

**BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE**

YOU ARE HEREBY SUMMONED to attend the meeting of the **PROPERTY AND SERVICES COMMITTEE** to be held in the **LOUNGE** of the **ANGEL SUITE** at **7pm** on **WEDNESDAY 2nd June 2004**.

BUSINESS TO BE TRANSACTED

1. Notice Convening the Meeting.
2. Apologies received and reasons for absence.
3.
 - a) Appoint Chairman for the ensuing Year
 - b) Appoint Vice-Chairman for the ensuing year.
4. Declarations of Interest
5. General Correspondence
6. Update on General Issues Outstanding, from the clerk.
7. Allotments:
 - a) Re-affirm the co-option of Mr. M.J. Tuplin onto this Committee, as a representative of Allotment Holders, and for Allotments Business only.
 - b) Update on Tenancies and payment of rentals
 - i) Grammar School Road
 - ii) Redcombe Lane
 - c) Report on Site Visits and consider any action required.
 - i) Grammar School Road
 - ii) Redcombe Lane
 - d) Correspondence.
 - e) Update from the clerk on outstanding issues.
 - f) Financial Report and Accounts for Payment.
8. Angel Suite:
 - a) Hon. Accountants Report and Accounts for Payment
 - b) Lettings Report
 - c) Correspondence
 - d) Update from the clerk on outstanding issues.
 - e) Report on General Maintenance and related matters.
 - f) Review the Terms of the Lease, and renewal of the License for the use of the Outer Courtyard.
 - g) Formally approve the method of sale/disposal of the sanitaryware removed to create storage space within the building.
 - h) Consider the cost of stripping and restoring the ballroom floor.

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- i) Further Consider the purchase of a Notice Board to advertise events and activities held within the building.
 - j) Consider the cost and approve the replacement of failing fire door closers within the building.
 - k) Consider the request for the loan of 100 chairs, to be used at the 800th Anniversary Orchestral Concert on Saturday 7th August 2004.
 - l) Renewal of the Public Entertainment Licence.
 - m) Internal Security and Monitoring of the Premises:
 - i) Consider the bids received relating to the installation of an internal C.C.T.V. System within the Angel Suite.
 - ii) Determine whether the installation of an internal C.C.T.V. system should be progressed.
 - iii) **If appropriate**, determine which system should be installed and award the contract.
9. Holocaust Memorial Water Feature
Further consider the purchase of a replacment water feature for the Holocaust Memorial.
10. General Public Notice Board:
Consider the purchase of a Public Notice Board for the Town.

To: The Town Mayor and Members
Brigg Town Council