

Chairman: Cllr Jim Devlin

23rd January 2020

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 30th January 2020** 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, R Clark, M Dear, J Devlin, M Moore, C Roberts, G Talbot, A Talboys, 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 Monday 27th January 2020**
To receive and consider the minutes of the meeting held on 27th January 2020
(to be circulated at meeting)
- 5. Financial Report**
 - (a) Income and Expenditure by Committee 1st April - 23rd January 2020** **(copy herewith)**
 - (b) Payments 6th December 2019 - 23rd January 2020** **(copy herewith)**
 - (c) Bank Account Balances @ 23rd January 2020** **(copy herewith)**

- 6. Working Party/Project Group Minutes**
(a) Communications WP meeting held on 17th January 2020 **(copy herewith)**
- 7. Youth Town Council**
To receive and consider the minutes of the meetings held on 17th December, 7th January **(copies herewith)** and 21st January **(copy at meeting if available)**
- 8. Chantry Way Project (Billericay Town Hall)**
Members to receive the following:

(a) for Information: PWLB - the second tranche of £200,000 is to be drawn down on 31st January 2020. The Council Chairman and RFO signed the request on 21st January 2020.

(b) Verbal project status update from Cllr Adshead
- 9. Upgrade of IT System to Windows 10**
Members to receive and consider the following quotations from Sedcom:

(a) Upgrade to Microsoft Windows 10 plus 2 new PCs for the office - £1,662.42

(b) Extended Service upgrade to current machines - keep both existing PCs which are near end of life and the current OS - £325 per machine - £650 in total

(c) Dark Web monitoring - external threat intelligence reporting for £25 per month.
- 10. Replacement of Franking Machine**
Members are advised that the battery is failing on the current machine and it cannot be replaced. Members to receive and consider the quotes below from Pitney Bowes for a new machine. Postage costs will be cheaper with the new machine - 6p per 2nd class item and 3p per 1st class item.

(a) Option 1 - 5 year rental at £195 + VAT per year (includes Service cover)

(b) Option 2 - Outright purchase price of £595 + VAT with annual service charged at £44.50 + VAT
- 11. Consideration of Material for Press Release/Social Media**
- 12. 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