



# Billericay Town Council

YOUR QUALITY COUNCIL

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

Chairman: Councillor Mark Thomas

9<sup>th</sup> September 2024

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the **TOWN COUNCIL** to be held in **the Council Chamber at the Chantry Centre, Chantry Way, Billericay CM11 2AP on Thursday 12<sup>th</sup> September 2024 at 7.00 p.m.** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss  
Town Clerk

---

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

Councillors: A Adshead, P Bunyan, R Clark, E Davies, M Dear, S Dickson, J Henshaw, K Herlock, C May, M Moore, K Mordecai, E Poole, G St.Pierre, I Scott, H Stuart, G Talbot, A Talboys, J Tutton

1. **Apologies for Absence**
2. **Members to declare any interest with regard to items on the Agenda and to receive and consider any applications for dispensation**
3. **Public participation session with respect to items on the agenda and other matters that are of mutual interest**
4. **Town Council Minutes**
  - (a) to receive and consider the minutes of the Town Council meeting held on 25<sup>th</sup> July 2024  
**(copy herewith)**
  - (b) to approve the signing of the minutes as a correct record.
5. **Chairman's Report**

To receive the Chairman's report on events attended on behalf of the Town Council since the previous meeting **(herewith)**
6. **Committee Meetings**

To receive and consider the following minutes:

  - (a) **Planning Committee** meetings held on 6<sup>th</sup> and 20<sup>th</sup> August, 3<sup>rd</sup> September **(copies previously circulated)**

**(b) Health, Well-Being and Environment Committee** meeting held on 27<sup>th</sup> August 2024  
(copy herewith)

**RECOMMENDATION:** that approval is granted for expenditure from general reserves of £4,258 to fund additional icicle lights for the Christmas lighting scheme.

**RECOMMENDATION:** that the Annual Town Council meeting in May 2025 is moved to Thursday 1<sup>st</sup> May due to the VE-Day 80 event on 8<sup>th</sup> May.

**RECOMMENDATION:** that the Town Council purchase three benches for Sun Corner at an approximate cost of £1,155.

**7. Notice of Conclusion of Audit 2023/24**

To receive the report from PKF Littlejohn upon completion of their review of the Annual Return. Members are advised that there are no except for matters identified **(copy herewith)**

**8. Annual Renewal of Town Council Insurance**

Members are advised that the Town Clerk sought three quotations for renewal of the Council's insurance **(report will be circulated prior to meeting)**.

**9. Remembrance Sunday – 10<sup>th</sup> November 2024**

Members to consider and discuss the following:

The Health & Safety Manager at BBC has advised that the Royal British Legion will now only be responsible for the parade and ceremony **(document detailing position of RBL attached)** As this is a Civic event it is expected that the Town Council funds and manages everything else. BTC already arrange and pay for the road closure and PA system, but will now need to prepare an event management plan and risk assessment, have the event covered by our PLI and as over 499 people will be present an ESAG (Event Safety and Advisory Group) meeting must be attended.

**PROPOSAL:** that the Remembrance Sunday event in Billericay is managed by the Events Working Party going forward.

**10. Items for Information**

**(a)** First Aid Training – this has been arranged for staff but there are 8 spaces for any councillors that would like to attend. The course is on Friday 13<sup>th</sup> September from 9am to 4pm at the Chantry Centre

**(b)** Annual Civic Service – members are reminded that this event will take place at Emmanuel Church on Sunday 29<sup>th</sup> September at 3pm. All councillors are welcome to attend.

**11. Consideration for Press Release/Social Media**

To consider whether any actions/decisions resulting from this meeting are to be notified to the media.

**12. 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