

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Council Chamber, The Chantry Centre, Billericay CM11 2AP
on Thursday 23rd September 2021 at 7.00pm

Chairman: Cllr A Adshead
Vice-Chairman: Cllr M Roessler
Councillors: R Clark, J Devlin, J Henshaw, M Moore, G Talbot, A Talboys,
M Thomas

Also in attendance the Town Clerk and one member of the public

22. Apologies for absence

Cllrs J Clark, M Dear

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

Cllr Adshead declared a non-pecuniary interest in Item 6(c) as he is a Parkrun participant.
Cllr Devlin declared a non-pecuniary interest in Item 10(c) as he is a signatory of the Covid
Community Building Fund.

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

There were none.

25. Minutes of the Finance & GP Committee meeting held on Thursday 15th July 2021

Members received and considered the minutes of the meeting held on Thursday 15th July
2021.

Resolved: that the minutes of the meeting held on 15th July 2021 be approved as a true
and accurate record and signed by the Chairman.

26. Financial Report

Members receiving the following;

(a) Income and Expenditure by Committee 1st April 2020 – 16th September 2021

(b) Payments 27th May – 16th September 2021

(c) Balance Sheet as at 16th September 2021

(d) Quarterly Bank Reconciliation Verification undertaken on 15th July 2021

(e) Overtime Payment to Committee Clerk – members considered the approval of a
£335.70 payment to the Committee Clerk, to be included in October's salary, for 30
additional hours which were worked during July and August.

(f) transfer from EMR Building Fund – to approve a transfer of £13,316.94 to cover expenses associated with Chantry fit out costs.

Resolved: that both **(e)** and **(f)** are approved and actioned; and that all of the information in **(a)** to **(d)** is noted.

27. Grant Applications

Members received and considered the following applications:

(a) Billericay Men's Shed have requested £500 towards the refurbishment of an old building in Lake Meadows park to provide a work/meeting place. Kim Barford representing the group was present, and spoke to members about how she became personally involved with the Shed Network and the benefits it brings to the community. Cllr Moore proposed that the Council awards the full £500 requested. Cllr Thomas seconded.

Resolved: that the Men's Shed is awarded £500.

(b) Friends of Lake Meadows have requested £375.95 to purchase plants to replenish the rhododendron area. Cllr Thomas proposed that the full amount is awarded. Cllr Clark seconded.

Resolved: that the Friends of Lake Meadows is awarded £375.95.

(c) Billericay Parkrun have asked for a grant of between £250 and £500 towards the total cost of £674 for an automatic electronic defibrillator. Cllr Adshead explained that it is a requirement of Parkrun that every event has its own AED within 5 minutes of the finish line. The Round Table has been approached for a 50% contribution, i.e. £337 and their decision is still awaited.

Cllr Clark proposed that the Town Council awards £337 on the assumption that the Round Table funds the remaining £337. If the Round Table do not donate then the Town Council will increase the award to £500. Seconded by Cllr Talboys.

Resolved: that £337 is awarded initially, to be increased to £500 if the Round Table do not make a donation.

28. Insurance Renewal

Members were advised that the Town Council is in the last year of a three year Long Term Agreement with Royal and Sun Alliance and that the cost of renewing the Council's annual insurance policy is £6,533.20.

Resolved: that the Town Council's insurance is renewed as detailed above.

29. Sub Committees/Working Parties/Project Groups

Members received and considered the following minutes:

(a) Staffing Sub-Committee meeting held on 5th August. Cllr Moore presented the minutes and informed members that there were no recommendations.

Resolved: information noted.

30. Youth Town Council

The Town Clerk presented the minutes of the meeting held on 21st September 2021. She reported that with elections coming up the members are focusing on promoting the organisation within the Town's schools.

Resolved: information noted.

31. The Chantry Centre

Members received and considered the following:

(a) Annual Maintenance Contract with SES – this would cover the boiler room, air conditioning, door heater, hall underfloor heating and manifold, thermostatic mixing valves and ventilation systems at a cost of £4,920.00

(b) Annual Gutter Clearance – to be undertaken by the roof installer Hardy Sherwood at a cost of £600 per year.

Resolved: that the quotations in **(a)** and **(b)** are approved

(c) Covid Community Building Fund – this fund is open for grants of up to £15,000 to assist building managers to make adaptations to ensure Covid compliance. Cllr Roessler proposed that this could be used to purchase an automated floor cleaner for the Centre.

Resolved: to investigate specifications and prices of automated floor cleaners.

(d) Annual Fire Risk Assessment – this was completed by UK Safety Management on 10th September.

Resolved: information noted

(e) Legionella Risk Assessment – members considered three quotations for an assessment to be undertaken on the water systems within the building.

Resolved: that Envirotec undertakes the assessment at a cost of £295.00.

32. Chantry Centre Operational Management

Members received and considered the following:

(a) Key Performance Indicators for the Centre. Cllr Adshead presented various graphs which showed how the Centre is being used and how current revenue is comprised.

Resolved: information noted.

(b) that a new working party is formed to oversee the management and running of the Chantry Centre. Cllr Adshead explained that decisions which need to be taken with regard to running the building do not fit naturally with the way the Town Council works. It is hoped

that this will keep day to day operational items away from the F&GP Committee so as not to lengthen the meetings. Discussion took place and it was:

Recommendation: that a small core group of councillors provide support to the Clerks with regard to running the building, to be comprised of members with relevant skill sets.

33. Consideration of Material for Press Release/Social Media

- Grants awarded
- Release of statistics for Chantry which show the types of activities and their social benefit to residents

34. Questions from the Press and Public

None.

Cllr A Adshead
Chairman of the Committee

The Vice-Chairman closed the meeting at 8.43pm

Chairman:..... Date: