

## BILLERICAY TOWN COUNCIL

Minutes of the Finance & General Purposes Committee meeting  
held in the Council Chamber, The Chantry Centre, Chantry Way, CM11 2AP  
on Thursday 30<sup>th</sup> May 2024 at 7.00pm

**Councillors:** A Adshead, R Clark, M Dear, M Moore, K Mordecai, G Talbot,  
A Talboys, J Tutton

Also in attendance the Town Clerk

### In the Chair - Cllr M Moore

#### 1. Election of Chairman

Cllr A Adshead was proposed by Cllr A Talboys and seconded by Cllr J Tutton. There being no other nominations it was;

**RESOLVED:** That Cllr A Adshead be elected Chairman of the Committee for the ensuing municipal year.

### In the Chair - Cllr A Adshead

#### 2. Apologies for absence

Cllr M Thomas

#### 3. Appointment of Vice-Chairman

Cllr R Clark was proposed by Cllr M Dear and seconded by Cllr G Talbot.

**RESOLVED:** That Cllr R Clark be appointed Vice-Chairman of the Committee for the ensuing municipal year.

#### 4. Declarations of interest with regard to items on the Agenda

None.

#### 5. Public Participation session with respect to items on the Agenda

None.

#### 6. Minutes of the Finance & General Purposes Committee held on 11<sup>th</sup> April 2024

Members received and considered the minutes of the meeting held on Thursday 11<sup>th</sup> April 2024.

**RESOLVED:** that the minutes of the meeting be approved as a true and accurate record and signed by the Chairman.

#### 7. Financial Report

Members received and considered the following:

**a) Income and Expenditure by Committee** a copy of the accounts from 1<sup>st</sup> April 2024 to 23<sup>rd</sup> May 2024

**b) Payments** 1<sup>st</sup> April 2024 – 23<sup>rd</sup> May 2024

**c) Balance Sheet** as at 23<sup>rd</sup> May 2024

**RESOLVED:** information noted.

**8. Working Parties/Project Groups**

**(a) Communications WP meeting held on 2<sup>nd</sup> May 2024** - Cllr Dear presented the minutes of the meeting. She informed members that this edition of the Town Crier incorporates the Annual Report and is scheduled for distribution on 30<sup>th</sup> and 31<sup>st</sup> May.

**RESOLVED:** information noted.

**9. Youth Town Council**

Members received and considered the minutes of the meetings held on 16<sup>th</sup> April, 7<sup>th</sup> May and 21<sup>st</sup> May.

**RESOLVED:** information noted.

**10. Terms of Reference**

Members received and considered revised terms of reference which have been updated to reflect administrative changes.

**RESOLVED:** that the revised Terms of Reference are approved and adopted.

**11. NALC New Model Financial Regulations 2024**

Members were advised that NALC has issued new financial regulations for local councils. These have been significantly rewritten and Cllr Adshead and the Town Clerk are currently undertaking a review and comparison.

**RESOLVED:** information noted.

**12. Chantry Centre Operational Management**

Members received and considered the following:

**(a)** current list of outstanding operational and maintenance issues

**(b)** Increase of Chantry storage space

**(c)** improve marketing of activities, events and services provided within Chantry

**(d)** a meeting with Rialtas which will look at improvements to the bookings system

**(e)** approve expenditure of £7,181.89 to SES Mechanical Services Ltd to replace the outdoor compressor unit.

**RESOLVED:** **(a)** information noted; **(b)** Cllr Clark will ask his contact to provide a preliminary design/cost for a mezzanine floor; **(c)** development of a marketing strategy will

be referred to the Communications working party; **(d)** a meeting will be arranged to see whether bespoke reports can be produced; **(e)** expenditure to SES approved.

**13. Chantry Centre Hirer Feedback Survey**

**RESOLVED:** staff will design a feedback survey to send to regular hirers once a year and one-off corporate hirers after their booking.

**14. Understanding of the Chantry Centre**

**RESOLVED:** several sessions will be arranged for interested Town Councillors to be shown the various operations within the building.

**15. Items for consideration for Social Media/Press Release**

None.

**16. Questions from the Press and Public**

None.

Cllr A Adshead  
Chairman of the Committee

The Chairman closed the meeting at 7.55pm

Chairman:..... Date: .....