> May 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 1<sup>st</sup> June 2023 at 7pm** when the under mentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss  
Town Clerk

**Councillors:** A Adshead, R Clark, M Dear, M Moore, K Mordecai, M Mordecai  
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. **Election of Chairman for municipal year 2023-24**
2. **Apologies for absence**
3. **Appointment of Vice-Chairman**
4. **Members to declare an interest with regard to items on the Agenda**
5. **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.
6. **Minutes of the Previous Meeting held on 20<sup>th</sup> April 2023**  
To receive and consider the minutes of the meeting held on Thursday 20<sup>th</sup> April 2023  
**(copy previously circulated)**

**7. Financial Report**

To receive and consider the following:

(a) Income and Expenditure by Committee 1<sup>st</sup> April 2023 – 23<sup>rd</sup> May 2023 **(herewith)**

(b) Payments 14<sup>th</sup> April – 23<sup>rd</sup> May 2023 **(herewith)**

(c) Balance Sheet as at 23<sup>rd</sup> May 2023 **(herewith)**

(d) in accordance with Financial Regulation 2.2 a member other than the Chairman or bank signatory shall be appointed to verify bank reconciliations on a quarterly basis. If any member is interested in undertaking this role please advise the Town Clerk.

**8. Working Parties/Project Groups**

To receive and consider the following minutes:

(a) Communications Working Party meeting held on 5<sup>th</sup> May 2023 **(minutes herewith)**

**9. Youth Town Council**

To receive and consider the minutes of the meetings held on 2<sup>nd</sup> May **(copy herewith)** and 16<sup>th</sup> May **(to be circulated)**

**10. The Chantry Centre**

Members to receive and consider the following:

(a) A report from Cllr Adshead on the Chantry centre usage **(copy herewith)**

**11. Chantry Centre Operational Management**

Members to receive and consider the following:

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

(b) List of Outstanding Maintenance Issues which are being kept under review by the Chantry Operations working party (formed Sept. 21 – F&GP 23.9.21 min.32(b)) **(copy herewith)**

(c) **RECOMMENDATION:** that the Town Council purchases a telescopic tower for use in the Chantry Centre.

**12. Staff Review**

Members are advised that the Chairman and Vice-Chairman of the Council have undertaken the annual appraisal of the Town Clerk, a copy of which may be viewed in the office upon request. **For information:** a change to the way staff appraisals are conducted going forward will be presented to full Council for approval.

**13. Items for Information**

(a) a thank you letter has been received from St John Ambulance **(copy herewith)**

**14. Items for Consideration for Social Media/Press Release**

**15. 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**