



PS004. MINUTES AS CIRCULATED

a) Minutes of the Angel Suite Management Committee Meeting held on Monday 26<sup>th</sup> October 2003, having been circulated, were taken as read and approved as a true record

Proposed by Councillor M.N. Birkitt. Seconded by Councillor Mrs M. Glossop

b) Minutes of the Allotments Committee meeting held on Thursday 28<sup>th</sup> August 2003, having been circulated, were taken as read and approved as a true record.

Proposed by Councillor Mrs. M. Glossop. Seconded by Councillor J. Kitwood

c) Minutes of the Christmas Lights Committee Meeting held on Tuesday 30<sup>th</sup> September 2003, having been circulated, were taken as read and approved as a true record.

Proposed by Councillor M.N. Birkitt

There was no-one available to second these Minutes, but they had been circulated to all members prior to the meeting, and it can therefore be assumed that any discrepancies should have been brought to the attention of the clerk.

PS005 DECLARATIONS OF INTEREST

None.

PS006 ANGEL SUITE

a) HON. ACCOUNTANTS REPORT AND ACCOUNTS FOR PAYMENT

A printed Financial Report was provided to members.

Accounts for Payment

Wages and PAYE for the period 30.10.03 – 27.11.03		1,316.60
Anglian Water		247.39
D. Britcliffe	floor cleaner	17.27
Operatic Society	programme advert	30.00
Elf Bus. Energy	Gas	29.57
Elf Bus. Energy	Gas (Nov)	93.74
Clean as a Whistle	windows	47.00
Full Council	insurance	72.00

Proposed: Councillor Mrs. P.J. Smith. Seconded Councillor Mrs. M. Glossop  
All agreed.

b) LETTINGS REPORT

There have been in excess of 85 lettings during November.  
It was noted that, with effect from 1<sup>st</sup> December 2003, the Clerk to the Council has now taken over responsibility for lettings and all associated administration work.

Councillor J. Kitwood proposed a vote of thanks for Councillor Mrs Glossop, for all the hard work she has undertaken as Booking Secretary for the Angel Suite, and presented her with a bouquet of flowers as a token of members, gratitude.       Seconded by Councillor Mrs. J.A. Bell.       All agreed.

c) CORRESPONDENCE

None

d) UPDATE FROM THE CLERK ON OUTSTANDING ISSUES

INDEMNITY COVER – MR D. GLOSSOP (Minute 068)

Full Council resolved not to pursue the issue of indemnity cover for Mr. David Glossop. The clerk is the appointed R.F.O. for the Council and, as such, she will take final responsibility for the accuracy of the accounts for the Angel Suite. The Council has indemnity cover for the clerk.

NOTTINGHAM BUILDING SOCIETY (Minute 069)

All outstanding issues have now been resolved.

PUB IDOL BOOKING – OUTSTANDING PAYMENT (Minute 070)

Payment has still not been received. The clerk has contacted Julie who made the bookings on behalf of Red Lion Outside Bars (the business which organised the Pub Idol contest). She advised the clerk that Red Lion Outside Bars is her brother's business, and she has passed all of the previous messages, and correspondence regarding this outstanding payment, to him. She promised to remind her brother, again, and will contact the clerk to confirm that payment is on its way.

Members agreed that the clerk should continue to pursue this outstanding payment.

INSPECTION AND MAINTENANCE CONTRACTS (Minute 071)

No success so far in contacting Mr. Glentworth regarding inspection of the gas cooker in the kitchen. The clerk has left several messages, the last one only yesterday, but Mr. Glentworth has not replied.

Mike Hills at North Lincolnshire Council has confirmed that, as landlords, North Lincolnshire Council is responsible for the following maintenance contracts:

Fire Alarm	inspected every three months
Intruder Alarm	inspected every six months
Emergency Lighting	inspected every six months

Mike is making enquiries regarding the boiler, and he has also been informed about the ingress of water through the window frames, and will make the necessary arrangements to resolve the problem.

PUBLIC ENTERTAINMENT LICENCE- FIRE RISK ASSESSMENT  
(Minute 073)

Lone working - the Personnel Committee will now address this issue.  
One of the new locks has been installed, and work is underway on the second.

SERVICE AND MAINTENANCE OF THE LIFT (Minute 077)

Formal contracts awaited + the date for the first inspection. A reminder has been sent to the Company via E. Mail, and a reply was received this afternoon to say that the contracts had been posted to the Council some time ago. They have never been received – the clerk has requested duplicates.

BRIGG M.T.I. – USE OF ROOM AS AN OFFICE (Minute 078)

We need to arrange for the Licence to be signed. Louise Glover, M.T.I. Co-ordinator has suggested that she could sign the Licence on behalf of the M.T.I.

The clerk reminded members that, legally, the lease is between Brigg Town Council and North Lincolnshire Council, therefore it ought to be signed by the Chairman of Brigg M.T.I together with an authorised representative of North Lincolnshire Council, and witnessed by Louise as the co-ordinator.

The clerk also suggested that the Town Council signatories should now read:

Town Mayor + Chair of Property & Services witnessed by the Clerk.

Councillor J. Kitwood proposed that this recommendation should be approved.  
Seconded by Councillor Mrs. J.A. Bell                      All agreed.

MINOR RE-DECORATION (Minute 079)

Done – it should be noted that the caretaker had to travel to Scunthorpe to purchase the paint, and he is therefore entitled to claim travelling expenses. The clerk will check the mileage rates and complete the forms with him.

EMERGENCY SIGNAGE AND INFORMATIVE NOTICES (Minute 080)

The Emergency Exit sign is now in place.

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The signs advertising the loop system are not yet in place, as the system is still not working satisfactorily.

Ulstrasonics have been out to check the system and, according to their equipment, the system is working. However Councillor T.D. Glossop has tried to use the loop connection on his hearing aid, and he cannot detect any improvement. The clerk is waiting for Ultrasonics to arrange a further check of the system, with Councillor Glossop (and hopefully Mr. Ken Fisher) present.

d) REVIEW THE CHARGES FOR THE HIRE OF THE ANGEL SUITE.

**Members were reminded to consider the findings of the confidential report dated 3<sup>rd</sup> November 2003 which was approved at the last Full Council Meeting. Councillor Kitwood also drew members' attention to the following points:**

i) that consideration should be given to creating a greater differential between ordinary hire charges and those for corporate bookings.

Members agreed that this would be considered as part of the review.

ii) that a clear policy needs to be laid down for deposits etc. Currently, no deposit is paid for the hire of the lounge.

Councillor Mrs P.J. Smith proposed that a deposit of 50% should be paid to secure all bookings. Seconded by Councillor J. Kitwood. All agreed.

iii) that a clear policy needs to be laid down regarding use of the bar area alongside a booking for the hire of part of the building only e.g. ballroom + bar / lounge + bar.

Members agreed that this would be considered as part of the review.

iv) that an enquiry has been received from Stonecroft Cheshire Homes regarding the possibility that they may be looking to organise craft fairs in the Angel Suite on a Saturday, which may coincide with Farmers Market Days, and other major events in the Town. However, they are a Charity, whose main aim is to raise funds for their organisation, and they would like to know what the hire charge would be.

Members agreed that the charges fixed at this meeting would clearly reflect the difference between charitable and commercial bookings, and there was no need to consider any further reductions for specific organisations.

v) that a decision needs to be made regarding the extra charge currently in place for Public Entertainment Events. It is expected that this can be absorbed in other ways, as part of the forthcoming review of the caretaker's duties and contract, therefore Councillor J. Kitwood proposed that this charge should no longer be imposed on the hirer.

Seconded: Councillor Mrs. J.A. Bell

All agreed.

vi) Members were also advised that new booking forms need to be ordered, but the clerk needs to know whether any changes will be necessary as a result of this review?

Members agreed that the current design of the form need not be changed.

The Chairman then handed over the Mr. David Glossop, Hon. Accountant for his recommendations:-

Mr. Glossop provided members with his predicted running costs for the Angel Suite from January 2004, and advised that it was his opinion that an average increase of 10% across the range of charges, would be necessary to cover running costs, and also provide contingency funds for decoration/depreciation etc.

Members agreed that the operation of three scales of charges based on a session rate for three hours should continue (unless otherwise stated).

Concessions are for Brigg based Voluntary Organisations and Brigg residents  
Others are for Voluntary organisations and residents based outside Brigg  
Commercial rates are for business and commercial customers

The only exceptions to the above list are:

- a) Little Angels Pre-School Group. Members agreed that the charge for this group should remain un-changed at £16.00 per session.

Proposed: Councillor Mrs. J.A. Bell Seconded: Councillor Mrs P.J. Smith  
All agreed.

- b) the Monday Bowls sessions, which were started by the Angel Suite Management Committee in order to promote the use of the building  
A charge of £1.50 per person is levied and paid direct to the Angel Suite.

Members then examined the current charging schedule and it was subsequently agreed that the following hire charges should apply to all bookings after 1<sup>st</sup> January 2004.

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**BALLROOM****to include kitchen and bar - if required****Daily Rate (except Friday and Saturday evenings after 6pm and Sundays)**

Concessions	£20.00 per session
Others	£40.00 per session
Commercial	£17.50 per hour or £50.00 per session

**Friday Evening (after 6pm)**

General	£40.00 per 3 hour session £10.00 per hour thereafter.
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Commercial	£20.00 per hour
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**Saturday Evening -after 6pm (also to include the lounge if required)**

General	£70.00 per 3 hour session £10.00 per hour thereafter
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Commercial	£90.00 for a minimum 3 hour session £30.00 per hour thereafter
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**Sundays**

All non-commercial	£20.00 per session up to 6pm
No concessions	£40.00 per session after 6pm

Commercial	£17.50 per hour or £50.00 per session up to 6pm £90.00 for a minimum 3 hour session after 6pm £30.00 per hour thereafter
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**LOUNGE****to include bar****Daily Rate (except Friday and Saturday evenings after 6pm and Sundays)**

Concessions	£10.00 per session
Others	£12.00 per session
Commercial	£25.00 per session

Friday Eve.	£20.00 per 3 hour session £10.00 per hour thereafter
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Sat. Eve	linked with ballroom - see ballroom price list
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**Sundays.**

All non-commercial	£15.00 per session
Commercial	£25.00 per session

**FULL DAY CELEBRATIONS (non-commercial e.g. weddings)**

Exclusive use of the ballroom / kitchen / lounge and bar 9am – midnight.	£150.00
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## PS007 ALLOTMENTS

### a) Update on Tenancies and Payment of Rentals

#### i) Grammar School Road Site:

Plots 2 /3 / 25 and 26 remain vacant – all other plots are now let, some having been let within the past 7-10days. All due rents have been paid.

It should be noted that Councillor F. Melton is now the tenant of Plot 14 Grammar School Road, and his interest in this site is therefore placed on record.

Members are advised that Mr. Barnes, the previous tenant of Plots 17 + 19 Grammar School Road, moved away without notifying the clerk, although he did advise a couple of the tenants on the site. Having been unable to contact Mr. Barnes by telephone, and having established that he no longer resides at the address on record, both plots have been re-let.

**Mr. Tuplin confirmed that Mr Barnes has left the area and will not be returning, and he did invite the other tenants on the site to make use of the crops he had left behind.**

#### ii) Redcombe Lane site

All plots remain let and all due rents have been paid.

### b) Report on Site Visit and Consider any Action Required

#### i) Grammar School Road:

No formal site visits were undertaken. Mr. Tuplin confirmed that the Grammar School Road site is currently in a reasonable state, and there was nothing to report, other than ongoing sightings of rats.

The clerk confirmed that she had not yet received a bill from the 'rat catcher'. She will contact him again, and in the meantime Mr. Tuplin will continue to monitor the situation over the winter months.

#### ii) Redcombe Lane

No formal site visit undertaken.

### c) Update from the Clerk on Outstanding Issues

The ditch clearance work was completed and the account has been settled. It is understood that the tenants have expressed a willingness to complete this work in the future? This will need to be given further consideration by the Committee.

Ground cover membrane – not yet ordered – there are now only four plots vacant, which could reduce the cost, but this situation can easily change. It was agreed that the order should be placed as previously approved.

d) **Financial Report and Accounts for Payment**

The only account outstanding is for the rat catcher. .  
The balance of the Allotments Account currently stands at £553.89

e) **Consider request from the tenants of the Grammar School Road Site, for the installation of a lockable gate at the site entrance.**

The clerk advised that Mr. Richardson has given a guide price of around £300.00 for a galvanised metal gate, attached to gate posts manufactured from railway sleepers.

Additional costs to be taken into consideration would be the purchase of a substantial padlock, and keys for the tenants. Perhaps a deposit could be charged for the keys in the same way we charge for the tap keys?

Mr. Tuplin suggested that a combination lock would be better.

It was agreed that the Allotments Budget couldn't support the immediate purchase of gate. However, members agreed that a gate is a good idea, and suggested that further consideration should be given to this request in the next financial year.

f) **Consider the instigation of a review of hire charges**

Not for discussion this evening – but a review is recommended.

The clerk was asked to provide members with a breakdown of income and expenditure incurred on the allotments over the past 2-3 years, and place the item on a future Agenda.

PS008 **CHRISTMAS LIGHTS 2003**

a) **Update on Progress and any Outstanding Issues**

The installation has been completed, and all is now ready for the Switch On, on Friday evening.

Funding of £2,000 has been obtained from Brigg M.T.I., as matched funding for the extension of the lights as discussed at the last Christmas Lights meeting. On Barrie Gray's recommendations, the lights have been extended along Exchange Place from the Angel Car Park to the Market Place, and additional individual features have been installed at suitable locations throughout the Town.

Barrie has suggested that the Town Council could look into the possibility of purchasing 'clip over' features to go over the strings of bulbs, which he thinks would make the lights even more attractive.

Members agreed that the clerk should try and establish what the cost would be and report back to the next meeting.

Councillor Mrs P.J. Smith placed on record that, without exception, her colleagues who live all over North Lincolnshire, Lincolnshire, and in other neighbouring Counties, tell her that the lights in Brigg are by far the best.

**b) Financial Report and Accounts for Payment**

A first stage payment of £1,000.00 has already been paid to Barrie Gary  
A second stage payment, usually for £1,500.00, is now due. The Town Council usually retains a percentage of the total bill to cover the Christmas period, and dismantling of the displays in the New Year.

Councillor Mrs P.J. Smith proposed that the clerk should be authorised to release the cheque for the 2<sup>nd</sup> Stage payment in the sum of £1500.00  
Seconded by Councillor Mrs. J.A. Bell. All agreed.

**PS009 STREET FURNITURE**

Consider the suggestion that the two water pumps, located on Grammar School Road south and Bridge Street, should be refurbished and, if necessary, funding placed in the budget for 2004/05 to facilitate the same.

Members agreed that this suggestion, which was put forward by Councillor M.N. Birkitt, was an excellent idea, and the clerk should make all necessary enquiries and place the item back on the Agenda.

It was noted that the pump on Grammar School Road needs a new pump arm.

**PS010 BUS STOP INFRASTRUCTURE – NORTH LINCOLNSHIRE COUNCIL**

Letter received from North Lincolnshire Council advising that the bus shelters on Wrawby Road will be replaced before the end of the current financial year, as will the concrete shelter on Bridge Street

This updated information needs to be noted on the Risk Assessment Action Plan.

**PS011 RIVER ANCHOLME SAFETY BARRIER**

Approve the final costings received from the Environment Agency, for the barrier to be painted black, and further enhanced with gold balls, in keeping with the black and gold street scene, in the sum of £1,960.00 + V.A.T.

A 50% grant is available through Brigg M.T.I. via the delegated fund.

Councillor Mrs M. Glossop proposed that authorisation should be given for the work to go ahead, and the application made for a grant from Brigg M.T.I.  
Seconded by Councillor Mrs. J.A. Bell. All agreed.

PS012 **CONSIDER AND APPROVE THE SCHEDULE OF DATES FOR  
PROPERTY AND SERVICES COMMITTEE MEETINGS  
THROUGHOUT 2004.**

Members agreed that Property and Services Committee Meetings should continue to be held on the first Wednesday in each month, throughout 2004. The clerk will now draw up a schedule of dates for circulation.

PS013 **GENERAL CORRESPONDENCE**

Letter received from Ann Hindley regarding the results of the M.T.I. Parish Transport Survey.

The report will be discussed at the next M.T.I. Transport Meeting in January. The Town Council should be represented at that meeting.

It was noted that the Town Council has already considered many of the points raised within the survey.

The item will be placed on a future Agenda, when the outcome of the M.T.I. Transport Meeting is known.

The meeting closed at 9pm.

Chairman of the meeting held on Wednesday 7<sup>th</sup> January 2004