

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Coach House on Tuesday 27th November 2018 at 3.30pm

Chairman: Cllr A Adshead
Vice Chairman: Absent
Councillors: J Clark, M Dear, M Moore, M Roessler, G Talbot, J Tutton

Also in attendance: the Town Clerk

96. Apologies for absence

Apologies were received from Cllrs J Devlin, C Roberts, A Talboys and F Tomlin. Cllr Clark arrived late.

97. Declarations of interest

None.

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

There were none.

99. 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 22nd November 2018 be approved as a correct record and signed by the Chairman.

100. Chantry Way Centre

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

a) Community hub ceiling - Cllr Adshead proposed that a design is selected purely for the purpose of issuing the tender. The intricate detail will be looked at later in the process. This will not be a binding decision of the council. The baffle ceilings were considered too intricate for the small space of the community hub and it was therefore

Resolved: that for the pricing purpose of the tender a hexagonal/honeycomb ceiling should be selected.

b) Meeting room screen requirements

Resolved: that for tender purposes Ingleton Wood are asked to include a screen size of 75" (40kg) in each meeting room.

c) Other issues

Cllrs Adshead and Roessler have prepared a list of queries/issues and allocated to each where the answer should be coming from. The list contains items that have been mentioned previously such as rainwater harvesting, which do not seem to have appeared in

the building specification. Cllr Roessler expressed his concerns that Ingleton Wood do not appear to be driving the project. This view was supported by Cllr Dear.

Resolved; that Ingleton Wood are asked for a weekly progress meeting to go through the issues identified. Their responses will then be fed back to F&GP Committee.

Various points on the list were discussed and the following was;

Resolved: (i) the Town Clerk will arrange a meeting with a specialist audio visual company to obtain their advice on the equipment required for the main hall and potential cost; (ii) CCTV (no. 6) - that there is provision for six cameras in the tender with the other rooms wired up for cameras in the future if it is deemed necessary; (iii) Hatch into office (no. 8) - to be secure glass with ability to pass parcels/documents through a hatch; (iv) Intercom on front door (no. 10) - assumed as included in specification but intercom on community hub desk (no. 11) to be removed; (v) clarity required re provision of hearing induction loop (nos. 12 and 13); (vi) Permanent stage (no. 15) is a requirement; (vii) Chairs (no. 16) Ingleton Wood to provide details about how much space 162 chairs would take up in the storage cupboard and tables would need to have folding legs for ease of storage; (viii) Controls for lights/sound on the stage (no. 20) - whoever is controlling these needs to have sight of the stage; (ix) Kitchen (no. 22) plumbing to be put in for a dishwasher as decision can then be taken at a later date as to whether to provide one or not and no freezer to be provided; (x) Kitchen (no. 23) 5 double sockets to be provided in food preparation area; (xi) Council Chamber (no. 30) need to see that 22 seats can be accommodated around the table; (xii) Upstairs lobby (no. 30) plumbing to be provided for water facility so heater to be moved; (xiii) external sensor lights are needed on the outside of the building for emergency use (no. 32); (xiv) Power supply (no. 33) required for external lighting (i.e. into Mr Green's car park); (xv) CCTV required (no. 36) with ability to see who is at front entrance door; (xvi) Council Chamber to be kept in a fixed format (no. 37) as there are three other meeting rooms which can be as flexible as necessary.

101. Consideration of Material for Press Release/Social Media

Nothing at this time

102. Questions from the Press and Public

There were none.

103. Next Meeting Date

Thursday 29th November at 8.30am.

Cllr A Adshead
Chairman of the Committee

The Chairman closed the meeting at 17.20pm.

Chairman:..... Date: