

**Minutes of the Annual Town Council meeting  
held in the Chantry Centre, Chantry Way, CM11 2AP  
on Thursday 20<sup>th</sup> May 2021 at 7.00 pm**

**Present:** Chairman: Cllr J Devlin  
Vice-Chairman: Cllr J Clark

**Councillors:** A Adshead, L Clark, R Clark, M Dear, J Henshaw, C May, M Moore K Mordecai, M Mordecai, M Roessler, E Sainsbury, C Smith, D Spencer, G Talbot, A Talboys, M Thomas, D Wakefield

Also present: the Town Clerk, Borough and County Cllr Dr R Moore and two members of the public

- 1. Election of Chairman for the Ensuing Municipal Year**  
Cllr Jim Devlin was proposed by Cllr Dear and seconded by Cllr R Clark and as there were no other nominations it was:

**Resolved:** that Cllr Jim Devlin be elected Chairman for the ensuing municipal year.

- 2. Statutory Declaration of Acceptance of Office**  
Cllr Devlin made the Statutory Declaration of Acceptance of Office.

**In the chair Cllr Devlin**

- 3. Appointment of Vice-Chairman for the Ensuing Municipal Year**  
Cllr Jo Clark was proposed by Cllr Moore and seconded by Cllr Talboys.

**Resolved:** that Cllr Jo Clark be appointed Vice-Chairman for the ensuing municipal year.

- 4. Councillors to Make Statutory Declaration of Acceptance of Office**  
**Resolved:** noted that all declarations are made and received.

- 5. Apologies for Absence**  
Cllr G Bott.

- 6. Declaration of Interest with regard to items on the Agenda**  
None.

- 7. Public Participation Session with respect to items on the Agenda and other matters that are of mutual interest**  
None.

- 8. Previous Chairman's Report**  
Cllr Devlin presented a report on events he had attended virtually since the last meeting in March and informed members that as a signatory of the Essex County Council Lockdown Fund he had authorised £249,928 of grant monies to aid communities during the pandemic.

**Resolved:** that the above information is noted.

**9. Chairman's Allowance**

Members were informed that in accordance with the Local Government Act 1972 s. 15(5) and further to the Town Council meeting held on 17<sup>th</sup> December 2020 the Chairman's Allowance for the 2021/22 financial year would remain at £450.00. Cllr Devlin said that he would not draw this as an allowance and would use it for expenditure on Council business.

**Resolved:** that the Chairman's allowance of £450 remains in the budget for 2021/22 to be spent at the Chairman's discretion.

**10. General Power of Competence**

In accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, for a parish council to be eligible to use the power the number of councillors elected at the last election must equal or exceed two thirds of the total number of seats available. Billericay Town Council has 20 seats, and 20 members were elected on 6<sup>th</sup> May 2021.

**Resolved:** to formally record that the Council is eligible to use the General Power of Competence.

**11. Appointment of Members to serve upon Committees**

Members were informed that the Chairman and Vice-Chairman are currently ex-officio members of every committee, sub-committee, working party and project group, however this is not in Standing Orders. The Council's standing orders are the definitive document for how the Council operates and therefore it is proposed to amend terms of reference for all sub-groups to mirror standing orders. Cllr Devlin proposed an amendment to the above; that full Council approves the removal of the condition that the Chairman and Vice-Chairman are ex officio members of every sub-group. Approval of Cllr Devlin's amendment would immediately remove the requirement of ex-officio membership from the Terms of Reference of all sub-groups. This amendment was seconded by Cllr Thomas.

**Resolved:** that the requirement of Chairman and Vice-Chairman to be ex officio members of every Committee, sub-Committee, working party and project group is removed as a condition in each group's Terms of Reference.

Members were advised that the Finance and General Purposes Committee was oversubscribed so a vote took place for the 11 seats available. Following the vote, it was;

**Resolved:** that members be appointed to Committees as per the attached list  
(see Appendix A)

**12. Working Parties, Project Groups and Sub-Committees**

Members considered the current list of groups and Cllr Devlin said that the Skatepark project group should only have a maximum of 7 town councillors as there are already 6 co-opted members. Therefore a vote took place, following which it was;

**Resolved:** that members be appointed to Working Parties, Project Groups and Sub-Committees as per the attached list  
(see Appendix A)

**13. Appointment of Members to Represent the Town Council on Outside Bodies**

**Resolved:** that members be appointed to the outside bodies as per the attached list  
(see Appendix B)

**14. Meetings and Meeting dates for the Forthcoming Municipal Year**

Members were advised that following the High Court judgement on remote meetings it is clear that the legal position is for local councils to meet face to face, rather than remotely, and be open to attendance in person from the public. Therefore all Council meetings will take place in the Main Hall at the Chantry Centre until the social distancing regulations are lifted.

**Resolved:** information noted.

**15. Bank Signatories**

Members were advised of the following:

**(i) Barclays Bank** – current signatories are Cllrs J Devlin, M Moore, D Spencer and the Town Clerk. One new signatory required.

**Resolved:** that Cllr K Mordecai be appointed a signatory for the Barclays bank accounts in accordance with the relevant mandate.

**(ii) Saffron Building Society** - Cllrs J Clark, M Moore and the Town Clerk

**Resolved:** that there is no change in mandate.

**(iii) Bank of Scotland** – current signatories are Cllrs J Clark, G Talbot and the Town Clerk. One new signatory required.

**Resolved:** Cllr M Thomas be appointed a signatory in accordance with the relevant mandate.

**16. Keyholders - The Chantry Centre**

It was noted that at the present time the following are authorised keyholders:

Mrs D Tonkiss  
Mrs D McCarthy  
Cllr A Adshead  
Scrubs, Cleaning Contractor  
Blakes Fire & Security Systems

**Resolved:** information noted.

**17. Minutes of the Town Council Meeting held on 11<sup>th</sup> March 2021**

Members (a) received the minutes of the Town Council meeting held on 11th March 2021 and (b) approved the signing of the minutes as a true record

**Resolved:** that the minutes of the meeting held on 11<sup>th</sup> March 2021 be approved and adopted.

**18. Committee Meetings**

**(a) Health, Well-being and Environment Committee**

Cllr Moore presented the minutes of the Environment Committee meeting held on 30<sup>th</sup> March 2021. She advised members that the Pilgrim 400 apple trees planted by the Tree Wardens in Festival Gardens have unfortunately been vandalised but were saved, the statue lighting project is underway, the Tommies were at the War

Memorial to commemorate VE Day and a meeting had taken place with officers from Basildon Council regarding their play area consultation and review.

**(b) Finance & General Purposes Committee**

Cllr Adshead presented the minutes of the F&GP Committee meeting held on 8th April 2021. Cllr Adshead also further updated members regarding the minor snags still to be resolved with the building, plus the requirement to purchase staging, signage and a noticeboard. The first hire took place on 19<sup>th</sup> May and with regard to future bookings there currently appears to be a good mix between commercial and community hirers.

**Resolved:** that the minutes of both the above meetings be approved and adopted.

**19. Internal Audit Year End 2021**

**(i) Internal Auditors Report for Financial Year End to March 2021**

Members received and considered the report from Heelis and Lodge following the inspection of accounts for the financial year April 2020 to March 2021.

**Resolved:** information noted

**(ii) Re-appointment of Internal Auditor**

In accordance with Financial Regulation 2.5 members were asked to consider and approve the re-appointment of Heelis and Lodge as internal auditors for the financial year 2021-22

**Resolved:** that Heelis and Lodge be re-appointed as internal auditors for 2021-22

**20. Approval of Annual Governance Statement 2020-21**

Members received and considered the Annual Governance Statement.

**Resolved:** that the Annual Governance Statement be approved and signed.

**21. Approval of Annual Return 2020-21**

Members received and considered the Accounting Statements for 2020-21.

**Resolved:** that the Accounting Statements be approved and are duly signed by the Chairman

**22. Courses and Conferences**

Members received and considered the following:

**(i)** a list of forthcoming virtual courses from the EALC

**(ii)** to retrospectively approve the attendance of Cllr Spencer on the Youth Engagement Conference held 28<sup>th</sup> April 2021 at a cost of £50

**Resolved:** **(i)** information noted; and **(ii)** attendance of Cllr D Spencer is approved

**23. Review of Complaints Procedure**

In accordance with Standing Order 5 j(xii) members considered the complaints procedure and it was therefore:

**Resolved:** that following review the above document be retained with no amendments.

**24. New Portrait of HM Elizabeth II for Council Chamber**

Members were advised that Borough Cllr David Dadds had kindly offered to loan the Town Council an original portrait of the Queen painted by local artist Anthony Ellis for display in the Council Chamber. The Council's insurers have re-advised that there would be no additional premium to pay for insuring this painting. Following discussion a vote took place and it was;

**Resolved:** that the Town Council accepts the offer of the portrait loan from Borough Cllr Dadds.

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

- Cllr Devlin and Cllr Clark re-elected as Chairman and Vice-Chairman for the new municipal year
- Successful election – 5 new councillors
- 1<sup>st</sup> meeting of Council in Chantry Centre
- Presentation of portrait by Borough Cllr David Dadds

**26. Questions from the Press and Public**

None.

The Chairman closed the meeting at 8.24pm

Cllr Devlin .....Date.....  
Chairman