

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Main Hall, The Chantry Centre, Billericay CM11 2AP
on Thursday 13th January 2022 at 7.00pm

Chairman: Absent
Vice-Chairman: Cllr M Roessler
Councillors: J Clark, R Clark, M Dear, M Moore, M Mordecai (appointed substitute), G Talbot, A Talboys, M Thomas, J Tutton (appointed substitute)

Also in attendance the Town Clerk

62. Apologies for absence

Cllrs A Adshead, J Devlin

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

None

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

None

65. Minutes of the Finance & GP Committee meeting held on Thursday 2nd December 2021

Members received and considered the minutes of the meeting held on Thursday 2nd December 2021.

Resolved: that the minutes of the meeting held on 2nd December 2021 be approved as a true and accurate record and signed by the Vice-Chairman.

66. Financial Report

Members receiving the following;

(a) Income and Expenditure by Committee 1st April 2021 – 7th January 2022

(b) Payments 26th November 2021 – 7th January 2022

(c) Balance Sheet as at 7th January 2022

Resolved: information noted.

67. Subscription Renewal

Resolved: that the Town Clerk's annual subscription to the ALCC is renewed at a cost of £50.00

68. Youth Town Council

Cllr Clark presented the minutes of the meeting held on 7th December 2021.

Resolved: information noted.

69. The Chantry Centre

Members received and considered:

a) an increase in the hire rate for parties in the Main Hall to £50 effective for bookings made after 1st Jan 2022.

Resolved: to approve the increase in the hourly rate for party bookings.

b) the building was left alarmed but unlocked between 23rd and 31st December. This is not an isolated security breach and members agreed that out of hours hire management needs to be taken more seriously as bookings continue to increase. Following discussion it was:

Resolved: that a meeting is arranged with Blakes and Town Councillors to discuss the provision of a proposal to electronically manage the front doors.

Members then considered details of the additional work that the running of the building entails for both Clerks. Cllr Dear proposed that an ad-hoc caretaker is employed. Ad-hoc meaning out of hours work as and when required, mainly evenings and weekends. Seconded by Cllr R Clark.

Resolved: that the staffing sub-committee meets to put together a job specification for an ad-hoc caretaker, to be presented to full Council for approval via Finance & General Purposes Committee.

c) Discussion took place about recent events that were not able to be dealt with by the councillor on call out. Cllr Roessler proposed that the Council employs AJA Property Services as an out of hours emergency call out contractor to deal with these issues as and when they arise. Seconded by Cllr Mordecai.

Resolved: to employ AJA Property Maintenance for out of hours emergency issues at a cost of £100 per call out.

d) whether to permit the Billericay Dementia Alliance to have free hire of the Council Chamber for their meetings which are held every two months. Following discussion it was;

Resolved: that the Billericay Dementia Alliance is offered the community rate of £15 per hour.

70. Chantry Centre Operational Management

Members received and considered the following:

(a) Key Performance Indicators Report.

Resolved: information noted.

71. Consideration of Material for Press Release/Social Media

None.

72. Questions from the Press and Public

None.

Cllr M Roessler
Vice-Chairman of the Committee

The Vice-Chairman closed the meeting at 8.23pm

Chairman:..... Date: