

Chairman: Cllr Jim Devlin

12th July 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 18th July 2019** commencing at **7.00pm** when the undermentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

Chairman: Cllr A Adshead
Vice-Chairman: Cllr M Roessler
Councillors: J Clark, M Dear, J Devlin, M Moore, C Roberts, 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**

Members of the public to be invited to speak on any matters contained within the agenda. In accordance with standing order 3i the public participation session shall not exceed 10 minutes and each individual speaker shall not exceed 3 minutes.

- 4. Minutes of the Previous Meeting held on 20th June 2019**

To receive and consider the minutes of the meeting held on 6th June 2019

(copy previously circulated)

- 5. Financial Report**

(a) Income and Expenditure by Committee 1st April - 11th July 2019

(copy herewith)

(b) Payments 1st June - 11th July 2019

(copy herewith)

(c) Bank Account Balances @ 11th July 2019

(copy herewith)

6. Affiliation/Membership Fees

Members to consider and approve renewal of the annual RCCE membership fee at a cost of £115.50

7. Grant Application

Members to consider an application from the Schools Ministry Billericay for £500 towards uniform purchase for the Schools Pastors initiative.

(application herewith)

8. Working Party/Project Group Minutes

Members to receive and consider the following:

a) Communications WP Meeting held on 17th June 2019

9. Youth Town Council

To receive and consider the minutes of the meetings held on 18th June **(herewith)** and 16th July **(copy at meeting if available)**.

10. Chantry Way Centre (Billericay Town Hall)

Members to receive and consider the following:

(a) report from a meeting with Ingleton Wood and AW Hardy on 11th July 2019 which addresses concerns/issues **(copy herewith)**

(b) a review of the updated total project costings **(to be circulated prior to the meeting)**

(c) that a recommendation is made to full Council that a contract to build is signed with AW Hardy in the total amount of £1,613,431.48 **(draft contract to be circulated prior to meeting - electronic copy only)**

11. Annual Review of Financial Regulations

Members to receive and review the Financial Regulations **(herewith - electronic copy only)** and;

a) consider whether to approve an amendment to Section 6.6 so that managed service and maintenance contract fees can be paid by direct debit either monthly or quarterly (direct debit payments are currently only permissible for utility supplies and rates). Sedcom Networks have requested that their SLA payment is paid monthly via direct debit from 1st August, and managing regular

payments in this way would be beneficial for the Council when the new building is operational.

b) recommend approval of revised Financial Regulations to full Council

12. Renewal of Electricity Contract for Coach House and The Loft

Members are advised that the fixed price electricity contracts with EDF Energy for both The Loft and Coach House are ending on 30th September 2019. (Current rates are 13.09p Day; 8.31p Night; 25.00p per day standing charge) As the Town Hall should be ready for occupation by next July it is proposed that new 12 month contracts are obtained. **(Quotations herewith)**

13. Items for Information

(a) LCTS Grant Withdrawal

Members to consider the attached letter from Owen Sparks, Assistant Director Basildon Borough Council sent to John Baron following his representation on behalf of the Town Council **(herewith)**

14. Consideration of Material for Press Release/Social Media

15. Questions from the Press and Public

Those present may ask a question about anything on the Agenda or any other matter that is of mutual interest.

The Public and Press are cordially invited to be present