



Chairman: Councillor Mark Thomas

3<sup>rd</sup> May 2024

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 9<sup>th</sup> May 2024 at 7.00 p.m.** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss  
Town Clerk

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Chairman: Cllr M Thomas  
Vice-Chairman: Cllr J Devlin

Councillors: A Adshead, P Bunyan, R Clark, E Davies, M Dear, J Henshaw, K Herlock,  
C May, M Moore, K Mordecai, G Talbot, A Talboys, J Tutton

**1. Election of Chairman for the Ensuing Municipal Year**

In accordance with Standing Order No. 3t members shall vote by show of hands, or at the request of a councillor, the voting shall be recorded.

**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. 3t members shall vote by show of hands, or at the request of a councillor, the voting shall be recorded.

**4. Councillors to make statutory Declaration of Acceptance of Office**

In accordance with Standing Order No. 5 j(i) in an election year councillors are to deliver their acceptance of office forms if not having already done so.

**5. Apologies for Absence**

**6. Members to declare any interest with regard to items on the Agenda**

**7. 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.

## 8. Previous Chairman's Report

To receive the report of Cllr Thomas on attendance at events since the last meeting of the Town Council. **(copy to be circulated)**

## 9. 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 14<sup>th</sup> December 2023 that the Chairman's allowance for 2024/25 should remain at £450.00.

## 10. General Power of Competence

In accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, for a parish council to be eligible to use the power the number of councillors elected at the last election must equal or exceed two thirds of the total number of seats available. Billericay Town Council has 20 seats and 15 members were elected on 2<sup>nd</sup> May 2024.

**Proposal:** to formally record that the Town Council is eligible to use the General Power of Competence. **(explanatory LGA document attached)**

## 11. Appointment of Members to serve upon Committees

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)**

## 12. Working Parties, Project Groups and Sub-Committees

To consider the groups listed below and appoint members to serve on them.

- Christmas Lights Working Party
- Communications Working Party
- Events Working Party
- Youth Town Council Working Party
- Staffing Sub-Committee (Town Council Chair is ex-officio) **(Appendix A herewith)**

## 13. Appointment of Members to Represent the Town Council on Outside Bodies

To appoint members having regard to the chart circulated herewith. **(Appendix B herewith)**

## 14. Bank Signatories

Members to review and amend where necessary:

**(a) Barclays Bank** – the signatories for the three Barclays accounts are Cllrs J Devlin, M Moore, K Mordecai and the Town Clerk.

**Proposal:** that a new signatory is added to replace D Spencer.

**(b) Saffron Building Society** – Signatories are Cllr M Moore and the Town Clerk.

**Proposal:** that a new signatory is added to replace J Clark.

**(c) Bank of Scotland** – Signatories are Cllrs G Talbot, M Thomas and the Town Clerk.  
**Proposal:** that a new signatory is added to replace J Clark.

**15. 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
- Cleaning Contractors – Fullfield Facilities Management x 2
- Cllrs A Adshead, R Clark

**16. Town Council Minutes**

- (a)** to receive and consider the minutes of the meeting held on 18<sup>th</sup> April 2024  
**(copy herewith)**
- (b)** to approve the signing of the minutes as a correct record.

**17. Committee Meetings**

**(a) Planning Committee**

To receive and consider the minutes of the Planning Committee held on 23<sup>rd</sup> April 2024 **(copy previously circulated)**

**18. Internal Audit Year End 2024**

**(i) Internal Auditors Report for Financial Year End April 2023 to March 2024**

Members to receive and consider the year end report of the internal auditor following the inspection of accounts which took place on 2<sup>nd</sup> May 2024 **(copy herewith)**

**(ii) Re-appointment of Internal Auditor**

**Proposal:** In accordance with Financial Regulation 2.5 which states that "the internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices", that members consider and approve the re-appointment of Heelis and Lodge as internal auditors for the financial year 2024/25

**19. Approval of Annual Governance Statement 2023-24**

**Proposal:** The Council to consider and approve by resolution the Annual Governance Statement. **(See Section 1 Annual Return - herewith)**

**20. Approval of Annual Return 2023-24**

**Proposal:** Members are requested to action the following: **(See Section 2 Annual Return - herewith):**

- (a) consider the Accounting Statements for 2023-24
- (b) approve the Accounting Statements by resolution; and
- (c) ensure the Accounting Statements are signed by the Chairman

**21. Courses and Conferences**

Councillor Training Budget for 2024-25 - £1,200.

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

**22. Review of Complaints Procedure**

**Proposal:** In accordance with Standing Order No. 5 j(xvi) members are to review and re-approve the Council's Complaints Procedure. **(copy herewith)**

**23. Update of Standing Orders to NALC Model Standing Orders 2018 (updated 2022)**

Cllr Devlin and the Town Clerk recently undertook a review and identified/checked all the points where the NALC model orders and BTC's current orders differ. Members to approve and adopt the revised Standing Orders **(copy herewith)**

**24. Casual Vacancies**

To consider the report regarding the Casual Vacancy procedure **(copy herewith)**

**25. Items for Information**

**(a) Council Meetings 2024/25**

Dates of all full Council and Committee meeting dates from May 24 to June 25 **(card will be distributed at meeting)**

**(b) Business Improvement District**

Cllr Devlin to provide a verbal update.

**26. 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.

**27. 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