

**Minutes of the Town Council meeting
held in the Main Hall, Chantry Centre, CM11 2AP
on Thursday 11th November 2021 at 7.00 pm**

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

Councillors: L Clark, R Clark, C May, M Moore, K Mordecai, M Roessler, C Smith,
D Spencer, G Talbot, A Talboys, J Tutton, D Wakefield

Also in attendance: the Town Clerk

64. Apologies for absence

Cllrs A Adshead, M Dear, J Henshaw, M Mordecai, E Sainsbury, M Thomas and
Borough and County Cllr Dr R Moore

65. Declaration of Interest with regard to items on the Agenda

None.

66. Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

None.

67. Minutes of the Town Council Meeting held on 30th September 2021

Members (a) received and considered the minutes of the Town Council meeting held on 30th September 2021 and (b) approved the signing of the minutes as a true record.

RESOLVED: that the minutes of the meeting held on 30th September 2021 be approved and adopted.

68. Chairman's Report

Members received details of events that the Chairman had recently attended.

RESOLVED: information noted

69. Committee Meetings

Members received and considered the minutes of:

(a) Planning Committee meetings held on 5th and 19th October, 2nd November 2021. Cllr Devlin presented the minutes and members further discussed 97 Chapel Street and enforcement regarding signage in the High Street.

(b) Health, Well-being and Environment Committee meeting held on 12th October 2021. Cllr Moore presented the minutes and thanked Cllrs Thomas and Tutton for their help with tidying the War Memorial prior to the Centenary and Remembrance events. The Pilgrim 400 Apple Trees are taking up residence in Great Burstead Churchyard with a plaque denoting they were purchased by Billericay Town Council and Borough Cllrs had attended a meeting of the skatepark project group to outline their plans for the area.

(c) Finance & General Purposes Committee meeting held on 28th October 2021. Cllr Roessler, Vice-Chairman of the Committee, informed members that the retention monies will be paid to AW Hardy when the outstanding snagging issues are

completed in the next couple of weeks. More community bookings rather than commercial are taking place and every room is now being used.

RESOLVED: that the minutes of all the above Committee meetings are approved and adopted.

70. Appointment of Cllr Tutton to Working Parties/Project Groups

RESOLVED: that Cllr Tutton joins Billericay in Bloom, Christmas Lights and Events

71. Courses and Conferences

Members received and considered the following:

(a) details of the forthcoming EALC online training courses.

RESOLVED: information noted

72. Annual Review of Standing Orders

Members considered the proposed amendment to Section 4 which would permit the appointment of substitutes on Committees. After discussion, the following wording was proposed by Cllr Devlin. Seconded by Cllr Moore:

“When a member of a committee or sub-committee give their apologies for a meeting then the Town Clerk and/or the Committee Clerk may appoint an alternate attendee from those members that have been appointed to act as substitutes”

RESOLVED: (i) that the above is added to Standing Orders under Section 4(e), and that substitutes to Committees are appointed at the Council Meeting in December and; **(ii)** following the above amendment, the standing orders are approved and adopted.

73. Interim Internal Audit

Members received the interim internal audit undertaken by Heelis & Lodge on 2nd November 2021

RESOLVED: information noted

74. Councillor Addresses

Members were reminded that they do not have to have their home addresses published on the website or in the Town Crier and that the Borough Monitoring Officer has said addresses can also be redacted from Section 4 of the Register of Interests if any member feels vulnerable in light of recent events.

RESOLVED: information noted.

75. Chantry Centre – Animals on the Premises

Members considered a request from a hirer that the Terms and Conditions of Hire are temporarily amended to permit a company that offers exotic and domestic animal encounters to be in attendance at their event. Cllr Mordecai said that the Council has a duty of care to staff and hirers and any possible risk of allergy should be avoided. Following discussions Cllr Talboys proposed that the Council approves animals on the premises for this one particular event.

There were 7 votes for the proposal and 7 votes against. The Chairman used his casting vote and therefore it was:

RESOLVED: that the Terms and Conditions remain unchanged and no animals other than assistance dogs are permitted on the premises.

76. Items for Information

- The Chantry Centre will be closed to all hirers from 24th December to 3rd January inclusive

77. Items for Consideration for Press Release/Social Media

Nothing at this time

78. Questions from the Press and Public

None

The Chairman closed the meeting at 8.09pm

Cllr Devlin Date.....
Chairman