

## BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting  
held in the Coach House on Tuesday 20th November 2018 at 3.30pm

**Chairman:** Cllr A Adshead  
**Vice Chairman:** Absent  
**Councillors:** M Dear, M Moore, M Roessler, F Tomlin, J Tutton

Also in attendance: Mr Amandeep Singh, Ms Debbie Toseland Ingleton Wood and the Town Clerk

**80. Apologies for absence**

Apologies were received from Cllrs J Clark, J Devlin, M Moore, C Roberts, A Talboys

**81. Declarations of interest**

None.

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

There were none.

**83. Minutes of the Finance & GP Committee meeting held on 15th November 2018**

Members received and considered the minutes of the meeting held on Thursday 15th November 2018.

**Resolved:** that the minutes of the meeting held on 15th November 2018 be approved as a correct record and signed by the Chairman.

**84. Chantry Way Centre**

Members considered/discussed the following:

(a) internet access in main hall. Members felt there was a requirement for wired points towards the back of the hall and one at the front. The plans show a single data and double data at stage end of the hall and in the back storeroom.

**Resolved:** that a wired data point is also installed at the back of the hall.

Cllr Roessler said that the CCTV should be done POE (power over ethernet) so points are installed where cameras are going to go. Ingleton Wood were asked to take this comment back to their M&E team. A wireless network is required throughout the building but in specific places wired access is needed for resilience and security.

**(b) display equipment** - Ingleton Wood said the tender covers everything up to the cabling in the walls. Everything in the building that is fixed forms part of the tender. An installation cost can be included for loose fittings, however contractors will see them in the specification and add their own mark up on top of the cost of the equipment. Their recommendation is that it is more cost effective to do it as a separate exercise, this includes the kitchen equipment. Plumbing for the dishwasher will be included, as will cabling for the oven/hob and power for refrigerator(s). Ingleton Wood said it would be helpful to know the size of the

white goods required for planning purposes to make sure that sufficient space is allocated. The kitchen will be on a domestic line rather than commercial.

Cllr Dear asked whether there was a ratio for screen size in the meeting rooms.

**Resolved:** Screens for meeting rooms to be looked at during the next meeting.

**(c) pendant lighting** - ongoing maintenance is a concern and the requirement is for something that disseminates light over a wide area. Having a Mayflower ship on the rear wall of the staircase has previously been discussed by members but Ingleton Wood recommend it would not give off enough light and therefore would be ornamental rather than functional. Size of lights were discussed and the suggestions from Ingleton Wood were looked at. Light nos. 6, 8, 9 and 10 are to have their sizes provided by Ingleton Wood and a mock up of what they would look like in the stairwell was requested by the next meeting. Members are finding it hard to make decisions with no visuals. A feature light fitting can be longer lasting, possibly 10/20 years but would need replacing at the end of life. This does offer the opportunity for a building refresh. Members want counter sunk ceiling lighting in the Community Hub area. Mr Singh said he has been speaking to a specialist in this area and will make him aware that members are keen to make a feature of the ceiling.

**(d) suspended ceilings** - members are unable to visualise the ceiling design from small drawing. Mr Singh said that the ceiling/lighting specialist will know what works best in various size rooms. Cllr Adshead asked whether the specialist could attend a meeting with councillors to discuss the best options, and Mr Singh said he would arrange this. The lighting in the meeting rooms could also be discussed at that time. Ingleton Wood were given some examples of the type of lighting envisaged by the Council to see whether they are viable, affordable options for the Council chamber and meeting rooms. Members considered flexibility of furniture in the Council chamber as this would appeal to a wider range of hirers. Ms Toseland said she would provide a contact at Chelmsford City Council so that members could visit their chamber.

**(e) parking spaces** - it was agreed that having a 1 and 3 configuration did not work. Ingleton Wood share the concerns, are currently working with planners to identify the best positioning, and will keep the Council up to date with this issue.

**(f) recording of council meetings** - Cllr Dear had provided a photograph of the equipment used at Basildon Borough Council. Their recordings are transmitted live or can be listened to at any time. It was asked whether additional infrastructure is required/ Ingleton Wood said that they would provide the wired cabling for it. Cllr Moore asked whether there was additional work to the staff in uploading the recordings.

**(g) Inclusion in tender of ongoing maintenance costs** - Ingleton Wood were asked that the following is included in the tender with regard to ongoing maintenance costs. Lift, alarm, CCTV, access control, fire system. It is important for the Council to know other costs aside from the build costs for budgeting purposes going forward. Ingleton Wood did say that could be done, but that the brand required would need to be specified beforehand before it goes into the tender. Companies are often asked what the first and second year

maintenance costs are for preparation of budgets. This can be identified as a separate line item in the tender.

**85. Consideration of Material for Press Release/Social Media**

Cllr Tomlin brought up the proposal that the Council Chairman should top-out the building. Whether that takes place at the start or end of the project may depend upon how photogenic the site is.

**86. Questions from the Press and Public**

There were none.

**87. Next Meeting Date**

Thursday 22nd November at 8.30am.

Cllr A Adshead  
Chairman of the Committee

The Chairman closed the meeting at 4.32pm.

Chairman:..... Date: .....