



Billericay Town Council

YOUR QUALITY COUNCIL

www.billericaytowncouncil.gov.uk

Chairman: Cllr Jim Devlin

22nd October 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 28th October 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 23rd September 2021**

To receive and consider the minutes of the meeting held on Thursday 23rd September 2021
(copy herewith)

5. Financial Report

To receive and consider the following:

(a) Income and Expenditure by Committee 1st April – 22nd October 2021 **(herewith)**

(b) Payments 17th September – 22nd October 2021 **(herewith)**

(c) Balance Sheet as at 22nd October 2021 **(herewith)**

6. Sub-Committees/Working Parties/Project Groups

To receive and consider the following minutes;

(a) Communications WP meeting held on 30th September 2021 **(herewith)**

7. Youth Town Council

To receive and consider the minutes of the meetings held on 5th October **(copy herewith)** and 19th October 2021 **(copy will be circulated prior to meeting if available)**

8. Annual Review of Financial Regulations

Members to receive and consider the financial regulations. It is proposed that no amendments are made. **(electronic copy herewith)**

9. The Chantry Centre

Members to receive and consider the following:

(a) Radio Mics - batteries for the 2 x radio microphones get used up very quickly, and hirers are often not able to use them. It is proposed that a battery recharge unit is purchased at a cost of £250.

(b) Build Retention Monies - to recommend release of the retention payment of £43,040 to AW Hardy, subject to the satisfaction of the Town Clerk and Chair or Vice-Chair of F&GP that all items on the snag list have been resolved. This work is being carried out on 3,4 and 5th November.

(c) Defibrillator - further to Minute 59 from full Council 30th September a suitable defibrillator has been identified **(see attached)** and will be placed on the exterior brick wall above the postbox. Members to approve purchase by the Town Council at a cost of £1.335 (exc. VAT) which will be reimbursed by the Lions Club of Billericay. The Lions will also be paying the installation cost.

(d) Trees in front of the Centre - Three of the trees are dead or close to dying and AW Hardy has a contractual obligation to replace any that fail within the first year. Discussion has taken place with AW Hardy and the Chair and Vice-Chair of H,W and Env Committee and a refund of £500 from AW Hardy has been agreed. This will be transferred to H,W and Env to make a decision on how best to replace them.

(e) RCCE /ECC Covid Safe Community Buildings Fund - Further to minute 31(c) from F&GP 23rd September, following investigation, staff feel that a cordless scrubber dryer machine would be best for cleaning the vinyl floors as a mop and bucket is not very fast and takes a long time to dry. Members are advised that the Fund expects applicants to contribute towards the project themselves, so members are asked to approve the Town Council funding 50% of the cost of a machine which is £2,377.06. **(photograph attached)**

10. Chantry Centre Operational Management

Members to receive and consider;

(a) an up to date set of key performance indicators (KPIs) for the Centre **(herewith)**

(b) that the building closes to hirers between 24th December and 3rd January inclusive. Currently there are some regular bookings scheduled during this period but feedback from hirers is that it's unlikely anything will take place (there is a Planning Committee on 29th December). This will also allow staff to take annual leave over the Christmas and New Year period.

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**