

## BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting  
held in the Council Chamber, The Chantry Centre, Chantry Way, CM11 2AP  
on Thursday 29<sup>th</sup> February 2024 at 7.00pm

**Chairman:** Absent  
**Vice-Chairman:** Cllr R Clark  
**Councillors:** A Adshead, K Mordecai, G Talbot, A Talboys, M Thomas, J Tutton

Also in attendance the Town Clerk

**59. Apologies for absence**

Cllrs M Mordecai, M Moore, M Dear

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

None.

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

None.

**62. Minutes of the Finance & General Purposes Committee held on 18<sup>th</sup> January 2024**

Members received and considered the minutes of the meeting held on Thursday 18<sup>th</sup> January 2024

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

**63. Financial Report**

Members received and considered the following:

- (a) Income and Expenditure by Committee - copy of the accounts from 1<sup>st</sup> April 2023 to 22<sup>nd</sup> February 2024
- (b) Payments between 11<sup>th</sup> January 2024 – 22<sup>nd</sup> February 2024
- (c) Balance Sheet as at 22<sup>nd</sup> February 2024

**RESOLVED:** that the information contained in the financial reports is noted.

**64. Annual Review 2024**

Members reviewed the following:

- (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.

**65. Working Parties and Project Groups**

Members received and considered the following minutes:

(a) Communications Working Party meeting held on 18<sup>th</sup> January 2024. The Town Clerk informed members that the latest Town Crier would be going out the week commencing 4<sup>th</sup> March.

**RESOLVED:** information noted

**66. Youth Town Council**

Members received and considered the minutes of the meeting held on 6<sup>th</sup> February 2024. The Town Clerk informed members that the Youth Safety Booklet is being launched on 23<sup>rd</sup> March at the Chantry Centre and two Youth Town Councillors represented Billericay brilliantly when they took part in a Junior Question Time panel show at Gateway FM.

**RESOLVED:** information noted.

**67. Town Council Website**

**RESOLVED:** that the Committee Clerk and Town Clerk are authorised to undertake the work required to update the Council's website.

**68. Chantry Centre Operational Management**

Members received and considered the following:

(a) Information: 'Martyn's Law' will place a requirement on those responsible for certain venues to consider the threat from terrorism and implement appropriate and proportionate mitigation measures. The Chantry Centre falls into the category of a standard tier premises - those with a maximum capacity of 100 to 799. The Town Clerk has responded to the Government consultation on behalf of the council.

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

**RESOLVED:** (a) and (b) information noted.

**69. Items for Information**

(a) New Section 137 Sum of £10.81 agreed for 2024/25.

**RESOLVED:** information noted

**70. Consideration of Items for Social Media/Press Release**

- Town Crier
- Chantry Centre Open Day

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

None.

Cllr R Clark

Vice-Chairman of the Committee

The Vice-Chairman closed the meeting at 7.25pm

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