

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Coach House
on Thursday 6th June 2019 at 7.00pm

Councillors: A Adshead, J Clark, M Dear, M Moore, C Roberts,
M Roessler, G Talbot, A Talboys, J Tutton

Also in attendance the Town Clerk

In the Chair – Cllr J Clark

01. Election of Chairman for municipal year 2019-20

Cllr Adshead was proposed by Cllr Moore and seconded by Cllr Talboys and as there were no other nominations it was:

Resolved: that Cllr Adshead be elected Chairman of the Finance and General Purposes Committee for the ensuing municipal year.

In the Chair – Cllr A Adshead

02. Apologies for absence

Apologies were received from Cllrs J Devlin, C Roberts, F Tomlin

03. Appointment of Vice-Chairman

Cllr Roessler was proposed by Cllr Moore and seconded by Cllr Dear.

Resolved: that Cllr Roessler be appointed Vice Chairman of the Finance and General Purposes Committee for the ensuing municipal year.

04. Declarations of interest

None.

05. Public Participation session with respect to items on the Agenda and other matters that are of mutual interest.

There were none.

06. Minutes of the Finance & GP Committee meeting held on 18th April 2019

Members received and considered the minutes of the meeting held on Thursday 18th April 2019.

Resolved: that the minutes of the meeting held on 18th April 2019 be approved as a correct record and signed by the Chairman.

07. Financial Report

Members receiving the following;

(a) Income and Expenditure by Committee 1st April -30th May 2019

(b) Payments 1st April to 30th May 2019

(c) Bank Account Balances at 30th May 2019

Resolved: that all of the above information be noted.

08. Donation Requests

Members considered the following requests:

(a) Mayflower High School - £80 towards their annual awards evening.

(b) Open Spaces Society - donation request towards an appeal which will be used to help save public highways on common land

(c) the grant request from Billericay Society has been withdrawn as they need to make amendments to the application

Resolved: that (i) £80 is awarded to Mayflower High School; (ii) that no donation is made to the Open Spaces Society at this time, and; (iii) information noted.

09. Youth Town Council

Cllr Clark presented the minutes of the meetings held on 7th and 21st May and 4th June. She informed members that a visit to a new skatepark in Southend for youth councillors has been proposed by the company installing it and a suitable date is to be arranged. Their fundraising stall at Summerfest has been cancelled due to lack of support. They have also almost completed their video which promotes membership, and features a scenario of expectation versus the reality of being a youth town councillor. It will be shown in school assemblies.

Resolved: Information noted.

10. Chantry Way Centre (Billericay Town Hall)

Members received and considered the following:

(a) update on the tender evaluation process. Only one tender was near the affordable amount and Ingleton Wood have been working with this company to get the costs down further.

(b) the Ministry for Housing Communities and Local Government (MHCLG) has approved the Council's PWLB application for a total borrowing of £1,400,000. £1,000,000 is to be drawn down by 2020 and the balance of £400,000 by 2021.

(c) The application to the National Lottery Community Fund was not successful. No specific feedback was given apart from there are a large number of applications which are submitted and that not all can be successful. Other funding sources will now be sought in smaller amounts.

(d) Latest cost report from Ingleton Wood. A good amount of savings has been achieved. On the £1.8m build cost £47,000 has been saved from the mechanical and engineering works. Ingleton Wood are to give a presentation to the Council on the cost savings so that there is clarity on what exactly is included/excluded. Cllr Adshead explained that the anticipated costs on the report are inaccurate, and that all payments so far have been made

from the general budget and not the reserves so there is sufficient money available. The £125,000 spent in previous years is not included in the £1.9m project build budget for 2019/20. In total £1,918,750 was allocated for build, fit out and contingency. £125,000 of which has already been spent. £135,000 is budgeted for the fit out costs and it is anticipated that this figure will reduce. The next progress meeting with Ingleton Wood is scheduled for 24th June. This meeting will be to go through their final tender report. Following discussions it was;

Resolved: (i) that an additional Finance and General Purposes Committee meeting is held on Thursday 20th June at 9.30am, and (ii) that in all other respects the above information is noted.

11. Business Continuity Plan - Annual Review

Members considered the annual review of the Business Continuity Plan.

Resolved: To approve and adopt the Business Continuity Plan.

12. Items for Information

The Billericay United Reformed church had submitted a grant application for money towards refurbishment work. Members were reminded that LGA 1894 prohibits local councils from giving grants to the Church.

Resolved: information noted.

13. Consideration of Material for Press Release/Social Media

14. Questions from the Press and Public

Cllr Dear proposed that in future the wording of this agenda item be amended to prevent people speaking about issues which are not relevant to the Committee nor on the agenda.

Recommendation: That the Agenda Item "Questions from the Press and Public" has the following wording added - "those present may ask a question about any item that has been discussed".

Cllr A Adshead
Chairman of the Committee

The Chairman closed the meeting at 7.40pm.

Chairman:..... Date: