

Chairman: Cllr Jim Devlin

13th September 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 19th September 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 18th July 2019**

To receive and consider the minutes of the meeting held on 18th July 2019

**(copy previously circulated)**

- 5. Financial Report**

**(a)** Income and Expenditure by Committee 1st April - 13th September 2019

**(copy herewith)**

**(b)** Payments 12th July - 13th September 2019

**(copy herewith)**

**(c)** Bank Account Balances @ 13th September 2019

**(copy herewith)**

**7. Application for Donation**

Members to consider a letter from Essex and Herts Air Ambulance requesting a donation. As a reminder the Town Council usually donates £100 annually. **(letter herewith)**

**8. Youth Town Council**

To receive and consider the minutes of the meeting held on 17th September **(copy at meeting if available).**

**9. Chantry Way Centre (Billericay Town Hall)**

Members to receive and consider the following:

**(a)** whether there is sufficient public interest to further investigate the "Buy a Brick" Scheme for raising additional funds. 8 residents and 1 business responded to the advert in August's Town Crier.

**(b)** update on project status from Cllr Adshead

**(c)** information from Ingleton Wood regarding the acoustic enclosures required for value engineering of the VRF system

**10. Renewal of Photocopier Contract**

Members to receive and review a report regarding early termination of the current contract. **(copy herewith)**

**11. Insurance Renewal**

Members are advised that;

(i) a full review of the Council's insurance requirements was recently undertaken by the Town Clerk with Stephen Packer from WPS Insurance Brokers

(ii) following a 12 month tender process WPS have appointed Royal & Sun Alliance as their new scheme insurers

(ii) renewal of the Council's insurance with Aviva (current supplier) will cost £5,585. WPS recommend switching to a new three year agreement with Royal & Sun Alliance at a reduced premium of £4,617. The amount of cover remains unchanged but this new deal includes increased public liability of £15,000,000 and all Town Council events are automatically covered rather than having to be insured separately.

**12. Notice of Conclusion of Audit 2018/19**

Members to receive and consider the report from PKF Littlejohn upon completion of their review of the Annual Return and note that there were no matters requiring attention. **(copy herewith)**

**13. Billericay Swimming Pool Future Options**

Cllr Adshead proposes that the Council considers formally requesting an update from Basildon Borough Council on the results of the Billericay Swimming Pool Future Options survey which closed on 20th June.

**14. Staff Review**

Members are advised that the Chairman and Vice-Chairman of the Council have undertaken the annual staff appraisal with the Town Clerk and a copy of the appraisal can be viewed in the office upon request.

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

**16. 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**