

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Council Chamber, The Chantry Centre, Billericay CM11 2AP
on Thursday 15th July 2021 at 7.00pm

Chairman: Cllr A Adshead
Vice-Chairman: Cllr M Roessler
Councillors: J Clark, R Clark, M Dear, J Devlin, M Moore, ATalboys, M Thomas

Also in attendance the Town Clerk

13. Apologies for absence

Cllrs J Henshaw, G Talbot

14. Declarations of interest with regard to items on the Agenda

None

15. Public Participation session with respect to items on the Agenda

There were none.

16. Minutes of the Finance & GP Committee meeting held on Thursday 3rd June 2021

Members received and considered the minutes of the meeting held on Thursday 3rd June 2021.

Resolved: that the minutes of the meeting held on 3rd June 2021 be approved as a true and accurate record and signed by the Chairman.

17. Financial Report

Members receiving the following;

(a) Income and Expenditure by Committee 1st April 2020 – 9th July 2021

(b) Payments 27th May – 9th July 2021

(c) Balance Sheet as at 9th July 2021

(d) PWLB Borrowings – The final tranche was drawn down on 23rd June. A total of £1.32m has been borrowed to finance the Chantry Centre.

Resolved: that all of the above information be noted.

18. Youth Town Council

Cllr Clark presented the minutes of the meetings held on 11th May and 15th June. She reported that the YTC Chairman has stepped down to focus on his studies. Currently they

are low on members, but the schools are being written to at the start of the new academic year to generate interest prior to the elections.

Resolved: information noted.

19. The Chantry Centre

Members received and considered the following:

a) Operational Issues Identified by Staff

The staff had prepared a list of items that need to be in place to allow smooth running of the building - this included provision of an emergency contact number for out of hours hirers, and additional key holders in case staff are unable to get in during the week and open up. The suggestion is for a mobile telephone to be held by council members on a rota basis. A core group of councillors would be needed who will require knowledge of the building such as where the stopcock is. Emergency contact numbers for plumbing, lighting etc. would be pre-programmed into the phone. Cllr Adshead said this would be a short-term measure only whilst the requirements going forward are worked out. Cllr Moore presented a list of additional duties that the Council staff have had to take on to run the building, and it was agreed that the long-term solution would either be sourcing this out to a company or hiring a caretaker for evenings and weekends. Cllr Dear said that members should consider advertising the position now or at least putting a job description together. Cllr Adshead felt it was still too early to know what exactly is required so following discussion it was:

Recommendations:

- (i)** to create a rota of members who are prepared to provide out of hours support – this out of hours support will be limited to a maximum of three months duration to end of October
- (ii)** to support members on this rota a list of what councillors need to know about the building will be prepared
- (iii)** work will be started on a listing of required tasks which will form the permanent solution
- (iv)** The Town Clerk will arrange a cost effective mobile phone to be used by members on the rota

Resolved: that a staffing sub-committee meeting is arranged as soon as possible

A quotation from AJA Property Services has been received to carry out regular maintenance and electrical inspection checks/testing over the course of a year, and Cllr Adshead proposed that the Council approves and accepts this. Seconded by Cllr Moore.

Resolved: that AJA Property Services is contracted to undertake emergency lighting testing and fortnightly visits to inspect for defects in the building.

Washing Of Items used by Hirers

Following discussion, it was:

Resolved: That for hygiene reasons washing up liquid only is supplied. All sponges, cloths and tea towels are to be provided by hirers. Paper towels will be made available to deal with spillages.

b) Staging

Cllr Adshead presented the quotation from Unistage who had initially quoted for the stage as part of the original tender. Members had viewed the area it would cover in the hall and discussed the setting up process. Cllr Roessler asked who would be responsible for setting up the staging and Cllr Adshead said it would be down to the hirers so liability would be covered in the Hire Terms and Conditions. Cllr Thomas said the stage needed to be flexible and meet the needs of hirers both now and in the future so it is worth spending more to get a stage that can be configured in many different ways. Cllr Moore proposed that the stage is purchased at a cost of £6,430.80. Seconded by Cllr Dear

Recommendation: that staging for the hall is ordered from Unistage.

c) CCTV Policy

Members received and considered the CCTV policy. Following a small change in wording it was:

Recommendation: that the Council approves and adopts the CCTV policy.

d) Business Student Work Placement

Members considered a scheme which had previously been agreed with Chelmsford College and whether the management of a student on work experience would increase the workload for office staff. Following discussion it was:

Resolved: in principle the Council supports this scheme, however it will be up to office staff to decide whether to go ahead or not.

20. Consideration of Material for Press Release/Social Media

Promote hall usage and marketing of the Chantry Centre

21. Questions from the Press and Public

None.

Cllr A Adshead
Chairman of the Committee

The Vice-Chairman closed the meeting at 7.51pm

Chairman:..... Date: