

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Minutes of the Meeting Held On Wednesday 10th October 2012
Chairman - Councillor J. Truepenny

Present: Councillors: Mrs. J.A. Bell, Mrs. J. Brock, M.S. Campion, J.C. Dyson,
Mrs. A. Eardley, A.R.B. Nobbs J. Truepenny and
Miss L. E. Whitehand

In attendance: Richard Sharpe Scunthorpe Telegraph

PS015 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS016 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE

Cllr. Mrs. P.J. Smith
Cllr. R. Waltham

PS017 TO RECEIVE ANY DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF CONDUCT.

Standing:

Councillor Mrs. J. Brock Redcombe Lane Allotments
Councillor A.R.B. Nobbs Grammar School Road Allotments

PS018 TO RECEIVE ANY CORRESPONDENCE

None.

PS019 TO RECEIVE A REPORT ON GENERAL ISSUES OUTSTANDING FROM THE CLERK.

None.

PS020 TO APPROVE GENERAL ACCOUNTS FOR PAYMENT

It was resolved that the following accounts for payment should be approved.

Proposed: Cllr. M.S. Campion

Seconded: Cllr. Mrs. A. Eardley



PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
Mr. Ricardson	Allotment Maintenance	120.00		120.00
Johnstone Insurance Broker	3B's Van Insurance	631.45		631.45
Mr. Ricardson	Allotment Maintenance	100.00		100.00
NLC	Rates-James Street	58.00		58.00
University of Hull	Course fees	190.00		190.00
Mr. M. Smith	Fishing Pegs	250.00		250.00
Mr. M. Smith	Fishing Pegs	275.00		275.00
Wayne Piggot	Refund-diesel	16.67	3.33	20.00
Harbour Clean	August River Clean	1412.00	282.4	1694.40
Business partner	3B's Van Hire	181.79	36.36	218.15
Brigg Angling Centre	Fishing supplies	137.55	27.51	165.06
Jonro Properties Ltd	Insurance James S. Lock up	25.24		25.24
NLC	Rates-James Street	58		58.00
Mr. A. Morris	Tap key deposit refund	5.00		5.00
Barrie Gray & son	Bunting erection and removal	875.00		875.00
TJ's Coach Hire	3B's trip	130.00		130.00
Countryside Pest control	Routine visit	45.00		45.00
Business partner	3B's Van Hire	181.79	36.36	218.15

PS021 ALLOTMENTS:

a) To Receive a report on outstanding issues from the Clerk:

None.

b) Redcombe Lane site:

i) To Receive and Consider the site visit report and any observations from the Allotment Representative and consider any questions from tenants.

Members received a written report from Mr. P. Brock advising that the site is in good order and that the tenants have no issues that they wish to raise.

The Clerk advised that, together with the Assistant Clerk, she had also undertaken a site inspection and she had nothing further to add to the report from Mr. Brock.

ii) To receive and consider any report from Countryside Pest Control.

Nothing to report.

c) Grammar School Road

i) To Receive and Consider the site visit report and any observations from the Allotment Representative, and consider any questions from tenants.

Members were advised that the previous allotment representative for Grammar School Road has now relinquished his plot; therefore, a new representative will be required.

Continued/.....



The Clerk and the Assistant Clerk provided a comprehensive site visit report which indicated that a number of plots are currently not being fully cultivated in accordance with the Tenancy Agreement; therefore, these plots are at risk of not being properly dug over and prepared for the winter.

The Clerk reminded members that, in the event that the plots are left unworked throughout the winter months and the tenant subsequently decides to relinquish the plot in the Spring, a new tenant is significantly disadvantaged by this lack of cultivation.

It was resolved that the Clerk should be delegated to send appropriate letters to the tenants in accordance with the Tenancy Agreement, urging them to bring their plots up to the required standard before the winter months otherwise there was a risk that they could lose their tenancy.

Proposed: Cllr. M.S. Campion

Seconded: Cllr. J.C. Dyson

ii) To Receive and note a report from the Clerk with regard to tenancy allocations.

This item was deferred until the next meeting which will enable the Clerk to report the outcome of the letters to be sent under item 7c) i).

iii) To Receive and Consider any report from Countryside Pest Control.

Nothing to report.

PS022 ANGEL SUITE:

a) To receive the following financial reports and authorise Accounts Paid and for Payment. (See Appendix 2)

It was resolved that the financial reports as at the following dates should be noted as received, and that the following accounts for payment should be approved.

- i) 31st July 2012
- ii) 31st August 2012
- iii) 30th September 2012



PAYEE	SERVICE/PRODUCT	NET	VAT	GROSS
JULY				
NLC	Rates	58.00		58.00
NLC	Trade rates	66.56		66.56
Grimsby Lifts Ltd	Replace stop button	125.50	25.10	150.60
Brigg Launderette	Linen cleaning	77.00		77.00
Elis Cleaning Services	Window cleaning	90.00	18.00	108.00
NLC	Electrical Safety testing	196.00	39.20	235.20
Bow Bells	Linen hire	189.00		189.00
Reliable Cleaning Services	Cleaning/Relief Manager	745.80	149.16	894.96
East Riding of Yorkshire Cou	Cleaning supplies	111.97	21.82	133.79
Fisher Security	CCTV	21.09	3.69	24.78
Frank's marquees	Table hire	49.00	9.80	58.80
Petty Cash top up		223.43	8.69	232.12
BT		51.74	10.34	62.08
British Gas	heat	105.12	5.26	110.38
Tulip Healthcare	Hygiene Disposa;	132.00	26.40	158.40
BT	Advert	118.09	23.62	141.71
AUGUST				
NLC	Rates	58.00		58.00
NLC	Trade rates	66.56		66.56
Elis Cleaning Services	Window cleaning	45.00	9.00	54.00
Anglian Water	Water rates	294.64		294.64
Brigg Launderette	laundry services	20.00		20.00
Reliable Cleaning Services	Cleaning/Relief Manager	745.80	149.16	894.96
Fisher Security	CCTV	21.09	3.69	24.78
Akrill Plumbing	Various plumbing problems	190.78	38.16	228.94
Frank's Marquees	Table hire	49.00	9.80	58.80
Your Chef	Wedding breakfast-Simpson	1237.50		1237.50
Occasions	Buffet for Smith	1100.00		1100.00
British Gas	heat	179.38	35.88	215.26
BT	Advert	118.09	23.62	141.71
SEPTEMBER				
NLC	Rates	58.00		58.00
NLC	Trade rates	66.56		66.56
Bow Belles	Linen hire	50.00		50.00
Npower	Electricity	580.17	116.02	696.19
Brigg Launderette	Linen clean	40.00		40.00
Fisher Security	CCTV	21.09	3.69	24.78
Petty cash top up	Including spending on Wedding	235.66	17.17	252.83
B & Q	Refund G. Eastwood-Border tile	23.18	4.64	27.82
Information Commisioner	Annual registration fee	35.00		35.00
Business Link	Advert-Lincolnshire Life	55.00	11.00	66.00
Country Life	Advert-Country Life Wedding Su	58.00	11.60	69.60
BT	Advert	118.09	23.62	141.71
Gary Eastwood	Cleaning products	83.64	16.73	100.37
Gary Eastwood	Cleaning/Relief Manager	446.35	89.27	535.62
British Gas	heat	51.26	2.56	53.82
Ellis Cleaning services	Window cleaning	90.00	18.00	108.00
WM Walton & Co Ltd	Perfect Wedding Advert	30.00	6.00	36.00

Proposed: Cllr. J. Truepenny

Seconded: Cllr. J.C. Dyson



b) To Receive a report from the Clerk on General Outstanding Issues.

None.

c) To Receive a general report from the Angel Suite Manager.

The Angel Suite Manager provided a printed report to members outlining the bookings that have been received in recent months, and the level of hire already agreed for the forthcoming months. She also advised that the latest Wedding Fayre proved to be another success which, as well as providing a service to the community and promoting local businesses, had generated income from the Angel Suite in the sum of £560.56. This figure also takes into account advertising purchased in two publications directed toward potential wedding hire.

Mrs. Deeley also asked members for consideration of the following issues relating to the kitchen.

- The oven is beginning to fail and is no longer adequate for the purpose of cooking for a large function.
- The inside of the refrigerator is beginning to deteriorate visually.
- Whilst attending a food health and hygiene course it was brought to the attention of Mrs. Deeley that premises which provide catering for public consumption should be using a commercial dishwasher to clean and fully sterilise their crockery and cutlery.

Members agreed that these items should be placed for consideration on the next agenda.

Mrs. Deeley was thanked for her report and for her continued hard work to generate income for the Angel Suite.

d) To Review the Hire Charges for the Angel Suite

Members were provided with a detailed breakdown of the income and expenditure for the current year to date, alongside comparative figures for the last Fiscal Year.

After due consideration **it was noted that** (excluding the Town Council subsidy of £5,444.47) there was a surplus of £1,327.30 at the end of the last Fiscal Year whereas in the first six months of the current Fiscal Year, the surplus stands at £5,861.15.

Also that, the surplus between income and expenditure for the delivery of corporate services currently stands at £1,958.21 for the Fiscal Year.

Having considered the information provided, members agreed that there was no justification for any increase in the hire charges at the present time, but the cumulative position should continue to be monitored on a quarterly basis.



It was therefore resolved that there would be no change to the existing hire charges for the Angel Suite.

Proposed: Cllr. J. Truempenny

Seconded: Cllr. Mrs. J. Brock

PS023 3B's CHILDREN AND FAMILIES PROJECT

a) To note the recommendation from the Clerk to the partner parishes of Barnetby-le-Wold and Broughton, regarding the formal dissolution of the 3B's partnership. (Copy correspondence enclosed for information.)

It was resolved that the action recommended by the Clerk regarding the formal dissolution of the 3B's partnership, as per the copy correspondence provided, should be noted and endorsed.

Proposed: Cllr. J. Truempenny

Seconded: Cllr. A.R.B. Nobbs

b) To Receive a general report from the Clerk.

The following report was noted as received.

Sessions are currently being delivered on Tuesday/Thursday and Friday evenings, the latter being in partnership with the North Lincolnshire Council On Target sessions.

Discussions are currently underway with regard to:-

- A consultation/ review exercise with young people
- Re-establishing links/regular meetings with partner agencies and the schools
- Delivery of specialist/targeted sessions on a monthly basis.

Cllr. Mrs. A. Eardley put forward a suggestion that the 3B's team could also establish contact with the Army Cadets, the A.T.C., Guides, Scouts, St. John Ambulance Brigade and other similar uniformed groups, perhaps through undertaking occasional visits to the regular meeting nights of these organisations.

c) To Consider potential opportunities for the Project, following the decision by North Lincolnshire Council to re-structure its delivery of Youth Services.

Members were reminded that Cllr. A.R.B. Nobbs attended the information sharing event at which North Lincolnshire Council's intention to go out to tender for the provision of youth services, was outlined.

Details of the tender information have been promised but not yet received.

Members agreed that it was difficult to discuss this matter until the relevant details have been received.

It was noted that the Town Council has been registered on the relevant website to receive this information and it was agreed that Cllr. R. Waltham should be asked to follow up his offer to secure this information to the Town Council.

Cllr. A.R.B. Nobbs advised that it was his understanding that the aim is to deliver youth services on an outreach basis, rather than centre based.

It was agreed that this item should be retained on the next Agenda.

PS024 CHRISTMAS LIGHTS INSTALLATION 2012

a) To Consider the appointment of Barrie Gray & Son as the contractor for the installation and maintenance of the Christmas Lights in 2012.

It was noted that the only expression of interest received for these works is from Barrie Gray & Son.

It was resolved that the estimate provided by Barrie Gray & Son for the same installation as previous years, in the sum of £6,950.00 plus the cost of any replacement lamps required, should be accepted and that the contract for these works should be awarded to Barrie Gray & Son.

Proposed: Cllr. Mrs. J.A. Bell

Seconded: Cllr. Mrs. A. Eardley

b) To note the authorisation under delegated powers by the Clerk for the requisite stress testing works to be undertaken prior to installation.

Members were reminded that the above-mentioned contracts are of a specialist nature and the process to identify suitable suppliers was undertaken in accordance with standing orders at the outset, when these works first became a requirement. The usual requirements as per financial standing orders are, therefore, waived.

Standard Industries have already undertaken the stress testing works on the brackets for the feature lights – at a cost of £995.00 + V.A.T.

H.T.S. will be undertaking the assessment on the remaining fixings shortly – cost £3,245.00 + V.A.T.

It was resolved that the Clerk's actions should be noted and endorsed.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. A. Eardley

c) To approve the purchase of new lights for the Christmas tree and authorise the purchase of additional/replacement feature lights (as required).

It was resolved that the Clerk should be authorised to purchase new Christmas Tree Lights up to a budget of £500 plus V.A.T.



It was also noted that nine feature moulds need to be replaced, a supplier has been sourced, but the electricians need to ensure that the moulds are suitable for the existing fixings.

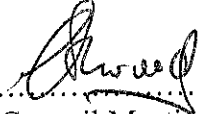
It was resolved that a decision in this regard should be delegated to the existing group of members, i.e. Cllr. J.C. Dyson, Cllr. A.R.B. Nobbs and Cllr. J. Truepenny.

Proposed: Cllr. M.S. Champion

Seconded: Cllr. A.R.B. Nobbs

The meeting closed at 8.35 p.m.

Signed.....
Chairman, Property & Services Committee
held on Wednesday, 10th October 2012

Signed.....
Chairman, Full Council Meeting
held on Monday, 22nd October 2012