



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Cllr Jim Devlin

16th September 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 23rd September 2021 at 7pm** when the under mentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss
Town Clerk

Chairman: Cllr A Adshead
Vice-Chairman: Cllr M Roessler

Councillors: J Clark, R Clark, M Dear, J Devlin, J Henshaw, M Moore,
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. **Apologies for absence**
2. **Members to declare an interest with regard to items on the Agenda**
3. **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.
4. **Minutes of the Previous Meeting held on 15th July 2021**
To receive and consider the minutes of the meeting held on Thursday 15th July 2021
(copy previously circulated)
5. **Financial Report**
To receive and consider the following:
 - (a) Income and Expenditure by Committee 1st April – 16th September 2021 **(herewith)**

(b) Payments 10th July – 16th September 2021 (herewith)

(c) Balance Sheet as at 16th September 2021 (herewith)

(d) Quarterly Bank Reconciliation Verification – this was undertaken by Cllr M Mordecai on 15th July 2021 (checksheet attached)

(e) to approve an overtime payment to the Committee Clerk of £335.70 for 30 hours additional time worked during July and August.

(f) For information: an amount of £13,316.94 is to be transferred from EMR Building Fund – to cover a number of small expenses associated with the fit out costs **(an itemised listing is available on request)**

6. Grant Applications

To receive and consider the following 3 applications:

(a) Friends of Lake Meadows for £375.95 to purchase plants to replenish the rhododendron area

(b) Billericay Men's Shed for £500 to go toward the refurbishment of an old building in Lake Meadows park

(c) Billericay Parkrun are looking for a grant of between £250 and £500 to go towards the purchase of an Automatic Electronic Defibrillator

(all grant applications herewith)

7. Insurance Renewal

Members to approve renewal of the Town Council's insurance with Royal and Sun Alliance (final year of a 3 year LTA) at a cost of £6533.20.

8. Sub-Committees/Working Parties/Project Groups

To receive and consider the following minutes;

(a) Staffing Sub-Committee meeting held on 5th August 2021 (herewith)

9. Youth Town Council

To receive and consider the minutes of the meeting held on 21st September 2021 **(copy will be circulated prior to meeting if available)**

10. The Chantry Centre

Members to receive and consider the following:

(a) to approve an annual maintenance contract with SES (see attached) at a cost of £4,920.

(b) to approve annual clearing of the gutters by Hardy Sherwood (roof installer) at a cost of £600 per year

(c) the Covid Community Building Fund is open for grant applications of up to £15,000. This is to assist building managers to make adaptations to ensure Covid compliance, allowing people to safely use community buildings. Members to propose ways in which the Council could utilise this grant

(d) to receive and note the annual fire risk assessment which took place on 10th September 2021 **(herewith)**

(e) a legionella risk assessment for the water systems within the building is a legal requirement and was not done by the builder prior to handover, therefore the Council needs to appoint a contractor to undertake one which will be used to implement a regime to meet compliance. Quotes have been obtained from Primec (Braintree based) for £475 + VAT, Salvum (nationwide company) £450 + VAT and Envirotec (Chelmsford based) quote requested but not received at time of preparing Agenda.

11. Chantry Centre Operational Management

Members to receive and consider;

(a) key performance indicators (KPIs) for the Centre **(herewith)**

(b) that a proposal for the formation of a new working party to oversee the management and running of the Centre is submitted to full Council on 30th September **(herewith)**

12. Items for Consideration for Social Media/Press Release

13. 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**