



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Cllr Jo Clark

5th January 2023

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 12th January 2023 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, J Clark, M Dear, M Moore, 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 1st December 2022**
To receive and consider the minutes of the meeting held on Thursday 1st December 2022.
(copy previously circulated)

5. Financial Report

To receive and consider the following:

(a) Income and Expenditure by Committee 1st April 2022 – 5th January 2023 **(herewith)**

(b) Payments 26th November 2022 – 5th January 2023 **(herewith)**

(c) Balance Sheet as at 5th January 2023 **(herewith)**

(d) To approve renewal of the Town Clerk's annual ALCC membership at a cost of £50.

6. Youth Town Council

To receive the minutes of the meeting held on 6th December 2022. **(herewith)**

7. Chantry Centre Operational Management

Members to receive and consider:

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

(b) For information: as per F&GP 1.12.22 min 48(c) a review of the Centre's cleaning and refuse collection requirements is being undertaken.

8. Revision of Business Continuity Plan

Members to consider and approve the revised business continuity plan **(copy herewith)**

9. Consideration of Items for Social Media/Press Release

10. 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