



# Billericay Town Council

YOUR QUALITY COUNCIL

[www.billericaytowncouncil.gov.uk](http://www.billericaytowncouncil.gov.uk)

Chairman: Cllr Jo Clark

28<sup>th</sup> October 2022

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 3<sup>rd</sup> November 2022 at 7pm** when the under mentioned business is proposed to be transacted.

Yours faithfully,

Deborah Tonkiss  
Town Clerk

**Chairman:** Cllr M Mordecai  
**Vice-Chairman:** Cllr R Clark

**Councillors:** A Adshead, J Clark, M Dear, M Moore, M Roessler, G Talbot,  
A Talboys, M Thomas, J Tutton

Members are reminded that:

- (i) they should declare an interest, where appropriate, with regard to items on the Agenda.
- (ii) any questions about items in the Financial Reports should be submitted to the Town Clerk in advance of the meeting if possible.

## 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 14<sup>th</sup> July 2022**  
To receive and consider the minutes of the meeting held on Thursday 14<sup>th</sup> July 2022  
**(copy previously circulated)**

**5. Financial Report**

To receive and consider the following:

- (a) Income and Expenditure by Committee 1<sup>st</sup> April 2022 – 27<sup>th</sup> October 2022 **(herewith)**
- (b) Payments 12<sup>th</sup> July 2022 – 27<sup>th</sup> October 2022**(herewith)**
- (c) Balance Sheet as at 27<sup>th</sup> October 2022 **(herewith)**

**6. Grant/Donation Requests**

To receive and consider the following:

- (a) a donation request from Essex and Herts Air Ambulance. As a reminder, the Council last donated £100 to this organisation in September 2019 **(letter attached)**
- (b) Community Support Grant – a request for £100 towards hire fees has been received from Second Buttsbury Brownies who are now holding their meetings in the Chantry Centre on Tuesday evenings during term time **(application herewith)**

**7. Youth Town Council**

To receive and consider the minutes of the meetings held on 6<sup>th</sup> and 20<sup>th</sup> September, 4<sup>th</sup> and 18<sup>th</sup> October **(copies herewith)** and 1<sup>st</sup> November 2022 **(copy at meeting if available)**

**8. IT Equipment**

Further to minute 22b from F&GP 14<sup>th</sup> July, members to receive and consider the additional information regarding changes to the Council's IT requirements:

- (a) to consider whether to move the Rialtas Omega (financial) and bookings software to a Cloud based platform at a cost of £1,602 p.a. (currently £697 p.a.)
- (b) to approve the purchase of a PC to act as a mini server for the display screen, access control system (doors and fobs), and possibly the Rialtas software **(report herewith)**

**9. Town Council Insurance**

Members to retrospectively approve renewal of the Town Council's insurance with Aviva at a cost of £9,603.43.

**10. Annual Review of Financial Regulations**

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

**11. The Chantry Centre**

Members to receive and consider the following:

- (a) Replacement of Blinds in Main Hall **(report herewith)**

**12. Chantry Centre Operational Management**

Members to receive and consider the following:

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

**13. Items for Information**

**(a)** An email from Billericay Community Cinema thanking the Town Council for the provision of funding to enable them to start up in 2015. **(copy herewith)**

**(b)** Rialtas (financial software provider) has been sold to N. Harris Computer Corporation **(see attached)**

**(c)** Members may have been contacted by various individuals/organisations regarding provision of a banking hub in Billericay. See attached letter from John Baron MP regarding this issue **(herewith)**

**14. Consideration for Social Media/Press Release**

**15. 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**