

## BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting  
held in the Coach House  
on Thursday 20th June 2019 at 9.30am

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

Also in attendance the Town Clerk

### Initially in the Chair – Vice-Chairman Cllr M Roessler

**15. Apologies for absence**

Apologies were received from Cllrs J Devlin, C Roberts, F Tomlin. Cllr Adshead arrived later.

**16. Declarations of interest with regard to items on the Agenda**

None.

**17. Public Participation session with respect to items on the Agenda**

There were none.

**18. Minutes of the Finance & GP Committee meeting held on 6th June 2019**

Members received and considered the minutes of the meeting held on Thursday 6th June 2019.

**Resolved:** that the minutes of the meeting held on 6th June 2019 be approved as a true and accurate record and signed by the Vice-Chairman.

**19. Chantry Way Centre**

Members received and considered the following:

**(a) Updated Tender Report from Ingleton Wood.** Cllr Roessler informed members he had been through the report and highlighted a few items which need clarification from Ingleton Wood at the meeting with them on 24th June. He has concerns over the wording "provisional sum" which is mentioned in a few areas, and feels the specification needs to be tightened up to protect the Council and limit the number of variable amounts so there are no surprises. It is expected that all this will be sorted before the contract is signed. Items that need to be queried will be listed and presented to Ingleton Wood for their further investigation and response.

- Access up embankment from Chantry Way for deliveries to site. Members had concerns about whether this was achievable. The Council needs to receive confirmation about who exactly will be responsible for managing this, i.e. project manager or contractor, and how the contractor proposes it will work. It is expected that some sort of temporary licence will be required from ECC Highways. Written confirmation will be required to prevent any dispute arising during the project.

## In the chair - Chairman Cllr A Adshead

- What is the fall back position if the contractor is unable to take deliveries onto the site from that position?
- Costs to be fixed as much as possible prior to the contract being signed and the Council to have a full understanding of any variables.
- 3.9.3 - Clarification required on how the automated doors work and also confirmation that the £4,400 is in the tender.
- 3.11.3.1 - Gradus - what is this?
- 3.7.15 - Is a quote for removal of the telegraph pole included? Cllr Dear said the Council should be mindful of whether removal of this could cause delay to the build as utility companies take a while to schedule work of this nature. Steve Crooks to be asked for the best approach, i.e. whether this should be removed as soon as possible.
- Under Floor Heating (UFH) members want this to remain in the main hall and therefore it is not to be removed from the tender.
- Sanitaryware. Query the amounts and what these consist of.

Members also considered the responses from two other contractors, however Cllr Roessler proposed that the Council only pursues negotiations with AW Hardy as the preferred supplier. Seconded by Cllr Moore.

**Resolved:** that the Town Council continues negotiations with AW Hardy only as the preferred supplier.

Members considered the document from Ingleton Wood detailing the potential cost savings and revised total project cost. Discussion took place about the maintenance and ongoing running costs for under floor heating, however the general consensus of opinion was that this is definitely a requirement and preferable to radiators. Cllr Dear proposed that under floor heating is kept in. Seconded by Cllr Talboys.

**Resolved:** to keep under floor heating in the main hall as part of the specification, and Ingleton Wood asked to confirm whether this impacts on anything else that has been amended as part of the value engineering process.

- What exactly is meant by reduced CCTV coverage?
- What control is there over sub-contractors? Cllr Tutton asked whether the Town Council has any say over who is appointed or is the Council expected to perform their own due diligence.

Items that have been removed from the budget are the glazed partition walls in the Clerk's office and custom built furniture in the Council chamber. These two items represent a saving of just over £25,000. Not using glass for the entrance canopy saves a further £6,000 and using single ply roofing saves £14,500. Members discussed the flagpoles and bicycle shelter and it was;

**Resolved;** (i) to omit the end panels of the bicycle shelter saving £350, and; (ii) remove the provision of flagpoles from the tender

- What does "design compromise" mean with regard to the kitchen?
- Signage - clarification required as to whether this is to be omitted from budget

- Toilets - confirm sought as to whether the pipes are being enclosed or not
- External windows - how will they be cleaned? Members are particularly concerned about the windows in the roof of the Council chamber
- CCTV of works - Ingleton Wood have given a figure of £4,080 (presume SC stands for Steve Crooks?) what would this amount get the Council?
- The contingency amount seems low - why is this?
- Estimates for legal fees - can Ingleton Wood confirm that the figures given are for the the Council's costs only and does not include any costs that Ingleton Wood might incur for legal work
- CCTV Access Control specification required

Cllr Adshead informed members that the Council's direct costs will need to be revisited before deciding how the building will be fitted out. A facilities management company could be used to source and install all furnishings, or the Council can do it independently to save money. Both options will be looked to determine time and cost savings.

A copy of these minutes are to be sent to Ingleton Wood so that they can prepare their responses for the meeting on 24th June at 2pm.

**(b) additional funding schemes.** members discussed a proposal from Cllr Devlin about raising money via a sponsor a brick type scheme. It was felt that money could be raised more easily from public subscription (e.g. crowdfunding) when it was for something like the War Memorial or a sculpture in Jim Shields, but members had doubts about whether a buy a brick scheme would be feasible in Billericay. Cllr Dear was in favour of the idea and said that a scroll with donor's names could be placed inside the building rather than being inscribed into a brick on the path outside.

**Cllr Talboys left the meeting.**

Further discussion took place and it was;

**Resolved:** Cllr Dear will write an article for the Town Crier to find out whether there is an appetite amongst residents and businesses for this type of scheme

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

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

None.

Cllr A Adshead  
Chairman of the Committee

The Chairman closed the meeting at 11.20am.

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