

Chairman: Cllr Jim Devlin

17th January 2019

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 24th January 2019** 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, M Moore, C Roberts, 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 Thursday 13th December 2018**

To receive and consider the minutes of the meeting held on 13th December 2018

(copy previously circulated)

- 5. Financial Report**

(a) Income and Expenditure by Committee 1st April - 17th January 2019

(copy herewith)

(b) Payments 4th December - 17th January 2019

(copy herewith)

(c) Bank Account Balances @ 17.01.2019

(copy herewith)

6. Working Party/Project Group Minutes

Members to receive and consider the following:

a) Communications WP Meetings held on 20th December 2018 and 14th January 2019

7. Youth Town Council

To receive and consider the minutes of the meetings held on 18th December 2018 (copy herewith) and 15th January 2019 (copy at meeting if available)

8. Interim Internal Audit

Members to receive and consider the interim internal audit report from Heelis & Lodge (copy herewith)

9. Chantry Way Centre

Members to receive and consider information on the following:

a) Update on removal of illegal occupiers

b) Demolition start date and disconnection of utilities

c) Tender documents for build services and decisions/discussion on the following as per Cllr Adshead's email dated 15th January:

i) Ceiling tiles in the Council Chamber. 600x600 or 1200x600 ? IW have specified 600x600, but the larger ones are being used in the main hall and in Meeting Rooms 1,2

ii) In the Council Chamber they are showing electrics for an auto roller for a projection screen. TC agreed to use laptop to large TV screen rather than projector to projection screen for presentations, but need to confirm.

iii) Signage - background colour of directional signs - should be the BTC blue

iv) Signage content. Graphics of all internal signs are included in the tender documentation. Assuming confirmation not required immediately, however, this needs thought from BTC as there are wider implications. For example will the room be called the "Council Chamber" ? Will the offices be called "Town Offices" ? Will the meeting rooms be called "Meeting Room 1" etc. Members to consider whether meeting rooms have local/relevant names eg the Cater Room or the Chantry Room.

v) The illuminated Mayflower sign - the example included in the documentation is a 600mm by 600mm square aluminium sign, blue background, yellow ship, illuminated around the edges. This is very small - definitely needs to be bigger if it is to have an impact outside, it needs to be properly lit/highlighted from the front etc.

vi) Partly for F&GP, partly for TC Officers. To come up with some standard scenarios as to how the building will be used from the point of view of access control, so that we can ensure that the intercom/door controls technology that is being proposed will actually do what we need. For example, if we have an evening Planning meeting and it has started, how would this work ? We would need the main doors open so that members of the public can enter (and leave); we would need all downstairs doors locked; the lobby door upstairs open and the council chamber open, but all other rooms locked.

vii) Bike shelter. On the new diagrams provision is being made for 10 cycles, stored under 5 shelters. 3 shelters are located immediately behind the car park spaces, and to at right angles to these along the front wall. IW's tender suggests a "Pocket Bike Shelter" design. Do members feel these will impact the look of the building and are to consider whether we actually need shelters, or simply a "u" shape to chain bikes to?

d) Outstanding issues re Boundary/Car Park/Trees/Party Wall

10. Items for Information

a) S137 limit for 2019/20

The amount for 2019/20 is £8.12 per elector, which is calculated from the percentage increase in the retail index between September 2017 and September 2018, in accordance with Schedule 12B to the 1972 Act.

11. Consideration of Material for Press Release/Social Media

12. Questions from the Press and Public

The Public and Press are cordially invited to be present