

# Brigg Town Council



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BRIGG

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To: The Town Mayor and Members  
Brigg Town Council

12 June 2020

**YOU ARE HEREBY SUMMONED** to attend the **MEETING** of **BRIGG TOWN COUNCIL** to be held via Zoom on **THURSDAY 18 JUNE 2020** **at 7 pm**.

*D Lilley*

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**Ms Dinah Lilley**

**Clerk, Brigg Town Council**

## **BUSINESS TO BE TRANSACTED**

1. To Receive Apologies and to Approve Reasons for Absence.
2. a) To Consider the suspension of the Meeting for the Purpose of Prayer.  
b) To Resolve that Standing Orders be reinstated
3. a) To Record any Declarations of Interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the Agenda Item and the type of interest being declared.  
b) To note any dispensations given to any member of the council in respect of the Agenda Items listed below.
4. Police Matters
5. To receive any correspondence (for information only).
6. To receive the update on any outstanding issues from the clerk.
7. Public Question Time
8. To Receive any Questions from Members.

Continued ....

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**Agenda/Business to be transacted continued/.....**

9. To Receive a report from the North Lincolnshire Council Ward Councillors.

10. MINUTES OF PREVIOUS MEETINGS.

- i. To approve the minutes of Full Council Wednesday 6 May 2020
- ii. To note the minutes of the Planning Committee Tuesday 26 May 2020
- i. To note the minutes of the Personnel Committee Monday 1 June 2020

11. To receive reports from members delegated to serve on outside bodies and working groups.

• Environmental Development Group	No meetings have taken place due to the Covid 19 Lockdown
• Brigg in Bloom	
• Litter Picking Group	
• Christmas Lights Working Group	

12. ALLOTMENTS UPDATE

- i) Redcombe Lane
- ii) Grammar School Road
- iii) Allotment relocation update

13. ACCOUNTS AND AUDIT

- a) To Receive the following Budget Monitoring Reports as at 30 April and 31 May 2020 and Approve the Accounts for Payment as listed in the Appendix for Full Council and the Angel Suite, and Bank Reconciliations for each.
  - Appendix 1 attached – Full Council Accounts and petty cash payments
  - Appendix 2 attached – Angel Suite Accounts and petty cash payments

14. TO APPROVE THE TOWN COUNCIL POLICIES, PROCEDURES AND RISK ASSESSMENTS

- a) Further minor amendments made to the following Policies
  - 3 General Risk Assessment
  - 10 Grants and Donations Policy
  - 18 Brigg Community Emergency Plan
- b) To consider if the NALC Covid 19 Risk Assessment should be included in the Council's Policy folder.

15. TO NOTE A FURTHER GRASS CUTTING CONTRACT (CADNEY AND HOWSHAM) TAKEN ON BY BRIGG TOWN COUNCIL.

Continued ....

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16. GRANT APPLICATIONS - To consider requests
  - i) St John's Church
  
17. TO APPROVE THE UPDATED ASSET REGISTER
  
18. TO AGREE THE RENEWAL OF THE COUNCIL'S INSURANCE POLICY (Three year agreement to 2022), reviewed in light of the revised Asset Register.
  
19. TO AGREE THE SIGNING AND SEALING TO THE SECOND (AMENDED) DEED OF VARIATION FOR THE LEASE TO THE OFFICE ACCOMMODATION IN THE ANGEL.
  
20. TO PURCHASE NEW LITTER BINS AT VARIOUS LOCATIONS THROUGHOUT THE TOWN, AND TO CLARIFY THE LOCATIONS OF, AND RESPONSIBILITIES FOR, THE CIGARETTE BINS.
  
21. TO CONSIDER PROCUREMENT OF PHASE 2 OF THE ARCHES PROJECT
  
22. TO CONSIDER PURCHASING A NEW CCTV CAMERA THAT FOCUSES ON THE RIVERBANK LOCATED ADJACENT TO LADBROKES.
  
23. TO CONFIRM THE CANCELLATION OF THE TOWN'S GARDEN COMPETITION FOR 2020
  
24. **In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded and they are instructed to withdraw; (Public Bodies (Admission to Meetings) Act 1960, section 1(2)).**
  
25. TO CONSIDER THE RECOMMENDATION FROM THE PERSONNEL COMMITTEE REGARDING THE POST OF CLERK

*D Lilley*

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**Ms Dinah Lilley**

**Clerk, Brigg Town Council**

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**Appendix 1 – Full Council Accounts**

**Brigg Town Council Payments 01/04/2020-30/04/2020**

<b>Date Paid</b>	<b>Payee Name</b>	<b>REF</b>	<b>Paid</b>	<b>Transaction Detail</b>
01/04/2020	ERPF	BACS	£ 617.39	March Pension
01/04/2020	HMRC	Bacs	£ 517.73	March Tax/NI
01/04/2020	O2	DD	£ 13.80	March Mobile Phone
02/04/2020	JB Rural Service	BACS	£ 3,600.00	First Grass Cut
02/04/2020	JB Rural Service	BACS	£ 600.00	First Wrawby Grass Cut
02/04/2020	Danielle Li	BACS	£ 120.00	Brigg Matters typesetting
02/04/2020	Vision ICT	BACS	£ 1,770.00	Design & Develop Website
08/04/2020	Ms D Lilley	BACS	£ 31.99	McAfee Clerk Laptop
09/04/2020	VANL	BACS	£ 40.00	Payroll & Year End
09/04/2020	JB Rural Service	BACS	£ 210.00	Millennium - Memorial
09/04/2020	Norton Anti Virus	BACS	£ 24.99	Kerry Laptop protect
16/04/2020	JB Rural Service	BACS	£ 3,600.00	Brigg 2nd Cut
16/04/2020	NLC	BACS	£ 2,326.95	Election Costs 2019
16/04/2020	Public Sector Audit	BACS	£ 613.75	Audit
21/04/2020	JB Rural Service	BACS	£ 600.00	2nd Wrawby Cut
21/04/2020	JB Rural Service	BACS	£ 120.00	1st Wrawby PROW cut
21/04/2020	Brigg Office Supplies	BACS	£ 28.80	Stationery & Postage
21/04/2020	ERNLLCA	BACS	£ 1,079.33	Membership
21/04/2020	Pestguard	BACS	£ 54.00	Pest Control April
28/04/2020	O2	DD	£ 13.80	April Mobile Phone
28/04/2020	Staff Salary	BACS	£ 1,843.86	April Salary
28/04/2020	Nigel Fisher	BACS	£ 500.00	Brigg Blog
28/04/2020	JB Rural Service	BACS	£ 48.00	1st Allotment Cut
28/04/2020	JB Rural Service	BACS	£ 912.00	April Handyman
30/04/2020	JB Rural Service	BACS	£ 210.00	Millennium/Memorial
<b>Total Payments</b>			<b>£ 19,496.39</b>	

**Brigg Town Council Receipts 01/04/2020- 30/04/2020**

<b>Date</b>	<b>Received from</b>	<b>REF</b>	<b>Received</b>	<b>Receipt Description</b>
01/04/2020	J Ladley	Bacs	£ 13.60	Allotment income
09/04/2020	S Herbert	bacs	£ 16.10	Allotment Income
09/04/2020	D Bacon	Bacs	£ 12.70	Allotment Income
09/04/2020	HMRC	Bacs	£ 11,966.86	VAT refund
14/04/2020	Alston	Bacs	£ 16.90	Allotment income
21/04/2020	North Lincs Council	BACS	£ 62,995.50	Precept & Grant
21/04/2020	G Reeve	BACS	£ 12.50	Allotment Income
22/04/2020	Winterton TC	Bacs	£ 40.00	Refund Civic Dinner
30/04/2020	A Jackson	BACS	£ 20.00	Allotment income
30/04/2020	Nat West	INT	£ 6.29	Interest ****3921
30/04/2020	Nat West	INT	£ 2.77	Interest ****7988
<b>Total Receipts</b>			<b>£ 75,103.22</b>	

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**Brigg Town Council Payments 01/05/2020-31/05/2020**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Ref</b>	<b>Transaction Detail</b>	<b>Amount Paid</b>
01/05/2020	K McGrath	BACS	Webcam for J Kitching	£ 23.99
04/05/2020	HMRC	BACS	April Tax/NI	£ 530.47
04/05/2020	ERPF	BACS	April Pension	£ 615.24
05/05/2020	Rialtas software	BACS	Licence & Support - Annual	£ 148.80
05/05/2020	NPOWER	BACS	Christmas light Supply	£ 1,191.52
05/05/2020	JB Rural Service	BACS	Millenium / Memorial Cut	£ 210.00
05/05/2020	Brigg Office Supplies	BACS	Postage	£ 4.79
14/05/2020	JB Rural Service	BACS	3rd Brigg Cut	£ 3,600.00
14/05/2020	JB Rural Service	BACS	3rd Wrawby Cut	£ 600.00
21/05/2020	BT	DD	Telephone & Broadband	£ 104.64
27/05/2020	JB Rural Service	BACS	Cadney 1st Cut	£ 360.00
27/05/2020	JB Rural Service	BACS	Brigg Allotments grass cut	£ 48.00
27/05/2020	JB Rural Service	BACS	Brigg PROW 1st cut	£ 240.00
27/05/2020	JB Rural Service	BACS	Cadney PROW 1st cut	£ 360.00
27/05/2020	JB Rural Service	BACS	Wrawby 4th Cut	£ 600.00
27/05/2020	Anglian Water Wave	DD	Redcombe Lane allotments	£ 24.43
27/05/2020	Anglian Water Wave	DD	GSR Allotments	£ 70.88
28/05/2020	Staff Salary	BACS	May Salary	£ 1,843.66
31/05/2020	O2	DD	Mobile Phone May	£ 14.16
<b>Total Payments</b>				<b>£ 10,590.58</b>

**Brigg Town Council Receipts 01/05/2020**

<b>Date</b>	<b>Cash Received from</b>	<b>Ref</b>	<b>Receipt Description</b>	<b>Receipt</b>
11/05/2020	Bishop	Bacs	Allotment Rent Plot 17	£ 12.00
31/05/2020	Nat West	INT	Interest ****3921	£ 12.47
31/05/2020	Nat West	INT	Interest received ****7988	£ 2.68
<b>Total Receipts</b>				<b>£ 27.15</b>

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**Appendix 2 – Angel Suite Payments 01/04/2020-30/04/2020**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Payment method</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
13/04/2020	NPOWER	DD	£ 126.87	Feb Electricity
16/04/2020	Corona Energy	DD	£ 426.79	Feb Gas
16/04/2020	Reliable Cleaning Services	BACS	£ 738.60	March Cleaning & Relief
30/04/2020	BT	DD	£ 104.64	Phone & Broadband
<b>Total Payments</b>			<b>£ 1,396.90</b>	

**Angel Suite Payments 01/05/2020 - 31/05/2020**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Transaction Detail</b>	<b>Amount Paid</b>
15/05/2020	NPOWER	DD	Electric March	£ 107.10
24/05/2020	Corona Energy	DD	Gas March	£ 370.45
<b>Total Payments</b>				<b>£ 477.55</b>

**Angel Suite Receipts 01/05/2020 - 31/05/2020**

<b>Date</b>	<b>Received from</b>	<b>Receipt No</b>	<b>Receipt Description</b>	<b>Receipt</b>
29/05/2020	North Lincs Council	BACS	Grant NNDR	£ 10,000.00
<b>Total Receipts</b>				<b>£ 10,000.00</b>