

## BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting  
held in the Council Chamber, The Chantry Centre, Chantry Way, CM11 2AP  
on Thursday 3<sup>rd</sup> June 2021 at 7.00pm

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

Also in attendance the Town Clerk

### In the Chair - Cllr J Devlin

#### 1. Election of Chairman

Cllr Adshead was proposed by Cllr Moore and seconded by Cllr Clark. There being no other nominations it was;

**Resolved:** That Cllr Adshead be elected Chairman of the Committee for the ensuing municipal year.

### In the Chair - Cllr A Adshead

#### 2. Apologies for absence

Cllr J Henshaw

#### 3. Appointment of Vice-Chairman

Cllr Roessler was proposed by Cllr Adshead and seconded by Cllr Moore. There being no other nominations it was;

**Resolved:** That Cllr Roessler be appointed Vice-Chairman of the Committee for the ensuing municipal year.

#### 4. Declarations of interest with regard to items on the Agenda

None.

#### 5. Public Participation session with respect to items on the Agenda

None.

#### 6. Minutes of the Finance & General Purposes Committee held on 8<sup>th</sup> April 2021

Members received and considered the minutes of the meeting held on Thursday 8<sup>th</sup> April 2021

**Resolved:** that the minutes of the meeting be approved as a true and accurate record and signed by the Chairman.

#### 7. Financial Report

Members received and considered the following:

**a) Income and Expenditure by Committee** a copy of the accounts from 1<sup>st</sup> April 2021 to 27<sup>th</sup> May 2021

**b) Payments** 1<sup>st</sup> April 2021 to 27<sup>th</sup> May 2021

**c) Balance Sheet** as at 27<sup>th</sup> May 2021

Discussion took place about remaining expenditure on the Chantry Centre and it was:

**Resolved: (i)** that no further action is taken with regards to the installation of a misting system, as the current situation of keeping the entrance and stairs area sterile meets building regulations for fire safety, as explained by an officer from Essex County Fire and Rescue Service, and; **(ii)** that the information contained in the financial reports is noted.

**d) Ear Marked Reserves**

Members considered a report prepared by Cllr Adshead which proposed that £91,600 is moved from the EMR Building Fund to general reserves. This will bring the Town Council's reserves back up to the equivalent of 1 years precept and leave sufficient funds in the Building Fund to cover remaining expenditure on Chantry. Seconded by Cllr Moore.

**Recommendation:** that £91,600 is transferred from the EMR Building Fund to the general reserve.

**8. PWLB**

Members were advised that there is £200,000 of approved borrowing remaining on the loan which will expire on 29<sup>th</sup> June 2021, and the Chairman and Town Clerk have delegated powers to draw down funds from the loan as and when required. Following discussion it was:

**Resolved:** that a final tranche of £120,000 is drawn down from the PWLB.

**9. The Chantry Centre**

Members received the following information:

**a) Review of Bookings**

Cllr Adshead gave members an overview of current and future bookings. Meeting Rooms 1 and 2 are not being booked, but once the booking schedule is better established then the Council can revisit the charging policy and possibly lower the prices of those rooms so as to attract hirers. Discussion also took place about adding the calendar of bookings to the website so hirers can see what is available.

**b) Outstanding Building Issues**

The upstairs door between the lobby and the corridor needs adjustment to stay open which AW Hardy are arranging to carry out. The building is still currently under the 12 month warranty with AW Hardy but maintenance/service contracts will need to be set up for the heating and air conditioning going forward. There are already contracts in place for the alarm system and lift.

**Resolved:** that the above information be noted.

**c) Building Signage**

Discussion took place about how best to let residents know what the building represented and contained. It was agreed that any signage should denote both BTC and the Chantry Centre.

**Resolved:** that various signage design mock-ups are obtained and brought back to a future meeting

**d) Staging**

Members agreed that provision of staging was necessary as it gives greater hire flexibility for the hall.

**Resolved:** that the Council obtains quotations for various staging options which will be considered at a future meeting.

**10. Going “Paperlite”**

Members were advised that the legal requirement is only the Summons specifying the business to be transacted has to be sent to councillors (by post or electronically). All supporting documents could be made available as a Google Docs file which members can access and scroll through during the meetings. All papers will also be available to view on the Council Chamber screens.

**Recommendation:** (i) that approval is granted to send all documents to members electronically, and; (ii) councillors that wish to print documents are provided with a ream of paper and can also claim expenses for print cartridges up to the value of £50 p.a.

**11. Items for consideration for Social Media/Press Release**

- To consider marketing of the Chantry Centre to potential hirers.

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

None.

Cllr A Adshead  
Chairman of the Committee

The Chairman closed the meeting at 8.37pm

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