

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Council Chamber, The Chantry Centre, Billericay CM11 2AP
on Thursday 28th October 2021 at 7.00pm

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

Also in attendance the Town Clerk and two members of the public

35. Apologies for absence

Cllrs A Adshead, M Dear, J Devlin, J Henshaw

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

Cllr Talbot declared a non-pecuniary interest in 9(a) as he is a member of Photofold Camera Club, and Cllr Talboys declared a pecuniary interest in 9(e) as he has recently undertaken work for Numatic.

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

There were none.

38. Minutes of the Finance & GP Committee meeting held on Thursday 23rd September 2021

Members received and considered the minutes of the meeting held on Thursday 23rd September 2021.

Resolved: that the minutes of the meeting held on 23rd September 2021 be approved as a true and accurate record and signed by the Chairman.

39. Financial Report

Members receiving the following;

(a) Income and Expenditure by Committee 1st April 2020 – 22nd October 2021

(b) Payments 27th May – 22nd October 2021

(c) Balance Sheet as at 22nd October 2021

Resolved: information noted.

40. Sub-Committees/Working Parties/Project Groups

Members received and considered the following minutes

(a) Communications Working Party – meeting held on 30th September 2021. Cllr Clark presented the minutes and said a printed edition of the Town Crier is being distributed to residents on 1st and 2nd of November.

Resolved: information noted

41. Youth Town Council

Cllr Clark presented the minutes of the meetings held on 5th and 19th October. An election had been held on 20th October and there were 10 new members from Billericay school plus the existing members that attend Mayflower or live in Billericay and go to school outside of the area. On 19th October the Mayflower Rotary Club visited with a representative from Essex Youth Services to talk to youth councillors about the type of youth facilities they would like to see in the town. The most popular idea is a youth café, and this will be explored further by Rotary.

Resolved: information noted.

42. Annual Review of Financial Regulations

Members received and considered the Financial Regulations and there were no proposed amendments or changes.

Resolved: that the current Financial Regulations are approved and reviewed again in October 2022.

43. The Chantry Centre

Members received and considered the following:

(a) Radio Mics – purchase of a battery recharge unit from Creative AV Solutions.

Resolved: purchase of a rechargeable unit approved.

(b) Build Retention Monies

Resolved: that subject to the outstanding snag list issues being resolved to the satisfaction of the Town Clerk and Chair or Vice Chair of F&GP, these funds are released to AW Hardy.

(c) Defibrillator – further to Minute 59 from full Council 30th September a suitable defibrillator costing £1,335 has been sourced by the Lions.

Resolved: that the Town Council purchases and installs the defibrillator and claims all costs back from Lions Club of Billericay as agreed.

(d) Trees at front of Centre – members considered the proposed refund of £500 from AW Hardy for the failed trees.

Resolved: that these funds are transferred to Health, Wellbeing & Environment Committee to make a decision on the best replacement(s).

(e) RCCE/ECC Covid Safe Community Buildings Fund – further to minute 31(c) from F&GP 23rd September members discussed submission of an application to the fund for 50% of the cost of a cordless scrubber dryer from Numatic.

Resolved: **(i)** that an application is submitted to RCCE/ECC for 50% of the purchase price, and; **(ii)** if the application is unsuccessful that the Council purchases a machine outright up to the value of £3,000.

(f) External Sign for Building – members considered and discussed the design for the exterior sign.

Resolved: that the sign is purchased as an interim measure to be in situ for up to a year, then reviewed.

44. Chantry Centre Operational Management

Members received and considered the following:

(a) Key Performance Indicators for the Centre. Cllr Roessler presented various graphs which showed how the Centre is being used and how current revenue is comprised. Commercial hirers are generating most revenue, but community has the most usage. The booking rate is steady despite limited marketing.

Resolved: information noted.

(b) closure between Christmas and New Year

Resolved: that the building is closed to all hirers between 24th December and 3rd January inclusive.

45. Consideration of Material for Press Release/Social Media

None.

46. Questions from the Press and Public

None.

Cllr A Adshead
Chairman of the Committee

The Vice-Chairman closed the meeting at 7.41pm

Chairman:..... Date: