

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 30th 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 11th April 2024

Members received and considered the minutes of the meeting held on Thursday 11th 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 1st April 2024 to 23rd May 2024

b) Payments 1st April 2024 – 23rd May 2024

c) Balance Sheet as at 23rd May 2024

RESOLVED: information noted.

8. Working Parties/Project Groups

(a) Communications WP meeting held on 2nd 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 30th and 31st May.

RESOLVED: information noted.

9. Youth Town Council

Members received and considered the minutes of the meetings held on 16th April, 7th May and 21st 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: