

BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting
held in the Main Hall, The Chantry Centre, Billericay CM11 2AP
on Thursday 10th March 2022 at 7.00pm

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

Also in attendance Cllrs M Mordecai, J Tutton and the Town Clerk

73. Apologies for absence

Cllr M Thomas

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

None

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

Cllr Tutton said he wanted to comment about Agenda Item 10(b) – he feels that the Council should employ a caretaker as looking after the building is complex.

76. Minutes of the Finance & GP Committee meeting held on 13th January 2022

Members received and considered the minutes of the meeting held on Thursday 13th January 2022

Resolved: that the minutes of the meeting held on 13th January 2022 be approved as a true and accurate record and signed by the Vice-Chairman.

77. Financial Report

Members receiving and considered the following;

(a) Income and Expenditure by Committee 1st April 2021 – 4th March 2022

(b) Payments 26th November 2021 – 4th March 2022

(c) Balance Sheet as at 4th March 2022

(d) whether to add ransomware detection to the maintenance agreement with Sedcom at a cost of £10 per month. Following discussion about cyber security it was agreed to request details from Sedcom of what the detection software actually does.

Resolved: **(i)** that ransomware detection is added to the Council's maintenance agreement with Sedcom, and; **(ii)** that in all other respects the information in the Financial Report is noted

78. Grant Applications

Members received and considered a grant application for £500 from Billericay Round Table to cover the cost of holding an Easter Egg Hunt in Lake Meadows. Following discussion it was:

Resolved: that the Town Council is unable to award a grant as it doesn't meet the necessary criteria

79. Sub-Committee/Working Party Minutes

(a) Staffing Sub-Committee 31st January 2022 – Cllr Clark presented the minutes of the meeting and explained why the Sub-Committee was in favour of employing a caretaker.

(b) Communications Working Party 16th February 2022 – Cllr Dear informed members that the Town Crier and Annual Report will go out to residents in April as a joint publication.

(c) Youth Town Council Working Party 16th February 2022 – Cllr Clark presented the minutes and explained that the meeting was held to come up with ways that the new youth councillors can be encouraged and supported. An officer's meeting had recently been held to help guide them as to how to get the most from their time on the Youth Town Council.

Resolved: that the minutes of all the above meetings are approved and adopted.

80. Youth Town Council

Cllr Clark presented the minutes of the meetings held on 18th January, 1st February, 1st March and 8th March.

Resolved: information noted

81. Request from Twinning Association re Visit to Chauvigny on 4-9 May 2022

Resolved: information noted

82. The Chantry Centre

Members received and considered:

(a) a presentation from Cllr Adshead regarding the future strategy of the Centre. He asked members to consider how they want the Centre to develop and suggested that there are three different levels of involvement.

- Passive Management – remain as is
- Directing – identifying gaps in provision, targeting activities, services and organisations, assisting with set-up of groups
- Pro-Active – looking into data, aggressive marketing, hire people to run and market events and take profits, provide activities the community needs

Members felt that running the Town Council and running the Chantry Centre as a business are two separate things which don't necessarily integrate. As usage grows there will be a point when these have to diverge and then a whole new structure for the Town Council will be required. It was identified that the Town Council should task town councillors to put a high-level 5 year plan together setting out where the Council wants to go.

Resolved: that Cllrs Adshead, Devlin and R Clark along with any other interested members produce a document detailing what the Town Council wants to achieve which will be presented to F&GP

(b) members considered the recommendation from Staffing Sub-Committee to employ a part time out of hours caretaker. Discussion took place and the majority of members felt

that each hiring should finish with either a lock up process and/or inspection. Due to how hirers are currently behaving this would appear to be a necessary requirement out of hours. The job description and person specification was felt to be reasonable and should form the starting point to be expanded if required. Cllr Dear proposed that the Council seeks to employ a caretaker as per the proposed job description and remuneration for a fixed term contract of six months. Seconded by Cllr Talbot.

Recommendation: that a part-time out of hours caretaker is employed on an initial six month contract.

(c) Emergency Call out phone holders. The Clerk advised members that out of the eight councillors who had put themselves forward to man the emergency phone in August 2021 only four members had actually provided out of hours support.

Resolved: to undertake a review of members that hold the call out phone at full Council on 24th March.

d) Members considered various designs of noticeboard and it was:

Resolved: that the KBS Depot contemporary silver board is ordered at a total cost of £1,226 which includes header, and mounting posts.

83. Chantry Centre Operational Management

Members received and considered the following:

(a) Key Performance Indicators Report.

Resolved: information noted.

84. Consideration of Material for Press Release/Social Media

None.

85. Questions from the Press and Public

None.

Cllr A Adshead
Vice-Chairman of the Committee

The Vice-Chairman closed the meeting at 8.58pm

Chairman:..... Date: