

**BRIGG TOWN COUNCIL**  
**PROPERTY AND SERVICES COMMITTEE**  
**Minutes of the Meeting Held On Wednesday 12<sup>th</sup> December 2012**  
**Chairman - Councillor J. Truepenny**

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

In attendance: Richard Sharpe          Scunthorpe Telegraph

**PS024 NOTICE CONVENING THE MEETING**

Taken as read and approved.

**PS025 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE**

Cllr. R. Waltham – is attending another parish council meeting in his capacity as a Ward Councillor.

**PS026 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

**PS027 TO RECEIVE ANY CORRESPONDENCE**

The Clerk advised that further correspondence has been received from the company who manage the invoices and accounts for the previous lift maintenance company regarding the dispute over outstanding invoices.

This item will appear on the next agenda.

**PS028 TO RECEIVE A REPORT ON GENERAL ISSUES OUTSTANDING FROM THE CLERK.**

**3B's Project**

Barnetby-le-Wold and Broughton Parish Councils have acknowledged the letter issued regarding the conclusion of the project.

Re-structure of the Youth Service by North Lincolnshire Council – information not yet received.



PS029 TO APPROVE GENERAL ACCOUNTS FOR PAYMENT  
(see Appendix 1)

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

Proposed: Cllr. M.S. Campion

Seconded: Cllr. Mrs. P.J. Smith

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
Standard Industries Ltd	Stress testing	995.00	199.00	1194.00
Business partner	3B's Van Hire	181.79	36.36	218.15
Anglian Water	Redcombe Lane Allots	58.52		58.52
Anglian Water	GS Rd Allots	63.78		63.78
General Lamps Ltd	Replacement bulbs - xmas lights	630.00	126.00	756.00
Festivelights/ JM Woollard	Xmas Tree Lights	359.77	71.96	431.73
NLC	SLAs -Comprising of Maintenance	3091.06		
	Allotments	96.00		
	Public Conveniences	633.36		
	Millenium Green	679.05		
	<b>Total</b>	<b>4499.47</b>	<b>899.89</b>	<b>5399.36</b>
NLC	MUGA Hire	92.20		92.20
NLC	MUGA Hire	162.45		162.45
Barrie Gray	1st Payment Xmas Lights	2000.00		2000.00
North East Lincs. Council	Staff Training	30.00		30.00
Countryside Pest Control	Site visit	45.00		45.00
HTS	Sress testing brackets-xmas lights	3245.00	649.00	3894.00
Goodwin Development Trust	Staff Training	30.00		30.00
Standard Industries Ltd	Stress testing	995.00	199.00	1194.00
Brigg Lions	Stall hire - Xmas Fayre 3 B's	27.00		27.00
Stephen Hession	Xmas decorations	300.00		300.00
Vistaprint/JM Woollard	Business cards 3B's	36.46	7.30	43.76
Brigg Service Station/Wayne	Diesel	26.67	5.33	32.00
MA Smalley	Winter planting/ remove hanging baskets	253.30	50.66	303.96
Sign of the Times(Grimsby)	Work gear for 3 B's	117.50	23.50	141.00
C. Pitois	Mileage	104.00		104.00
Pro Acrive Sportswear/ Jean	Uniform - 3 B's	41.99	3.01	45.00
North East Lincs. Council	Staff Training	100.00		100.00
NLC	SLA Salt bins	355.80	71.16	426.96
NLC	MUGA Hire	92.20		92.20
Barrie Gray	2nd Payment Xmas Lights	3000.00		3000.00

PS030 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.**

Continued/.....

A written report was received from Mr. P. Brock (Allotment Representative) confirming that all plots are in good order and well prepared for winter.

- 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 noted that the previous Allotment Representative has now relinquished his plot, therefore, the tenants need to appoint a new representative for this site. The Clerk will circulate a letter to all tenants in this regard.

Members were advised that the Clerk and the Assistant Clerk had undertaken a site visit on 11<sup>th</sup> December 2012, and found all plots to be in good order in preparation for winter.

**It was noted that:**

The tenants who received a letter regarding the standard of cultivation required following the last inspection, have responded positively.

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

Plot 5 Tenant has agreed to a plot share in the spring.  
Currently working one half of the allotment and keeping the other half tidy until then.

Plot 8 split into 2 plots.  
8A – currently being worked.  
8B – new tenant failed to work the plot – to be re-let.

Plot 9 – Split into 2 plots.  
9A – new tenant failed to work the plot. Notice given.  
9B - this tenant is now working the whole plot but the plots have been retained as two, case of need for the future.

Plot 16 – New tenant.

Plot 24 – split into 2 plots - both being worked.

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

Nothing to report.



PS031 ANGEL SUITE:

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

**It was resolved that** the following two financial reports and the accounts for payment, as listed, should be approved.

Proposed: Cllr. Mrs. A. Eardley

Seconded: Cllr. Mrs. P.J. Smith

- i) 31<sup>st</sup> October 2012  
 ii) 30<sup>th</sup> November 2012

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Rates	58.00		58.00
NLC	Trade rates	66.56		66.56
Fisher Security	CCTV	21.09	3.69	24.78
NLC	Premises Licence	295.00		295.00
Softaire Payphones Ltd	New handset for payphone	35.00	7.00	42.00
Gary Eastwood	Cleaning/Relief Manager	339.00	67.80	406.80
Bow Belles	Tablecloth Hire	60.00		60.00
BTC	Refund Tablecloth hire	-60.00		-60.00
PD Watson	Buffet items	202.50		202.50
BT	Advert	118.09	23.62	141.71
BT	Payphone Bill	51.60	10.32	61.92
Petty Cash Top Up		269.58	2.52	272.10
Grimsby Lifts	Call out	90.00	18.00	108.00
Anglian Water	Water	86.12		86.12
Petty Cash Top Up		189.02	3.97	192.99
NLC	Rates	58.00		58.00
NLC	Trade rates	66.56		66.56
Bow Belles	Tablecloth Hire	140.00		140.00
Sandra Bishop	Catering	660.00		660.00
Kings Church	Refund	202.50		202.50
Fisher Security	CCTV	21.09	3.69	24.78
PD Watson	Buffet items	137.00		137.00
Gary Eastwood	Cleaning/Relief Manager	734.50	146.90	881.40
Grimsby Lifts Ltd	Repair lift stop button	125.50	25.10	150.60
BT	Advert	118.09	23.62	141.71
Bow Belles	Linen Hire for Wedding	270.00		270.00
British Gas	heat	89.01	4.45	93.46
Petty Cash Top Up		167.76	0.34	168.10

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

None.

**ii) To receive a report from the Clerk with regard to issues resolved under delegated powers.**

Members were advised that the Clerk has authorised the following work:

- Replacement of lead flashing on the roof adjacent to the rotunda with a lead replacement flash band, at a cost of £65.00

**Authorisation has also been given for the following works to be undertaken, on an hourly rate, through Barrie Gray & Son.**

- Installation of dimmer switches in the ballroom
- Light switch repairs
- Installation of a keypad controlled lock to the bin store

**The Clerk suggested that members might want to incorporate the works required under Agenda Items 8e) and 8gii) within the day of works already authorised – the total cost for a day's labour would be in the region of £140.00 plus the cost of any parts and materials**

It was resolved that the works authorised by the Clerk should be endorsed and that the Clerk's suggestion should be endorsed at the appropriate place on the Agenda.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J.A. Bell

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

Nothing to report.

**d) To confirm and adopt the Hire Charges agreed at the last meeting.**

It was resolved that the hire charges, as agreed at the last meeting, should now be formally adopted and implemented in accordance with previous practice.

Proposed: Cllr. M.S. Campion

Seconded: Cllr. Mrs. P.J. Smith

**e) To review the effectiveness of the CCTV system within the building and consider potential improvements to the same.**

Members were referred to the incident now in the public domain with regard to the theft of a poppy collection tin from landing area within the Angel Suite.

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The clerk advised that the incident took place when the main door was open, due to the lounge being in use. The ballroom and the kitchen were both locked and, regrettably, (due to the lights on the landing being extinguished) the images recorded from the CCTV camera located on the landing was poor.

However, good images were obtained from the camera in the rotunda, due to the lights being on.

The Clerk recommended that a PIR light could be installed on the landing, which would be triggered by movement and could be programmed to stay lit for a specified period. This would enable good quality images to be recorded, and would also probably act as a deterrent to any unauthorised persons entering the building.

**It was resolved that** the Clerk's recommendations should now be actioned, and that these works should be undertaken within the day of labour to be purchased through Barrie Gray & Son (as resolved under Minute Number PS031(bi) above. **Also that** the possibility of installing an entry bleep system should be investigated.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. J.C. Dyson

- f) **i) To Receive a report from the Clerk with regard to Fire Safety and Evacuation procedures, following the recent changes to the use and staffing on the North Lincolnshire side of the Angel Building and Courtyard.**

**It was noted that:**

The emergency evacuation procedures for staff and users of the Angel Suite remain un-changed.

The central glass doors are also now on mag locks which allows the café to be made secure when it isn't open for business. The magnets will automatically release to allow the doors to open in the event that the alarm is activated. It is also intended to upgrade the mag locks on the rear gates, which will remove the need for a padlock to be used when the premises are not in use. *(Addendum post meeting, 13.12.12, Mag logs fully operational - padlock removed.)*

There is one outstanding issue, which North Lincolnshire Council is trying to resolve, which relates to the illumination of the fire panel within the Angel Suite. Problems have been experienced since the works relating to the Library and the Heritage Centre commenced, and Rex Fire Services have not been able to resolve the problem. However, North Lincolnshire Council has been assured by Rex Fire Services that it is simply a wiring problem as far as the display is concerned – and the panel is fully operational. The Clerk has requested confirmation of the same, in writing.

Regular meetings are being held with representatives of the various Angel Suite users, and the Clerk is attending those meetings.



**ii) To review the Fire Risk Assessment for the Angel Suite.**

Members were provided with a copy of the revised fire risk assessment incorporating all of the changes reported under Minute Number PS031 8f(i).

**It was resolved that,** subject to no further amendments being brought forward by members or the clerk prior to the adoption of these minutes at the Full Council Meeting on 28<sup>th</sup> January 2013, then the fire risk assessment should be taken as read and considered as formally reviewed and accepted.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. P.J. Smith

**g) i) To consider the purchase and installation of the following equipment and any associated works:**

Members were referred to the report prepared and circulated at the meeting, detailing the equipment available and the costs involved.

a) Commercial dishwasher.

**It was resolved that** a reconditioned dishwasher should be purchased and installed through Lumbs, **and that** separate insurance cover should be insured.

Proposed: Cllr. M.S. Campion

Seconded: Cllr. J.C. Dyson

b) Replacement oven.

**It was resolved that** the oven listed within the report, which is currently available on offer through Currys, should be purchased. In the event that it is no longer available then a similar purchase should be secured, within a maximum budget of £800; **and that** separate insurance cover should be insured.

Proposed: Cllr. M.S. Campion

Seconded: Cllr. J.C. Dyson

**ii) To approve the removal of the shower tray and electrical unit, and associated labour costs to cap off the pipes to both the water supply and the drains, all located within the room now used as a Staff W.C.**

Members were advised that Cllr. E.G.R. Arnott raised the risk of Legionella following the discussion with regard to the algae that was accumulating on the Holocaust Memorial.

The risk of Legionella is significantly increased when pipework and drains are unused, but water is still present. The shower and shower tray were installed when the premises were re-furbished, supposedly for performers to use the room as a changing room.

This has never transpired, hence the recommendation that they should be capped off and removed.

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Members noted that the shower unit was disconnected from the electricity supply some time ago, to avoid the risk of it being switched on by mistake

**It was resolved that** the above work should be undertaken within the day of maintenance works, as resolved under Minute Number PS031(bi) above.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. J.C. Dyson

- h) ***It was resolved that, 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.***

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock

**ii) To note the conclusion of a regular hire contract.**

**It was resolved that** the Clerk's report with regard to the conclusion of a regular hire contract should be noted as received, and endorsed.

Proposed: Cllr. A.R.B. Nobbs

Seconded: Cllr. Mrs. J.A. Bell

**iii) To review the policy governing regular hire agreements.**

**It was resolved that**

- Requests for hire on a Sunday (whether they be a regular booking or casual) that will only generate the concessionary rate should be declined.
- Casual and more lucrative Sunday bookings, that will generate significant income, may be accepted at the clerk's discretion e.g. commercial hire, weddings, family parties, christenings

**Reason**

- Staffing implications re; working time regulations following a major function on Saturday, due to the need for the premises to be cleared/cleaned through the night in readiness for the Sunday hire.
- Cleaning up after a Saturday function can then be better accommodated within existing hours, and this policy will also enable the Angel Suite Manager (in most instances) to allocate Sunday as her day of rest.
- Session hire that generates more than the concessionary revenue will also cover any increased costs in the event that the Relief Manager has to be called in to help clean and re-set the room.

Proposed: Cllr. Mrs. A. Eardley

Seconded: Cllr. J.C. Dyson

continued/...



**It was resolved that** Standing Orders should be reinstated for the remainder of the meeting.

Proposed: Cllr. Miss J. Kitching

Seconded: Cllr. Mrs. P.J. Smith

PS032 CHRISTMAS LIGHTS INSTALLATION 2012

**To note and endorse the following purchases:**


**It was resolved that** the purchase and installation of the following items should be endorsed.


- |                                     |                 |
|-------------------------------------|-----------------|
| i) New Christmas Tree Lights.       | £349.77 + V.AT. |
| ii) Replacement feature lights (10) | £300.00.        |

Proposed: Cllr. M.S. Campion

Seconded: Cllr. Mrs. P.J. Smith

The meeting closed at 8.50 p.m.

Signed.....  
Chairman, Property & Services Committee  
Held on Wednesday, 12<sup>th</sup> December 2012

Signed.....  
Chairman, Full Council Meeting  
held on Monday, 28<sup>th</sup> January 2013