

## BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting  
held in the Council Chamber, Chantry Centre, Billericay CM11 2AP  
on Thursday 12<sup>th</sup> January 2023 at 7pm

**Chairman:** Cllr M Mordecai  
**Vice-Chairman:** Cllr R Clark  
**Councillors:** J Clark, M Moore, M Roessler, M Thomas

Also in attendance: the Town Clerk

**53. Apologies for absence**

Cllrs A Adshead, M Dear, G Talbot

**54. Declarations of interest with regard to items on the Agenda**

**55. Public Participation session with respect to items on the Agenda**

None

**56. Minutes of the Finance & GP Committee meeting held on 1<sup>st</sup> December 2022**

Members received and considered the minutes of the meeting held on Thursday 1<sup>st</sup> December 2022.

**Resolved:** that the minutes of the meeting be approved as a true and accurate record and signed by the Chairman.

**57. Financial Report**

Members receiving and considered the following:

**(a) Income and Expenditure by Committee 1<sup>st</sup> April 2022 – 5<sup>th</sup> January 2023**

**(b) Payments 12<sup>th</sup> July 2022 – 5<sup>th</sup> January 2023**

**(c) Balance Sheet as at 5<sup>th</sup> January 2023**

**(d) Renewal of Town Clerk's ALCC Membership**

**Resolved:** (i) that the Town Clerk's ALCC annual membership is renewed at a cost of £50.00, and; (ii) that in all other respects the information contained in the Financial Report is noted.

**58. Youth Town Council**

Members received and considered the minutes of the meeting held on 6<sup>th</sup> December 2022.

**Resolved:** information noted.

**59. Chantry Centre Operational Management**

Members received and considered the following:

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

**(b)** as per F&GP 1.12.22 a review of the Centre's cleaning and refuse collection requirements is being undertaken. Having checked the price of other cleaning contractors it was agreed to formalise arrangements with the existing provider. Moving from a trade to a commercial waste collection will be looked at when a caretaker has been employed.

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

**60. Revision of Business Continuity Plan**

Members received and considered the updated document which would be used in the event of the Chantry Centre being unusable.

**Recommendation:** that the Business Continuity Plan is approved by full Council.

**61. Consideration of Material for Press Release/Social Media**

Nothing at this time.

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

None.

Cllr M Mordecai - Chairman of the Committee

The Chairman closed the meeting at 7.25pm

Chairman:..... Date: .....