

Chairman: Cllr Jim Devlin

23rd February 2018

Dear Councillor,

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in **The Coach House, Crown Yard on Thursday 1st March 2018** commencing at **7.00 p.m.** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss  
Town Clerk

**Chairman:** Cllr A Adshead  
**Vice-Chairman:** Cllr J Devlin  
**Councillors:** J Clark, M Dear, C Dyer, M Moore, M Roessler, G Talbot,  
A Talboys, F Tomlin and J Tutton

### **AGENDA**

- 1. Apologies for absence**
- 2. Members to declare an interest with regard to items on the Agenda**
- 3. Public participation session with respect to items on the agenda and other matters that are of mutual interest**

Members of the public to be invited to speak on any matters contained within the agenda and which are of mutual interest.

- 4. Minutes of the Previous Meeting held on Wednesday 21st February 2018**

To receive and consider the minutes of the meeting held on 21st February 2018  
**(copy previously circulated)**

- 5. Financial Report**

**(a)** Income and Expenditure by Committee 1st April - 23rd February 2018

**(copy herewith)**

**(b)** Payments 12th January - 23rd February 2018

**(copy herewith)**

**(c)** Bank Account Balances @ 23.2.18 and Debtors Listing

**(copy herewith)**

**6. Youth Town Council**

To receive and consider the minutes of the meetings held on 6th February **(copy herewith)** and 20th February 2018 **(copy at meeting if available)**

**7. Chantry Way Centre**

(a) members to receive and consider the report produced following the meeting with the three architects on Wednesday 21st February **(copy herewith)**

(b) Further to the recommendation made in the minutes of the F&GP Committee 21st February that Ingleton Wood be appointed as architects for the second stage of the Chantry Centre redevelopment project, members are asked to approve the expenditure of £90,000 for this phase (£83,100 fees estimate plus £7,000 contingency)

(c) To allow activities which will de-risk the development considerably, members are requested to authorise in principle the demolition and site clearance of Chantry Way following the closure in early May. This is based on estimated demolition costs of £110,000, which Ingleton Wood advise that should reduce as the work progresses as no reclaim/recycling values have been considered. This also includes a robust site hoarding to secure the area. **(cost estimate attached herewith)**

**8. Saffron Building Society**

Members are advised it was recently discovered that the two corporate deposit accounts require the removal of retired councillors as signatories and the addition of two councillors as new signatories. Members are requested to select new signatories and approve the subsequent removal and addition

**9. ABLC Fees**

Members are advised that Noak Bridge Parish Council has not paid the ABLC affiliation fee for 2017 and Cllr Devlin proposes that as the Town Council's representative on the ABLC he is authorised to raise this as an issue.

**10. Annual Review 2017**

Members to undertake the following annual reviews:

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

**11. Items for Information**

**(a)** members to receive a letter of thanks from the Basildon Hospital Neonatal Intensive Care Unit **(copy herewith)**

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

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

**The Public and Press are cordially invited to be present**