

Chairman: Cllr Jim Devlin

19th November 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 TUESDAY 20th November 2018** commencing at **3.30pm** 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, J Tutton

Also in attendance: Mr Amandeep Singh, Ingleton Wood

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 15th November 2018**
To receive and consider the minutes of the meeting held on 15th November 2018
(copy previously circulated)
- 5. Chantry Way Centre**
Members to consider/discuss the following issues identified at the meeting on 15th November 2018.

(a) internet access - to confirm with Ingleton Wood where the wired access points will be in the main hall.

(b) display equipment - clarity to be sought from Ingleton Wood as to what exactly is being provided for within the tender specification i.e, cabling.

(c) Pendant lighting - to consider alternative proposals from Ingleton Wood
(designs herewith)

(d) Suspended Ceiling - further information required/awaited from Ingleton Wood

(e) Parking Spaces - further information required/awaited from Ingleton Wood

(f) Recording of Council Meetings - members to consider details of the equipment used at Basildon Borough Council and consider whether this is what the Town Council requires (photograph courtesy of Cllr Dear attached for information)

(g) Proposal from Cllr Roessler. Members to consider whether Ingleton Wood should be asked to include in the tender return a requirement for the ongoing maintenance costs for the following:

- lift maintenance
- intruder alarm
- CCTV and Access Control
- Fire system

6. Consideration of Material for Press Release/Social Media

7. Questions from the Press and Public