

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Coach House on Thursday 15th March 2018 at 10.30am

Chairman: Cllr A Adshead
Vice-Chairman: Cllr J Devlin
Councillors: C Dyer, M Moore, A Talboys, G Talbot, F Tomlin, J Tutton

Also in attendance the Town Clerk

124. Apologies for Absence

Cllrs Clark, Dear, Roessler

125. Declarations of Interest

There were none.

126. Public participation session with respect to items on the agenda and other matters that are of mutual interest

None.

127. Minutes of the Finance & GP Committee meeting held on 6th March 2018

Members received and considered the minutes of the meeting held on Thursday 6th March 2018.

RESOLVED: that the minutes of the meeting be approved as a correct record and signed by the Chairman.

128. Chantry Way Centre

Cllr Tomlin proposed a vote of thanks and commendation to Cllr Adshead for the work he has put into looking at the layout. Agreed by all present.

Cllr Adshead said that this meeting is to get a perspective of how the building will operate from staff/users point of view, and that absent councillors had submitted their comments to him prior to the meeting.

Room	Requirement	Uses	Frequency
Ground floor - Community Hub	Entry into all the building's facilities	Entrance point for hall/meeting room hirers	Daily/evenings and weekends
	Entrance door to be on right to maximise space	Community groups	
	Double doors for entry into hall	Street Pastors Essex Police/Community	

		Special Constables Public access to staff Self service terminals with link to Basildon and Essex Councils	
Ground floor - Council offices plus storage	To be located behind Community hub Shutter/window for security re public access Large enough to house additional staff member(s) and private office for Town Clerk Separate staff kitchen and wc Storage near to hub for distribution of recycling bags/literature		Daily - during business hours
Lift and Stairs	Preferred location at rear of building but not centre Steel staircase more open Secure access to upper floor		Daily/evenings and weekends
Ground floor - Kitchen and toilets for hirers	Preferred location at rear of building	Food preparation for parties and server to main hall	Daily/evenings and weekends
Ground floor - Main Hall	Accommodate up to 170 people Stage area	Meetings/presentations theatre style Exercise classes, gymnastics, dance, Yoga Theatrical productions Weddings/parties	Daily/evenings and weekends

		Pre School	
First Floor - Council Chamber	To accommodate 20 councillors seated in a semi-circular (crescent) formation Public seating area for up to 10 Ability to view documents on wall mounted screens via projector or tv (possibly two)	Council meetings Conference hire Board meetings Lectures	Daily/evenings
1st Floor Mixed/Flexible Meeting Rooms	Adjoining meeting rooms which can be made into one space Tea/coffee making facilities or small kitchen area (water supply required)	Meetings Smaller presentations Classes/education	Daily/evenings
First Floor Toilets	Two unisex cubicles which incorporate disabled toilet facility		Daily/evenings
Storage - Main storage area ground floor	Space for 20 tables and 120-170 chairs Potential for hall to be left empty of furniture No storage for hirers	Furniture Stage	Daily/evenings and weekends
Parking	Staff plus council members	If building is moved to right of site then space could be opened on left hand side to allow vehicles parking nose to tail alongside offices	Daily/evenings and weekends

Other points that were discussed:

- Employment of a caretaker to unlock and lock up after hirers
- Moving the large kitchen downstairs to the rear of the building increases storage space available on side
- Requirements to be checked regarding number of fire exits and their locations
- An externally accessible public toilet will not be provided due to building security issues and being located in a residential area.

129. Consideration of Material for Press Release/Social Media

None.

130. Questions from the Press and Public

None.

Cllr A Adshead
Chairman of the Committee
The Chairman closed the meeting at 11.42am

Chairman:..... Date: