



# Billericay Town Council

YOUR QUALITY COUNCIL

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

Chairman: Cllr Mark Thomas

4<sup>th</sup> April 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 11<sup>th</sup> April 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 29<sup>th</sup> February 2024**  
To receive and consider the minutes of the meeting held on Thursday 29<sup>th</sup> February 2024.  
**(copy herewith)**

**5. Financial Report**

To receive and consider the following:

- (a) Income and Expenditure by Committee 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024 (herewith)**
- (b) Payments 23<sup>rd</sup> February 2024 to 31<sup>st</sup> March 2024 (herewith)**
- (c) Balance Sheet as at 31<sup>st</sup> March 2024 (herewith)**

**6. Grant Applications**

To receive and consider the following:

- (a) application for £500 from Billericay Street Pastors (herewith)**

**7. Working Parties and Project Groups**

Members to receive the following:

- (a) Civic Service - notes from a meeting held on 13<sup>th</sup> March 2024 between the Town Clerk and members of Churches Together (herewith)**
- (b) Communications Working party meeting held on 14<sup>th</sup> March 2024 (herewith)**

**8. Youth Town Council**

To receive the minutes of the meetings held on 5<sup>th</sup> and 19<sup>th</sup> March 2024 **(herewith)**

**9. Staff Review**

Members are advised that the annual appraisal of the Town Clerk has been undertaken, a copy of which may be viewed in the office upon request.

**10. Chantry Centre Operational Management**

Members to receive and consider:

- (a) Cllr Adshead has received a request for a cigarette butt bin to be put outside the Chantry Centre.**
- (b) an up to date set of key performance indicators (KPIs) for the Centre (herewith)**
- (c) For information: the new cleaning contract is due to start on 22<sup>nd</sup> April 2024.**

**11. Items for Information**

**(a) Revised/Updated Financial Regulations –** These were due to be published by NALC at the end of March, however NALC has now advised that these should finally be available to local Councils in May.

**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**