

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Minutes of the Meeting held on Wednesday 6th March 2013
Chairman - Councillor J. Truepenny

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

In attendance: Mr. N. Fisher Brigg Blog
 Mr. P. Brock Allotment Representative Redcombe Lane
 Mr. J. Cosgrove Allotment Representative G.S. Road

PS033 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS034 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE

Cllr Mrs A. Eardley
Cllr. Mrs P.J. Smith
Cllr R. Waltham
Cllr Miss L.E. Whitehand

Cllr A.R.B. Nobbs sent his apologies that he would be late.

PS035 a) TO RECORD 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 TYPE OF INTEREST BEING DECLARED.

Standing:

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

b) TO NOTE DISPENSATIONS GIVEN TO ANY MEMBER OF THE COUNCIL IN RESPECT OF THE AGENDA ITEMS LISTED BELOW.

None.

PS036 TO RECEIVE ANY CORRESPONDENCE

None.

PS037 TO RECEIVE A REPORT ON GENERAL ISSUES OUTSTANDING FROM THE CLERK

None.

PS038 TO APPROVE GENERAL ACCOUNTS FOR PAYMENT

(see Appendix 1)

It was resolved that the general accounts for payment, as listed on Appendix 1, should be approved.

KCFX	Lighting/staging	805.00	161.00	966.00
Wayne Piggot	Refunds	30.05	6.13	36.18
DSL	Barrier hire xmas lights	13.71	2.74	16.45
Business partner	3B's Van Hire -Nov	242.38	48.48	290.86
Business partner	3B's Van Hire - Dec	170.88	34.18	205.06
Sign Of the Times	Alterations to Banner	12.00	2.40	14.40
Jonro prperties Ltd	Rent James St. Lock Up	275.00		275.00
DSL	Barrier hire xmas lights	27.43	5.49	32.92
Newitt &Co Ltd	Football kit	32.47	6.49	38.96
Countryside Pest Control	Routine visit	45.00		45.00
Business partner	3B's Van Hire	170.88	34.18	205.06
Barrie Gray	Xmas lights-final payment	2022.00		2022.00
Anglian Water	GS Road Allotments	47.14		47.14
DSL	Barrier Hire-Xmas Lights	15.29	3.06	18.35

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock

PS039 ALLOTMENTS

Before proceeding with this Agenda Item, members were advised of the sad news that Mr. Allistair Stothard, who has judged the Prize Allotment Award for many years, has passed away. The funeral service was held at St. Barnabas Church, Barneby-le-Wold, on Thursday 14th February at 12pm, and the Town Council was represented by the Clerk.

A formal letter of condolence will now be sent.

The Clerk was also authorised to prepare a tribute from the Council, together with the Town Mayor, for publication in the press.

Members acknowledged that it will be necessary to seek out an equally qualified judge to replace him for the Prize Allotment Award.

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 were advised that one of the tenants confirmed to the clerk that a break in had occurred on Saturday Evening/Sunday morning, 1st / 2nd March 2013, and that chickens were stolen from one of the plots. Access was gained by cutting through the boundary fence between the site and Atherton Way.

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It would seem that the sole intent was to steal the chickens, as no other tools or equipment were touched. The police and North Lincolnshire Council have both been informed.

A report was received from Mr. P. Brock, the Redcombe Lane representative, identifying several issues that the tenants would like the Council to address.

It was agreed that the Clerk should organise a site meeting to look at these issues in situ.

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 following two tenants have volunteered to act as representatives.

Mr. Cosgrove / Mr. Mosey.

Mr. Cosgrove was in attendance this evening.

Members were advised that the Assistant Clerk highlighted one plot that was in need of attention, when she undertook the site visit a couple of weeks ago, but this plot has since been relinquished and re-let.

Mr. Cosgrove observed that the site is in a much better state than last year.

He drew attention to allotment plot 24B, which he suggested might be relinquished soon.

He also confirmed that water is flowing freely through the ditch which is in good order and has been fully cleaned; and that the pest control system is working as there have been no sightings of any vermin on the site.

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

All plots are now let.

Members noted that the decision to split some of the larger plots has enabled the waiting list to be fully extinguished.

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

Nothing to report.

PS040 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 financial reports and the accounts paid and for payment as listed on Appendix 2 should be approved.

- i) 31st December 2012
 ii) 31st January 2013

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Trade rates	66.56		66.56
Tulip Healthcare	Sanitary ware	12.00	2.40	14.40
PD Watson	Buffet goods	438.41		438.41
Akrill Plumbing	Leak-Ladies toilets	45.60	9.12	54.72
Brigg Launderette	Linen washing	57.00		57.00
Your Chef Ltd	ATC Dinner	630.00		630.00
Wrawby Roofing service	Repair to Rotunda roof	65.00		65.00
Npower	Electricity	290.04	58.00	348.04
Fisher Security	CCTV	21.09	3.69	24.78
Reliable Cleaning	Relief Manager/ Janitorial s	1403.41	280.68	1684.09
Brigg Amateur operatic S	Advert	60.00		60.00
Brians DIY	Paint	3.30	0.66	3.96
General Lamps	Bulbs	50.00	10.00	60.00
Petty Cash Top Up		118.35	5.71	124.06
Screwfix / Jeanette Woo	Key Safe/ Lock	101.63	20.31	121.94
BT	Advert	118.07	23.62	141.69
British Gas	heat	186.42	37.28	223.70
Your Chef	Mason Carol supper	377.00		377.00
Premiere Products	Floor Polish	52.27	10.45	62.72
Ellis Cleaning Services	Window cleaning	135.00	27.00	162.00
NLC	Trade rates	66.56		66.56
General Lamps	Bulbs	40.00	8.00	48.00
PD Watson	Buffet supplies	35.00		35.00
Brigg Launderette	Laundry	27.00		27.00
Fisher Security	CCTV	21.09	3.69	24.78
PRS Ltd	Music License	229.04	45.81	274.85
Wolds Singers	Refund	75.00		75.00
DSL	Scaffold Hire	34.99	7.00	41.99
Petty cash		126.10	8.57	134.67
Reliable Cleaning	Relief manager/floor	745.80	149.16	894.96
Reliable Cleaning	Clenaing Products	52.44	10.49	62.93
BT	Payphone Bill	54.15	10.83	64.98
British Gas	heat	747.47	149.49	896.96
JCM Locksmiths	Replacement keys	78.77	15.75	94.52

Proposed: Cllr. J. Truepenny

Seconded: Cllr. J.C. Dyson

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

Members noted that as a result of the CCTV footage recorded inside the building, the person responsible for the theft of the Poppy Tin was apprehended. He has now been found guilty and a fine of £50.00 has been imposed upon him to cover the estimated loss of donations from the tin.

Members noted that following discussions at the last meeting, the following issues have been addressed:

Motion sensors have now been fitted to the existing lights within the building, which causes them to illuminate whenever movement is detected.

Dimmer switches have been installed in the ballroom.

Repairs to light switches have been completed.

A keypad control lock has been installed on the bin store.

The dishwasher is now installed and working.

The new cooker is now installed and working.

The old cooker has been scrapped, on the council's behalf, by the plumber.

The shower and shower tray have been removed from the Staff W.C.

The updated Fire Risk Assessment has been lodged with North Lincolnshire Council

It was resolved that the above actions should be noted and endorsed.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. M.S. Campion

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

Members noted that repairs have been undertaken to the Emergency Lighting System, due to some failures during inspection.

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

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J.A. Bell

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

Unfortunately the Angel Suite Manager was not in attendance due to family illness.

A specialist celebration package has been designed in partnership with local businesses, to include the hire and use of the Angel Suite, bar services, catering, room decor and the services of a celebrant.

The early signs are that this is a popular move and it is now intended to design other alternative packages that may appeal to a wider range of clientele.

The Wedding Fair once again proved to be a popular event, with 25 exhibitors in attendance, and many more genuine enquirers visiting and placing orders with the vendors on the day. Vendors are indicating that this is becoming one of the most sought after events of its kind in the area.

The next wedding fair will take place on Sunday 8th September 2013.

d) Lift Maintenance – previous contract

To consider the settlement offer from Orona Ltd regarding the disputed, outstanding payment for works undertaken under the previous contract.

Members were advised that this matter has been in dispute for 3 years.

Invoices were issued (at that time) for call-outs and repairs which the Clerk subsequently disputed as, on each occasion, the engineer had only undertaken a service just a few days before.

The Clerk also withheld payment for the contractual maintenance visits as she considered them to have been flawed due to the cause of the call-outs/ breakdowns not having been identified.

Copies of the paperwork have been passed back and forth, and letters exchanged, throughout this time.

Orona have since withdrawn their invoice in the sum of £347.34 as a gesture of goodwill - and are now asking for the outstanding balance of £272.14.

It was resolved that the Town Council should now undertake full and final settlement with this company in the sum of £272.14.

Proposed: Cllr. J.C. Dyson

Seconded: Cllr. Mrs. J. Brock

PS041 TO CONSIDER THE PURCHASE AND INSTALLATION OF A SALT BIN, IN THE VICINITY OF ASH GROVE, AND THE ADDITIONAL COST TO SERVICE THE BIN UNDER THE EXISTING SERVICE LEVEL AGREEMENT WITH THE NORTH LINCOLNSHIRE COUNCIL NEIGHBOURHOOD SERVICES TEAM.

Members noted that, North Lincolnshire Council has advised that this location does not meet the criteria as a priority for a salt bin, but there is nothing to stop the Town Council installing and maintaining the bin.

It was resolved that this item should be deferred until the next meeting which will enable members to consider the following:

- Although this is a perfectly reasonable request is a precedent being set which would result in the Town Council being expected to deliver salt bins at numerous similar locations throughout the town?

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- Cost – which the Clerk will secure for members to consider.
Could the Town Council afford multiple requests.

PS042 CHRISTMAS LIGHTS INSTALLATION

a) To review the Christmas Lights Installation and Switch-On 2012.

Members noted that the installation had gone well and no problems were experienced. There was no other comment.

b) To confirm the date for the Switch-On in 2013.

Members noted that the Lions have indicated that they wish to hold the Christmas Fair on the last Friday in November again – Friday 29th November 2013.

It was resolved that the Town Council should, once again, coincide with this date for the switch-on

Proposed: Cllr. J. Truempenny

Seconded: Cllr. M.S. Campion

c) It was resolved that in view of the confidential nature of the business about to be transacted under Agenda Items 10(d), and 11, it is advisable, in the public interest, that the press and public are excluded and they are instructed to withdraw.

Proposed: Cllr. J. Truempenny

Seconded: Cllr. Mrs. J. Brock

It was resolved that standing orders should be re-instated to record the following decisions:

PS042 **d) To consider the estimated cost for the 2013/14 installation, and the ongoing years thereafter; and examine potential sources of external funding to assist with the same.**

It was resolved that the Clerk should secure firm advice from the Legal Department at North Lincolnshire Council, with regard to culpability in the event of injury to a member of the public or property, as a result of a failure if the frequency of stress testing is reduced.

The Clerk made clear her concerns that, as the proper officer of the Council, she would not want to be placed in the invidious position of being charged with mis-management in the event that an incident/injury did occur, and the council had directed a reduction in the frequency of the stress tests in order to reduce costs.

Cllr. J. Truempenny observed that the Council has a duty of care to ensure that a member of staff is not placed in such a position.

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It was also resolved that a request for a donation should be sent to the Brigg Town Business Partnership to assist with the cost of installing the lights; and that similar requests should be sent to the larger businesses and stores in the town.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. A. Bell

PS043 **THREEBs BRIGG – YOUNG PEOPLE AND FAMILIES PROJECT**

- a) **To note and approve the minor amendment to the title of the project to ThreeBs Brigg; which has been changed after discussions with the young people, due to the previous title being routinely rejected by social media sites; and for the purpose of new funding bids and the promotion of events and activities.**

It was resolved that the minor change to the title of the project to ThreeBs Brigg, should be approved.

Proposed: Cllr. Mrs. J. Brock

Seconded: Cllr. A.R.B. Nobbs

- b) **To consider and review the existing guidelines that govern the age and place of residence of young people who can attend ThreeBs sessions.**

It was resolved that the activities should now be open to young people who either live in Brigg or attend school in Brigg.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. J.C. Dyson

- c) i) **To consider the draft bid for revenue funding to support the ongoing cost of delivering ThreeBs Brigg beyond March 2014.**

It was resolved that the Clerk should attend to the amendments suggested within the meeting and then bring the final bid before members for approval before lodging it with the Big Lottery.

It was also resolved that the Town Council should look into the feasibility of lodging a bid to take over responsibility for the management and delivery of the Friday evening On Target sessions.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. A.R.B. Nobbs

- ii) **To consider the ongoing budgetary commitment from Brigg TC in support of the same, and determine a recommendation for approval by Full Council prior to submission of the bid.**

Members noted that it is usual to expect some monetary commitment or evidence of match funding from applicants and it is highly unlikely that the Big Lottery would offer a 100% grant.

It was resolved that the Town Council should be asked to continue to make the sum of £15,000 per annum available (same as previous years) in order to support a strong funding bid to the Big Lottery Reaching Communities Fund.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. A.R.B. Nobbs

d) i) To consider:

- **The development of a partnership with a local media company in order to provide the opportunity for young people to experience media-based activities and workshops.**

This may include the development of a joint project with Brigg 2020 Vision and North Lincolnshire Council, with a view to creating a marketing tool for the Town.

It was resolved that, subject to financial support from North Lincolnshire Council, and a commitment by a minimum of 12 young people from School Year 7 and above, this project should go ahead.

If absolutely necessary, the £1,000.00 from Lidl could be used to assist with the cost, and some funds could be drawn from the general ThreeBs pot; but it would be preferable to retain these monies for future delivery.

Proposed: Cllr. Mrs. J. Brock

Seconded: Cllr. J.C. Dyson


ii) To approve the payment of a small gratuity for initial workshops to be held during the February 2013 half term.


It was resolved that the gratuity of £675, in return for the filming, editing and production of a DVD covering the half-term activities delivered in February should be approved.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock

The meeting closed at 9.00 p.m.

Signed.....
Chairman, Property & Services Committee
Held on Wednesday, 6th March 2013

Signed.....
Chairman, Full Council Meeting
held on Monday, 25th March 2013