



# Billericay Town Council

YOUR QUALITY COUNCIL

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

Chairman: Cllr Mark Thomas

23<sup>rd</sup> May 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 30<sup>th</sup> May 2024 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, 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 2024-25**
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 11<sup>th</sup> April 2024**

To receive and consider the minutes of the meeting held on Thursday 11<sup>th</sup> April 2024

**(herewith)**

**7. Financial Report**

To receive and consider the following:

(a) Income and Expenditure by Committee 1<sup>st</sup> April 2024 – 23<sup>rd</sup> May 2024 **(herewith)**

(b) Payments 1<sup>st</sup> April – 23<sup>rd</sup> May 2024 **(herewith)**

(c) Balance Sheet as at 23<sup>rd</sup> May 2024 **(herewith)**

**8. Working Parties/Project Groups**

To receive and consider the following minutes:

(a) Communications Working Party meeting held on 2<sup>nd</sup> May 2024 **(minutes herewith)**

**9. Youth Town Council**

To receive and consider the minutes of the meetings held on 16<sup>th</sup> April, 7<sup>th</sup> May and 21<sup>st</sup> May **(copies herewith)**

**10. F & GP Terms of Reference**

To receive and consider revised Terms of Reference **(herewith – changes highlighted in yellow)**

**11. NALC New Model Financial Regulations 2024**

**For information:** the template Financial Regulations have been significantly rewritten by NALC. A review and comparison with the existing Financial Regulations is being undertaken by Cllr Adshead and the Town Clerk and will be presented to Committee in due course.

**12. Chantry Centre Operational Management**

Members to receive and consider the following:

(a) a current list of outstanding maintenance and operational Issues **(copy herewith)**

(b) increase of storage space within the Chantry Centre **(paper herewith)**

(c) how to improve the marketing of activities, events and services provided within Chantry **(paper herewith)**

(d) to arrange a meeting with Rialtas which will look at improvements to the bookings system **(paper herewith)**

(e) to formally approve and authorise expenditure of £7,181.89 to SES Mechanical Services Ltd. This is to replace the outdoor unit compressor which has failed and currently there is no air-conditioning in the upstairs rooms or the staff office. **(quotation herewith)**

**13. Chantry Centre Hirer Feedback Survey**

Members to consider a proposal that all hirers are asked to complete a survey so the Council can gain a clearer insight into what they like about the Centre, what could be improved, what information/equipment/facilities are missing etc. A summary of responses would be brought back to F&GP for consideration.

**14. Understanding of the Chantry Centre**

To increase member's knowledge and understanding of the building it is proposed that Town Councillors attend building walk through sessions (first time or refresher) to gain an insight into the building system's operations, deepen understanding of the issues associated with managing the facility, to aid in debates about the Centre and also to impart knowledge which can be used by members when promoting the Centre.

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

**16. 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**