

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Coach House on Thursday 15th November 2018 at 8.30am

Chairman: Cllr A Adshead
Vice Chairman: Cllr J Devlin
Councillors: M Dear, C Roberts, M Roessler, A Talboys, F Tomlin,
J Tutton

Also in attendance the Town Clerk

72. Apologies for absence

Apologies were received from Cllrs J Clark and M Moore

73. Declarations of interest

None.

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

There were none.

75. Minutes of the Finance & GP Committee meeting held on 8th November 2018

Members received and considered the minutes of the meeting held on Thursday 8th November 2018.

Resolved: that the minutes of the meeting held on 8th November 2018 be approved as a correct record and signed by the Chairman.

76. Chantry Way Centre

Members discussed the following:

(a) identification of the high level requirements for electronic equipment;

Internet Access - Wi-fi to be everywhere throughout the building including the main hall as members feel the building should have an open wi-fi system that any resident can use. Two networks required - public for meeting rooms, community hub and main hall, and private for office. There will be software controls for access and security. Wired access to the internal network in each of the meeting rooms and the main hall. Firewall controls will prevent any outside person accessing the Town Council network. **Action:** It needs to be worked out with Ingleton Wood where the wired access points in the main hall will be.

Display Equipment - screens to match the size of the room they are in. Meeting rooms 1, 2 and 3 to have a screen positioned on the far wall and HDMI cables so that a laptop can be plugged straight into the TV. There is a need for screens to be large enough in each room so they can be viewed easily from the back. Members felt that if the screens were networked then the Town Council could be publicised on them, which is a definite requirement for the screen(s) in the Community Hub. Cllr Dear suggested companies pay to put their advertisements on the Community Hub screens as in doctor's surgeries and post offices. **Action:** Clarification is required from Ingleton Wood as it is believed to be

cabling only in the specification. IW to be advised that all rooms are to have wiring for screens with two screens in the Community Hub.

Members also discussed a touch screen help point in the Community Hub so network points will be required.

Audio Visual Equipment in Main Hall - members considered how this will be managed. Hirers wanting audio equipment and/or a screen can't have anything too sophisticated otherwise someone will need to be provided to operate it. Any control unit has to be simple and secure. It was agreed that the sound system needs to be relatively basic but must have the capability to have a higher spec system plugged into it. **Action:** Town Clerk to contact a specialist audio vendor to quote for an audio system which is robust, easy to use and flexible with regard to input from other systems. Two quotes to be obtained - one basic and the other more sophisticated so that costs can be compared.

Tannoy system - nice to have although it may not be used regularly. It's inclusion will be dependent upon cost.

Recording of Council Meetings - Audio is the requirement rather than visual. Equipment needed in the Council Chamber was discussed - individual microphones are preferred with manual switch on/switch off. Cllr Tomlin said that the Town Council has functioned perfectly well for years without meetings being recorded. The minutes are always an accurate reflection of the Council's decisions and he can see no reason why public money should be spent on this as so few residents are interested enough in Council business to attend meetings. Cllr Adshead's response was that this is merely an exercise to determine the specification of equipment required. Costs will be obtained to assist with the decision making process. The Town Council has a duty to investigate the best way forward of enabling residents to participate in the democratic process. Video recording in the Council chamber will also be costed. **Action:** Town Clerk to seek quotation from specialist company.

Other electronic equipment - CCTV internal as well as external. Externally there is the main door, plus six fire exits. External coverage is required at the front, side and rear of building. Inside the building cameras should be in the public areas, hallways and stairwell. The footage should be recorded with a yet to be determined retention period. **Action:** To obtain 2 quotations - (i) hub, stairway and upstairs hall, and (ii) everywhere else.

Intruder Alarm - Intercom system for access out of hours which also has video coverage. Councillors would have an access card to enable them to get into the building for evening meetings. **Action:** quotation to be sought

(b) internal design proposals from Ingleton Wood

Pendant Lights for Community Hub and Stairs area - members considered images provided by Ingleton Wood and felt that their proposed light fittings would not fit with the closed stairs. **Action:** Ingleton Wood are to be asked for clarity.

Suspended Ceiling - members were not impressed with the images supplied and did not think any of them would be suitable in the main hall. **Action:** IW to provide a sectional drawing of the hall with dimensions so members can get a clearer idea of what the suspended ceiling would look like, and Amandeep Singh is to be invited to the next meeting and asked to provide a model (if possible).

Cllr Adshead informed members that a new set of drawings had been received from IW late on 14th November. These comprised floor plans, drainage, power, lighting, fire alarm, ventilation, heating and cooling.

The floor plans had the following changes:

Ground Floor - configuration of the parking spaces have been altered. Members felt that parking would not work as it would be very difficult to get in and out of the spaces. **Action:** IW to be asked to provide further information, or a model of how cars are supposed to get in and out of the spaces.

First Floor - the long store room between the Council chamber and meeting room 3 has been split into two separate cupboards. **Action:** IW to move the door from the storage cupboard into the Council Chamber rather than meeting room 3.

Members will be sent the floor plans, power, lighting and fire alarm drawings electronically.

77. Consideration of Material for Press Release/Social Media

None.

78. Questions from the Press and Public

There were none.

79. Next Meeting Date

Due to the amount of work there will be two F&GP meetings next week. Tuesday 20th November at 3.30pm and Thursday 22nd November at 8.30am.

Cllr A Adshead
Chairman of the Committee

The Chairman closed the meeting at 10.06am.

Chairman:..... Date: