

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held remotely via Zoom on Tuesday 4th August 2020 at 6.00pm

Chairman: Cllr A Adshead

Vice-Chairman: Cllr M Roessler

Councillors: J Devlin, M Dear, M Moore, C Roberts, G Talbot, A Talboys, J Tutton

Also in attendance the Town Clerk

114. Apologies for absence

Cllr J Clark

115. Declarations of interest with regard to items on the Agenda

None.

116. Public Participation session with respect to items on the Agenda

There were none.

117. Minutes of the Finance & GP Committee meeting held on 12th March 2020

Members received and considered the minutes of the meeting held on Thursday 12th March 2020.

Resolved: that the minutes of the meeting held on 12th March 2020 be approved as a true and accurate record and signed by the Chairman.

118. Financial Report

Members receiving the following;

(a) Income and Expenditure by Committee 1st April 2020 – 29th July 2020

(b) Payments 1st April – 29th July 2020

(c) Balance Sheet as at 29th July 2020

Resolved: that all of the above information be noted.

119. Working Party/Project Group Minutes

(a) Communications WP meeting held on Thursday 30th July via Zoom.

Cllr Adshead informed members that the next edition of the Town Crier would be printed as the previous online only version had not received many views.

Resolved: information noted.

120. Chantry Way Project

Members received and considered the following:

(a) Equipment required to fit out the building.

Hall and Meeting Room Chairs – 170 stackable chairs are required for the hall. Cllr Devlin proposed a budget of £10,000 for ALL chairs. Seconded by Cllr Tutton.

Resolved: an approved budget of £10,000 to spend on all chairs.

Hall Tables – it was agreed that these should be hard wearing and of the type that is widely available in a lot of community buildings so that hirers will be familiar with their setting up and dismantling. Cllr Adshead proposed a spend of up to £2,000 on hall tables. Seconded by Cllr Devlin.

Resolved: an approved budget of £2,000 to spend on hall tables.

Staging – Cllr Adshead informed members that an application was in the process of being submitted to CIF for £10,000 to provide the staging.

Blackout Blinds – these need to be strong and good quality to stop any light from evening events disturbing local residents. Cllr Devlin felt that the blinds should not be manually operated so as to minimise damage and breakage.

Resolved: estimates to be obtained and presented to a future F&GP committee.

Hall Storage Area – It is envisaged to have 4 metres of heavy duty shelving in the large store room and 1 metre in the backstage store area. The larger store will also hold chairs/tables and possibly moveable storage cages for regular hirer's equipment. Cllr Adshead proposed expenditure of approx. £710 on shelving. Seconded by Cllr Devlin.

Resolved: an approved budget of approx. £710 for heavy duty shelving.

Table Trolley(s) – these are required to enable the hall tables to be moved and stored easily. Cllr Adshead proposed expenditure of up to £600. Seconded by Cllr Devlin.

Resolved: an approved budget of up to £600 for table trolleys.

Meeting Room Chairs – members considered whether these should be the same as the hall to give maximum flexibility or should better chairs be provided for meetings around a table. It was agreed that the chairs do need to be stackable so that the rooms can be multi-purpose. A proposal to use the existing chairs in the Coach House was considered. There were 2 votes for and 4 against.

Resolved: (i) that the chairs in the Coach House are not used in the new building, and; (ii) the meeting room chairs are more comfortable which can be easily moved and stackable.

Meeting Room Tables – these are to be foldable rather than stackable for storage and room flexibility. Cllr Adshead proposed that up to £5,000 is spent on meeting room tables for the three rooms. Seconded by Cllr Roberts.

Resolved: an approved budget of up to £5,000 for the three meeting room tables.

TV Screens – these will be discussed with the IT provider to ascertain the best type to meet the Council's requirements. There will be 1 in the Community Hub, 1 in each of the 3 meeting rooms and 4 in the Council Chamber. Cllr Devlin proposed a budget of £6,000 for all 8 screens in various sizes. Seconded by Cllr Dear.

Resolved: an approved budget of up to £6,000 for all screens in the building.

Outside the building – a new noticeboard will need to be provided and the most suitable location would be either against Harry's Bar fencing or in the planted area facing the footpath. Discussion took place and members felt that the Council should look at and evaluate the following three types – (1) static traditional, (2) static modern and (3) electronic (an electronic one would be placed inside the stairwell). Cllr Adshead proposed that up to £3,000 is spent on the noticeboard. Seconded by Cllr Moore.

Resolved: an approved budget of up to £3,000 for the noticeboard.

Cllr Adshead informed members that there was also a list of smaller items which he would not seek approval for as the amounts were small and their expenditure is covered under Financial Regulations. However all items purchased for the building will form part of the inventory and be presented to F&GP as part of the overall spend.

Resolved: information noted.

(b) Room format for the Council chamber

Members were asked to consider the benefits of moveable tables to give flexibility of use to the chamber as opposed to fixed furniture which would only appeal to those wishing to use it for boardroom style meetings. Discussions took place and some members felt that the Council chamber was the primary room in the building and therefore the furniture should be prestigious enough so that it could be hired to commercial organisations at a higher rate. Cllr Moore proposed that members moved to a vote on whether it should be a fixed Council chamber. Cllr Devlin seconded the proposal. There were 5 votes for and 3 against.

Recommendation: that the Council chamber is fitted out with fixed boardroom style furniture.

(c) A proposal from Cllr Dear to consider installation of a camera in the Council Chamber to enable live streaming of meetings.

Resolved: this was deferred to be considered by full Council on 11th August 2020 as part of a wider discussion on the filming of council meetings.

(d) Additional work to provide an electricity supply for the Christmas tree lighting outside of the building. Members were informed that Ingleton Wood were currently working on the specification for this work but no quote was currently available. Cllr Devlin also suggested that the provision of a power socket in the stairwell area for an electronic noticeboard should be looked at.

Resolved: that an outside electricity connection is provided for Christmas tree lighting

and that the cost is met from the Christmas Lights budget.

121. Consideration of Material for Press Release/Social Media

Cllr Roberts suggested taking a screenshot of the meeting and posting it on social media to let residents know that councillors are still meeting and working for the benefit of the town.

Cllr A Adshead
Chairman of the Committee

The Chairman closed the meeting at 7.53pm

Chairman:..... Date: