



# Billericay Town Council

YOUR QUALITY COUNCIL

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

Chairman: Cllr Mark Thomas

22<sup>nd</sup> February 2024

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 29<sup>th</sup> February 2024 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, M Dear, M Moore, K 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. **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 Thursday 18<sup>th</sup> January 2024**  
To receive and consider the minutes of the meeting held on Thursday 18<sup>th</sup> January 2024.  
**(copy herewith)**

**5. Financial Report**

To receive and consider the following:

- (a) Income and Expenditure by Committee 1<sup>st</sup> April 2023 – 22<sup>nd</sup> February 2024 (herewith)**
- (b) Payments 11<sup>th</sup> January 2024 – 22<sup>nd</sup> February 2024 (herewith)**
- (c) Balance Sheet as at 22<sup>nd</sup> February 2024 (herewith)**

**6. Annual Review 2023**

Members to undertake the following annual reviews:

- (a) Risk Assessment incorporating internal controls**
- (b) Asset Register**
- (c) Terms of Reference for Finance & General Purposes Committee (all docs herewith)**

**7. Working Parties and Project Groups**

Members to receive the following minutes:

- (a) Communications Working party meeting held on 18<sup>th</sup> January 2024 (herewith)**

**8. Youth Town Council**

To receive the minutes of the meeting held on 6<sup>th</sup> February 2024 **(to be circulated when available)**.

**9. Town Council Website**

Further to F&GP 7.12.23 min. 44, members are requested to authorise the Committee Clerk and Town Clerk to undertake the work required to update the Council's website.

**10. Chantry Centre Operational Management**

Members to receive and consider:

**(a) Information: 'Martyn's Law' will place a requirement on those responsible for certain venues to consider the threat from terrorism and implement appropriate and proportionate mitigation measures. The Chantry Centre falls into the category of a standard tier premises - those with a maximum capacity of 100 to 799. Government is currently consulting on the requirements imposed on standard tier premises under the Terrorism (Protection of Premises) Bill. The Town Clerk has responded on behalf of the council and the consultation closes on 18<sup>th</sup> March 2024 (all documentation herewith)**

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

**11. Items for Information**

**(a) New Section 137 Sum agreed for 2024/25. The sum for section 137(4)(a) of the Local Government Act 1972, applicable to local (parish and town) councils in England for the 2024/25 financial year is £10.81.**

**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**