

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Coach House on Thursday 22nd November 2018 at 8.30am

Chairman: Cllr A Adshead
Vice Chairman: Absent
Councillors: M Dear, M Moore, C Roberts, M Roessler, G Talbot, A Talboys,
F Tomlin, J Tutton

Also in attendance: Mr Amandeep Singh, Ingleton Wood, Mr Karamjit Sidhu, Armstrong Ceiling Solutions and the Town Clerk

88. Apologies for absence

Apologies were received from Cllrs J Clark and J Devlin

89. Declarations of interest

None.

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

There were none.

91. Minutes of the Finance & GP Committee meeting held on 22nd November 2018

Members received and considered the minutes of the meeting held on Thursday 22nd 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.

92. Chantry Way Centre

Members considered/discussed the following which had been identified at the previous meeting:

(a) suspended ceilings and lighting options

(i) Main Hall. Members were advised that the main consideration for the hall ceiling was the acoustic requirement. Mr Sidhu suggested that for a 162 seater hall with stage that will be used for performances, plays, speakers, films, etc. it needs to be versatile and multi-functional. He recommended a medium density product as Class A sound absorption is not required. The most cost effective option is a mineral fibre tile, although limited in sizing availability it does provide better insulation. LED lighting can be placed within the tiles in any design configuration the Council chooses. The maintenance is straightforward and the tiles/lights can be replaced from either above or below. In response to a question it was confirmed that there will be zonal switching capability in the main hall.

Resolved: that the medium density mineral fibre tile forms the ceiling in the main hall and this requirement is to be included as part of the tender specification.

(ii) Community Hub. Mr Sidhu suggested this could be given the wow factor with a suspended cloud type ceiling. This can be in any configuration. Members were unsure as to what exactly this will look like, therefore it was;

Resolved: Ingleton Wood to provide examples of ceilings which will be circulated to members for discussion at the next meeting.

(iii) Council Chamber and meeting rooms. Mr Sidhu recommended a ceiling tile that blocks sound and in which lights can be placed either in channels or spotlights.

Resolved: that this option is to be included in the tender specification.

(iv) lobby area and stairwell

Resolved: that the design (when agreed) for the Community Hub ceiling is taken through into these areas.

(v) toilets

Resolved: a basic functional ceiling tile is to be used

(vi) office

Resolved: to use a ceiling tile similar to the meeting rooms with sound blocking ability but not necessarily higher specification.

(vii) kitchen

Resolved: to use a smooth finish ceiling tile as this will make cleaning easier.

(b) provision of screens in meeting rooms

Members felt that approximate room sizes needed to be in front of them so they were able to better determine what size screen is required in each room. Updated drawings to be obtained from Ingleton Wood which will be put on the large screen to assist members.

Resolved: further discussion was deferred until the next meeting

(c) recording of Council meetings

Cllr Tomlin had circulated some questions about how Basildon Council operate their recording of meetings which the Town Clerk had spoken to Paul Burkinshaw at BBC about. Mr Burkinshaw advised that the microphones Cllr Dear had presented at the last meeting cost £1,000 each. An ipad is plugged into the microphone which records to an online platform called Modern.Gov, and this automatically transfers to the Public Eye site which they use for publishing their video recordings. The cost is approximately £12,000 per year, but they do video rather than just audio recordings which would be the Town Council's requirement. The recording of each meeting is only kept until the next one, so that averages around an eight week period when they are available. Mr Burkinshaw suggested that the Town Council could have their old stalk microphones which members were interested in pursuing.

Resolved: that BBC are asked if the Town Council could have their old microphones, and then further investigation is undertaken to find out whether they would be suitable for use with recording equipment.

(d) any other items identified for inclusion in the tender specification

Cllrs Adshead and Roessler have reviewed the plans and drawn up a list of questions which will be circulated to members for their input and any possible additions. This will then be presented to Ingleton Wood for either answering or including in the tender. Mr Singh explained that as soon as the tender document is ready Ingleton Wood will attend a meeting to talk it through with councillors.

(e) Dates of Next Meetings

It was agreed to keep the same schedule.

Resolved: the next two F& GP meetings will be on Tuesday 27th November at 3.30pm and Thursday 29th November at 8.30am.

93. Consideration of Material for Press Release/Social Media

Nothing at this time

94. Questions from the Press and Public

There were none.

95. Next Meeting Date

Tuesday 27th November at 3.30pm.

Cllr A Adshead
Chairman of the Committee

The Chairman closed the meeting at 9.35am.

Chairman:..... Date: