

## BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting  
held in the Council Chamber, Chantry Centre, Billericay CM11 2AP  
on Thursday 9<sup>th</sup> March 2023 at 7pm

**Chairman:** Cllr M Mordecai  
**Vice-Chairman:** Absent  
**Councillors:** A Adshead, J Clark, M Dear, M Moore, G Talbot, M Thomas, J Tutton

Also in attendance: the Committee Clerk

### 63. Apologies for absence

Apologies were received from Cllr R Clark and Cllr M Roessler.

### 64. Declarations of interest with regard to items on the Agenda

None

### 65. Public Participation session with respect to items on the Agenda

None

### 66. Minutes of the Finance & GP Committee meeting held on 12<sup>th</sup> January 2023

Members received and considered the minutes of the meeting held on Thursday 12<sup>th</sup> January 2023.

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

### 67. Financial Report

Members receiving and considered the following:

- (a) Income and Expenditure by Committee 1<sup>st</sup> April 2022 – 28<sup>th</sup> February 2023**
- (b) Payments 6<sup>th</sup> January 2023 – 28<sup>th</sup> February 2023**
- (c) Balance Sheet as at 28<sup>th</sup> February 2023**

Cllr Adshead asked if it was possible for the Committee Clerk to have access to the financial system so that financial information can be accessed in the absence of the Town Clerk. Cllr Mordecai suggested that this is raised with the Town Clerk on her return from annual leave.

**Resolved: (i)** that the information contained in the Financial Report is noted.

### 68. Annual Review 2023

Members reviewed the following documents:

- (a) Risk Assessment incorporating internal controls
- (b) Asset Register
- (c) Terms of Reference for Finance & General Purposes Committee

**Resolved:** that all the above are approved and adopted.

**69. Working Parties/Project Groups**

Cllr Dear thanked all members for submitting their articles for the recent Town Crier in a timely manner. Cllr J Clark congratulated Cllr Dear on the recent issue which she felt was one of the best that the Town Council has produced.

Members received and considered the following minutes:

(a) Communications Working Party meeting held on 19<sup>th</sup> January 2023.

**Resolved:** information noted.

**70. Youth Town Council**

Members received and considered the minutes of the meeting held on 17<sup>th</sup> January, 7<sup>th</sup> February, 21<sup>st</sup> February and 7<sup>th</sup> March.

**Resolved:** information noted.

**71. Chantry Centre Operational Management**

Members received and considered the following:

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

**Resolved:** information noted.

**72. Section 137 Expenditure Limit for 2023-24**

Members received and considered the information regarding the S137 expenditure limit for 2023-24 being set at £9.93 per elector.

**Resolved:** information noted.

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

Current vacancies on the youth council to be advertised on the Town Council's website and Facebook page. Youth Councillors to provide the current advertising material they are using to the Committee Clerk.

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

None.

Cllr M Mordecai - Chairman of the Committee

The Chairman closed the meeting at 7.14pm

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