

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Meeting – Wednesday 7th April 2004
Chairman – Councillor J. Kitwood

Present: Councillors; Mrs. J.A. Bell, M.N. Birkitt, Mrs. A. Eardley, Mrs. M. Glossop, J. Kitwood (Deputy Mayor) T. Morris, Mrs. P.J. Smith, A. Sykes and Mrs. A. Tasker.

In attendance:- Mr M.J. Tuplin Allotments Tenant
 Mr. D. Glossop (Hon Accountant) Angel Suite

PS037 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS038 APOLOGIES RECEIVED AND REASONS FOR ABSENCE

Councillor M.S. Campion is on holiday.

PS039 DECLARATIONS OF INTEREST

None

PS040 GENERAL CORRESPONDENCE

None.

PS041 ALLOTMENTS

a) Update on Tenancies and Payment of Rentals

i) Grammar School Road

The new tenant who enquired regarding plots 2 and 3 did not materialise. Annual Rental is now due for payment and is being steadily received.

ii) Redcombe Lane

Two changes in tenancy – Plots 6 and 7.
Annual Rental is now due for payment and is being steadily received.

b) Report on Site Visits and Consider any action required

i) Grammar School Road

Councillor T. Morris reported on the site visit he had undertaken on behalf of this Committee:

Plots 21, 22 and 23 are all untidy, otherwise all is well.

It was agreed that Mr. Tuplin should keep the clerk informed over the next couple of weeks regarding work in progress on these plots. If work does not commence, the clerk should contact the tenants.

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ii) Redcombe Lane

Very tidy site, no problems to report other than the items already on the Agenda.

c) Correspondence

None

d) Update from the Clerk on Outstanding Issues

Sufficient ground cover membrane was finally ordered to cover the vacant plots Plots 2, 3 and 26 + sufficient for one other spare plot. Delivery was received by Mr. Tuplin on Friday last week, and the membrane will be laid within the next couple of weeks.

e) Financial Report and Accounts for Payment

The clerk was unable to confirm the final balance of the Allotments Account at the end of the financial year, as the split V.A.T. invoice for the membrane has not yet been received. However, the final balance will be recorded on the end of year accounts presented to Full Council. Funds will then be transferred from Full Council to bring the balance up to £1000.00 for the current Fiscal Year (after receipt of rentals).

f) Consider the cost of replacing the gate post and re-hanging the gate at the Redcombe Lane site in the sum of £85.00

Councillor M.N. Birkitt proposed that this work should be authorised.
Seconded: Councillor Mrs M. Glossop. All agreed.

g) Consider the request from a tenant of the Redcombe Lane site, that a padlock and chain be provided for the gate to assist with the prevention of unauthorised access.

The cost of a substantial all weather combination padlock with a 10 year guarantee would be £19.99 + a length of heavy duty chain at £1.00 per foot.

Councillor M.N. Birkitt proposed that this purchase should be authorised.
Seconded: Councillor T. Morris. All agreed.

h) Consider the cost of removing the caravan chassis and other items from Plot 4 on Grammar School Road.

No further action required. The clerk advised that the new tenant has found someone to take everything away for scrap, free of charge

- i) Consider the organisation of a Consultation Meeting with the Grammar School Road Allotment Tenants, regarding the locations proposed within the Brigg North Development Brief for a new allotment site.

It was agreed that an invitation should be issued for the tenants of the Grammar School Road site to meet members at 6.15pm, prior to the next Property and Services Committee Meeting.

PS042 ANGEL SUITE

- a) Hon. Accountants Report and Accounts for Payment

Written report circulated to members by the Hon. Accountant.

Accounts for Payment

Wages for the period 04/03/04 – 25/03/04		1,046.27
D. Glossop	Honorarium	390.00
Inland Revenue	PAYE	376.25
Clean as a Whistle	Window Cleaning	47.00
Brians DIY	maintenance	29.06
Elf Bus. Energy	Gas	207.69
Supplies	cleaning materials	94.15

Proposed: Councillor M.N. Birkitt Seconded: Councillor T. Morris
All agreed.

- b) Lettings Report

88 bookings in March.

Although the issue cannot be discussed by this Committee, it was noted that the review of the caretaker's contract and terms of employment has not yet been undertaken by the Personnel Committee, as guidance is still awaited from E.R.N.L.L.C.A. The clerk has chased E.R.N.L.C.A. regarding the review.

As a result of this delay, the cost of remuneration for the additional hours incurred by the caretaker for attendance within the building throughout the Music & Drama Festival, has been met in wages paid by this Committee.

It is also suggested that, in future years, further consideration should be given to evening bookings during Festival Week, as one of the afternoon sessions was in danger of over running, and could have encroached in to the next booking. Thanks were recorded to the Festival Committee who, on that occasion, assisted the caretaker with the task of changing the room round ready for the next booking.

European Elections in May this booking has been cancelled, as the election will be a postal ballot. The fee will need to be refunded.

c) Correspondence

North Lincolnshire Council – Discretionary Rate Relief.

Notification received that a new scoring system has been introduced for the approval of discretionary rate relief. Forms will be received within the next 2-3 months.

d) Update from the clerk on Outstanding Issues

j) Loop System – continue to monitor – signage has now been ordered.

e) Report on General Maintenance Issues.

i) Electrical Safety check:

The additional inspection has not yet been booked. The clerk is waiting for a response to a request by E. Mail, having had no success in contacting the officer by telephone.

ii) Leaking Kitchen Tap:

It was found to be cheaper to replace the full tap unit in the kitchen, rather than try and undertake the repair. Extra piping will need to be purchased from Scunthorpe before the caretaker can complete this task.

f) Consider the cost of repair/replacement of the closing mechanism on the ballroom door, in order to remove the loud bang when it finally closes.

Councillor Mrs. P.J. Smith advised that her husband should be able to resolve this problem.

g) Lack of Storage Space within the Building:

In view of the fact that storage space within the building is at a premium, it is suggested that the second toilet/shower room on the ground floor corridor be declared ‘surplus to requirements’, and the shower and toilet facilities removed in order to create an extra room for storage purposes.

The cost for a plumber to remove the separate shower, sink, and W.C. units, and make good the floor and walls, would be £150.00. (wall tiles would not be removed). There would be an additional cost for Barrie Gray to cap off the electricity to the shower unit, but Barrie says this would be minimal! The plumber would be willing to dispose of the toilet, wash basin, and shower tray – or the Town Council could advertise them for sale to recoup some of the cost.

Members agreed that additional storage space would be very useful, and they did not anticipate the building needing to offer a shower room, or additional W.C.

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Councillor M.N. Birkitt proposed that this work should be authorised, and the fixtures advertised for sale by the Town Council, in order to recoup some of the cost.

The adjacent W.C. to be earmarked as a 'Staff W.C.', and the door leading from the corridor labelled accordingly. The general public should be directed to use the other facilities within the building.

Seconded: Councillor Mrs. J.A. Bell. All agreed.

h) Maintenance of the Ballroom Floor:

The caretaker has brought it to the clerk's attention that it is around four years since the ballroom floor was last stripped and treated, and consideration ought to be given to having it done again.

The initial thought was for this work to be done in the summer holidays, but this will not be possible as the diary shows a great number of regular bookings are still in place.

It is therefore suggested that (if possible) the best time to have the work done would be the week prior to Christmas, when there are no bookings in the diary.

The clerk was asked to obtain prices for the work to be undertaken during this period.

i) Security of the building during bookings / Unauthorised Access:

a) Report on the action taken following unauthorised access to the building, including the execution of the Fire Alarm, on Thursday 4th March 2004.

Inspector Griffiths was immediately aware of this incident, as it occurred during the Town Mayor's Civic Dinner, and Mr. Mike Hills (who was a guest at the dinner) had to be called out to attend the building as a named key holder for North Lincolnshire Council.

C.C.T.V. film showed 2-3 young people exiting the building shortly before it was evacuated, and the clerk subsequently wrote to Inspector Griffiths asking for this evidence to be followed up.

The clerk advised that the police did follow up this report, and the Town Council will be informed of the outcome in due course. There have been no further problems since this incident was reported, and action requested.

b) Further consider whether there are any additional steps which can be taken to prevent such incidents.

Members agreed that the only answer is to consider the installation of C.C.T.V. within the building, and the clerk was asked to obtain prices for further consideration.

PS043 HOLOCAUST MEMORIAL WATER FEATURE

Consider the cost of replacing the water feature .

The clerk advised that Earnshaws have two much larger water features for sale. They both feature two barrels, one above the other, and one of them shows stones displayed as a feature (not included in the price). They each have a large water reservoir, and Earnshaws have confirmed that they are suitable to leave running all day.

Prices are £145.00 / £195.00 respectively.

Councillor M.N. Birkitt proposed that Councillors J. Kitwood, Mrs. P.J. Smith and T. Morris should be delegated to look at the suggestions put forward by the clerk, and take a decision to purchase the most suitable water feature for this purpose.

Seconded: Councillor Mrs. J.A. Bell.

All agreed.

The meeting closed at 8.10pm.

.....signed
Chairman, Property and Services Committee
Meeting, Wednesday 7th April 2004

.....signed
Chairman, Full Council
Monday 26th April 2004