



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Cllr Jim Devlin

28th May 2021

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the **Council Chamber at the Chantry Centre, Chantry Way, Billericay CM11 2AP on Thursday 3rd June 2021 at 7pm** when the under mentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

Councillors: A Adshead, J Clark, R Clark, M Dear, J Devlin, J Henshaw, M Moore,
M Roessler, G Talbot, A Talboys, M Thomas

Members are reminded that they should declare an interest, where appropriate, with regard to items on the Agenda.

AGENDA

- 1. Election of Chairman for municipal year 2021-22**
- 2. Apologies for absence**
- 3. Appointment of Vice-Chairman**
- 4. Members to declare an interest with regard to items on the Agenda**
- 5. Public participation session with respect to items on the agenda and other matters that are of mutual interest**
Members of the public to be invited to speak on any matters contained within the agenda and which are of mutual interest.
- 6. Minutes of the Previous Meeting held on 8th April 2021**
To receive and consider the minutes of the meeting held on Thursday 8th April 2021
(copy previously circulated)

7. **Financial Report**

To receive and consider the following:

(a) Income and Expenditure by Committee 1st April 2021 – 27th May 2021 (**herewith**)

(b) Payments 1st April – 27th May 2021 (**herewith**)

(c) Balance Sheet as at 27th May 2021 (**herewith**)

(d) Ear Marked Reserves – it is proposed to move £91,600 from the EMR Building Fund to General Reserves. Under Financial Regulation 4.9 changes in earmarked reserves shall be approved by council as part of the budgetary control process (**see explanation - Appendix 1**)

8. **PWLB**

Members to receive and consider the following:

(a) **Drawdown Request**

Members are reminded that F&GP Committee 12th December 2019 gave the Chairman and Town Clerk delegated powers to drawdown funds from the loan as and when required. There is £200,000 remaining which has to be drawn down by 29th June 2021. It is therefore proposed to draw down a final tranche of £120,000 (**see explanation – Appendix 1**)

(b) **Notification of Repayment**

Statement of repayment due 23rd June 2021

(**see attached statement**)

9. **The Chantry Centre**

Members to receive and consider the following:

(a) review of bookings

(b) outstanding building issues

(c) **Building Signage**

The fit out budget for the Chantry Centre allows £5,000 for an illuminated sign in the stairwell and £2,000 for external signage. Options include both internal and external signs, an internal sign only or an external sign only. Members to discuss how they wish to proceed.

(d) **Staging**

The fit out budget allowed £10,000 for staging in the hall significantly increasing its potential use for performances. The attached design included as part of the original construction proposal showed a portable stage covering a surface area of 6m by 3.75m with a height of 72cm. (Note that the stage layout is flexible). 3 trollies measuring 1m square would be used to store the stage when not in use - these would be located in either the main Secure Store or the rear Stage Store. The original quote (dated November 2018) suggested a cost of £7,200 Members to discuss whether they agree to this broad design. If so, updated quotes will be obtained for review. (**design details herewith – electronic copy only**)

10. **Going “Paperlight”**

The additional workload created by the Chantry Centre means the Clerks no longer have sufficient time available to prepare and distribute hard copies of reports/documents to accompany Agendas. The legal requirement is that ONLY the Summons specifying the business to be transacted is sent to Councillors, either by post or electronically. See LGA 1972

Sch12 <https://legislation.gov.uk/ukpga/1972/70/schedule/12/paragraph/10>. It is proposed that this Committee makes the following recommendation to full Council:

(i) that following the Town Council meeting of 24th June, any members requiring paper copies of accompanying documents are to be provided with a ream of paper (500 sheets) upon request for their personal printer, and; (ii) that they are also able to submit an expenses claim for the cost of ink cartridges up to a value of £50 pa.

11. Items for Consideration for Social Media/Press Release

12. Questions from the Press and Public

Those present may ask a question about anything on the Agenda or any other matter that is of mutual interest.

The Public and Press are cordially invited to attend

Please contact the Town Clerk for further information