BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Coach House
on Thursday 19th September 2019 at 7.00pm

Chairman: Cllr A Adshead
Vice-Chairman: Cllr M Roessler
Councillors: J Devlin, C Roberts, G Talbot, A Talboys, F Tomlin

Also in attendance the Town Clerk

37. Apologies for absence

Apologies were received from Cllrs J Clark, M Dear, M Moore, J Tutton

38. Declarations of interest with regard to items on the Agenda

None.

39. Public Participation session with respect to items on the Agenda

There were none.

40. Minutes of the Finance & GP Committee meeting held on 18th July 2019

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

Resolved: that the minutes of the meeting held on 18th July 2019 be approved as a true and accurate record and signed by the Vice-Chairman.

41. Financial Report

Members receiving the following;

(a) Income and Expenditure by Committee 1st April -13th September 2019

(b) Payments 1st April to 13th September 2019

(c) Bank Account Balances at 13th September 2019

Resolved: that all of the above information be noted.

42. Application for Donation

Members considered a donation request from Essex and Herts Air Ambulance. Cllr Tomlin proposed that the Town Council donates £100. Seconded by Cllr Talboys.

Resolved: that Essex and Herts Air Ambulance receives £100.

43. Youth Town Council - meeting held on 17th September 2019

As there were no members of the Youth Town Council working party present the Town Clerk informed members that the video made by youth councillors to promote membership is now in the final editing stages. It is hoped this will be able to be shown to members of Stansted Parish Council who are visiting on 1st October as they are looking to set up a youth council in their parish. Youth Councillors will be helping at the Lake Meadows fireworks again this year, and also the Christmas Lights switch on.

Resolved: information noted.

44. Chantry Way Centre (Billericay Town Hall)

Members received and considered the following:

a) Buy a Brick Scheme.

Following an advert in the last Town Crier, 8 residents and 1 business had contacted the Town Clerk to express an interest. Discussion took place about whether donations should be noted on a scroll inside the building or engraved on an actual brick placed into the path. Some members felt this type of scheme was more suited to the new skatepark as a contribution for the town's youth. Cllr Devlin explained that if the Buy a Brick scheme is taken forward then it fits in with the health and wellbeing initiative that is currently being heavily promoted amongst local councils. Also, people like to be involved with local projects as it gives them a sense of ownership. After further discussion it was:

Resolved: that Cllr Devlin comes up with a scheme proposal for presentation to the next F&GP Committee on 31st October.

b) Update on Project Status

Cllr Adshead informed members that the performance bond from AW Hardy is nearing completion. Foundations are now 50% complete but the build is 9 days behind due to delays from Ingleton Wood over the technical drawings for the steels. This is now sorted and the steel is due on site 3rd October. By mid November the building will be at first floor level and second floor level by mid December. The completion is scheduled for July 2020. In response to a question Cllr Adshead confirmed that when the building is handed over to the Town Council the fabric of the building, toilets, kitchen, flooring etc. will all be included. The Town Council will just need to move their furniture and office equipment in. The first payment to AW Hardy is shortly due and they have advised this will be in the region of £40,000 to £50,000. Their cash flow forecast indicates a spend of £100,000 to £110,000 up to January 2020, then from February it will rise up to £190,000 in May. It is anticipated that the initial invoices will be paid from Town Council reserves and the PWLB will be first drawn down in December.

Resolved: information noted.

c) Value Engineering - Update on amendments to VRF system

As part of the value engineering process a saving of £13,900 was identified by removing the climate control system from the three meeting rooms. Although this saved money

additional condenser units and acoustic surrounds were required to be placed on the outside of the building which would cost £14,000. There were also concerns from the architects that the required location of the condenser units would cause noise issues for local residents. Following discussions with Ingleton Wood it has been agreed to revert to the original VRF system so that the building is fully climate controlled.

Resolved: Information noted.

45. Renewal of Photocopier Contract

Members considered a report from the Town Clerk which gave the following options: (i) do nothing and continue with existing supplier until contract end date of December 2020 which would cost approx £1,800; (ii) enter into new contract with existing supplier - upgrade to new machine at an annual cost of £1,304 or keep existing machine at a cost of £1,100; (iii) switch contract to COS Supplies who will facilitate early termination of current contract at no cost to the Council, provide a higher inclusive copy allowance for both mono and colour and upgrade the machine at an annual cost of £1,044. They have also confirmed that they will move the machine to the new building free of charge.

Cllr Adshead proposed that members approve Option (iii) above. Seconded by Cllr Roberts.

Resolved: that a new contract in entered into with COS Supplies to provide the Town Council's photocopier.

46. Insurance Renewal

Members considered the information from the Council's brokers WPS following their recent tender process and noted that Royal and Sun Alliance are their new scheme insurers. Cllr Talbot proposed that as per the recommendation from our brokers the Town Council renews their insurance with Royal and Sun Alliance. Seconded by Cllr Tomlin.

Resolved: that the Council's insurance is renewed on a three year deal with Royal and Sun Alliance at a premium of £4,617.

47. Notice of Conclusion of Audit 2018/19

Members received the AGAR Section 3 - External Auditors report and noted that there were no matters requiring attention.

Resolved: information noted.

48. Billericay Swimming Pool Future Options

Cllr Adshead informed those present that the pool will be discussed at the Neighbourhood and Open Spaces Committee meeting at BBC on 25th September. Cllr Talboys proposed that Cllr Adshead attend the meeting and speak on behalf of the Town Council. Seconded by Cllr Tomlin.

Resolved: that Cllr Adshead attend the Neighbourhood and Open Spaces Committee on 25th September.

49. Staff Review

Members were advised that the Chairman and Vice Chairman recently undertook the appraisal of the Town Clerk and that if any member wished to see it then a copy can be viewed in the Clerk's office upon request.

Resolved: information noted.

50. Consideration of Material for Press Release/Social Media

- Photographs from the Town Hall groundbreaking to go on social media

51. Questions from the Press and Public

None.

Cllr A Adshead
Chairman of the Committee

The Chairman closed the meeting at 7.47pm.

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

List of Payments made between 12/07/2019 and 13/09/2019

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
18/07/2019	R Wiseman	100823	100.00		BiB Judging Fee
18/07/2019	M Taylor	100822	139.60		BiB Judging Fee/Mileage
19/07/2019	AJA Property Maintenance	ONLINE	150.00		High Street planters
19/07/2019	Amethyst Horticulture	ONLINE	210.38		hanging baskets at office
19/07/2019	Bakers of Danbury Limited	ONLINE	1,176.00	Env Comm 9.4. min 99	wall & plinth repairs to WM
19/07/2019	Elwell Taylor	ONLINE	7.12		service charge 24/6-28/9
19/07/2019	Rainer Hughes	ONLINE	600.00		Build contract legal review
19/07/2019	Skippers Ground Maintenance	ONLINE	192.00		rose bed works FG
19/07/2019	A Talboys	ONLINE	14.40		mileage exps BiB
19/07/2019	K Mordecai	ONLINE	24.20		travel exps training
19/07/2019	D Tonkiss	ONLINE	25.28	F&GP 31.1 101 (ii)	travel exps
19/07/2019	J Henshaw	ONLINE	22.25	F&GP 13.6 min 32(b)	travel expenses
19/07/2019	Essex Pension Fund	ONLINE	1,335.44		staff pensions July 19
19/07/2019	EDF Energy	ONLINE	78.02		Coach Hse electricity
19/07/2019	EDF Energy	ONLINE	929.44		Xmas Lights 2018 electricity
23/07/2019	Plusnet PLC	DD	52.20		broadband fee
25/07/2019	Canon Roche Social Centre	100824	25.00		depost BiB Prizegiving 2020
26/07/2019	PAYFLOW	PAYFLOW	4,768.24		Salaries and HMRC July
26/07/2019	Venta Acoustics	ONLINE	225.00		acoustic report for Chantry
26/07/2019	Field & Lawn	ONLINE	4,290.00		25% depost xmas lights install
26/07/2019	Rural Community Council	ONLINE	138.60	F&GP 18/7 min 27	annual membership fee
26/07/2019	M Moore	ONLINE	117.26		expenses BiB
26/07/2019	Victor Trophies Ltd.	ONLINE	72.00		BiB engraving
26/07/2019	Corona Corporate Solutions	ONLINE	298.88		Copier charges Jun to Sept
05/08/2019	barclays bank plc	DD	9.50		bank charges 13/6 to 14/7
06/08/2019	Basildon Borough Council	DD	119.00		rates public toilet
06/08/2019	Basildon Borough Council	DD	53.00		rates car park spaces
06/08/2019	Basildon Borough Council	DD	565.00		rates office premises
07/08/2019	Lyreco	ONLINE	80.76		stationery
07/08/2019	Skippers Ground Maintenance	ONLINE	394.01		Festival Gdns/Jim Shields
07/08/2019	ABLC	ONLINE	20.00		ABLC subs 19/20
07/08/2019	Field & Lawn	ONLINE	8,580.00		50% second deposit Xmas Lights
07/08/2019	PKFLittlejohn	ONLINE	960.00		external audit fee
07/08/2019	Ingleton Wood	ONLINE	4,822.86		professional fees
07/08/2019	M J Rawlingson	ONLINE	95.09		office cleaning June
07/08/2019	M J Rawlingson	ONLINE	95.09		office cleaning July
07/08/2019	Wave (Anglian Water Business)	ONLINE	45.19		Coach Hse sewerage charges
12/08/2019	Barclays Active Saver	007 19/20	65,000.00		trsfr from current acct
13/08/2019	Barclaycard	DD	1,320.02		credit card expenditure
15/08/2019	Supplies4Business	ONLINE	36.96		sheet music F of R
15/08/2019	Wave (Anglian Water Business)	ONLINE	178.79		public toilet sewerage
15/08/2019	EDF Energy	ONLINE	25.02		electricity coach house
15/08/2019	EDF Energy	ONLINE	121.47		electricity public toilet
15/08/2019	EDF Energy	ONLINE	269.89		electricity office
15/08/2019	essex pension funds	ONLINE	1,335.44		staff contributions aug

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Billericay Town Council

Barclays Current Account

List of Payments made between 12/07/2019 and 13/09/2019

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
19/08/2019	British Telecom	DD	512.12		quarter telecoms bill
22/08/2019	Wave (Anglian Water Business)	ONLINE	62.02		sewerage charges Chantry
23/08/2019	Plusnet PLC	DD	52.20		broadband fee
23/08/2019	PAYFLOW	PAYFLOW	4,768.24		HMRC & Salaries Aug
05/09/2019	Barclays Bank PLC	DD	14.00		charges 15/7 - 12/8
06/09/2019	Basildon Borough Council	DD	53.00		business rates car park
06/09/2019	Basildon Borough Council	DD	119.00		business rates public toilet
06/09/2019	Basildon Borough Council	DD	565.00		business rates office premises
10/09/2019	British Telecom	100825	2,547.20		removal of pole @ Chantry site
13/09/2019	Barclaycard	DD	71.10		First aid equipment restock
13/09/2019	M J Rawlingson	ONLINE	123.60		premises cleaning
13/09/2019	Ingleton Wood	ONLINE	4,800.00		prof fees
13/09/2019	J Clark	ONLINE	86.20		travel expenses
13/09/2019	J Devlin	ONLINE	64.05		travel expenses
13/09/2019	D2D Distribution Ltd	ONLINE	1,050.00		distribution of Town Crier Aug
13/09/2019	AJA Property Services	ONLINE	46.62		replace lamps at War Mem
13/09/2019	Skippers Ground Maintenance	ONLINE	394.01		Fes Gdns/Jim Shields
13/09/2019	EDF Energy	ONLINE	26.69		Coach House electricity
13/09/2019	Ingleton Wood	ONLINE	3,600.00		professional fees
13/09/2019	AJA Property Services	ONLINE	40.00		re hang Xmas tree lights
13/09/2019	Corona Corporate Solutions	ONLINE	295.97		photocopy charges
		Total Payments	118,409.42		