

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Minutes of the Meeting held on Monday 15th December 2014
Chairman - Councillor J. Truepenny

Present: Councillors; Mrs. J.A. Bell, Mrs. J. Brock, J.C. Dyson,
Miss J. Kitching, C. Sherwood, Mrs. P.J. Smith and J. Truepenny.

In attendance: Cllr. Mrs. S. Boughey
Mr. N. Fisher - Brigg Blog

PS025 NOTICE CONVENING THE MEETING.

Taken as read and approved.

PS026 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE.

Cllr. Mrs J. Brock arrived later
Cllr. Mrs. A. Eardley
Cllr. R. Waltham
Cllr. Miss L.E. Whitehand

PS027 (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

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

None.

PS028 a) TO APPROVE ANY GENERAL ACCOUNTS FOR PAYMENT.

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Rates-James Street	53.00		53.00
Jonro Properties Ltd	James Street Rent	275.00		275.00
Anglian Water	Redcombe Lane Allotments	29.34		29.34
Anglian Water	GS Road Allotments	97.57		97.57
MA & S. Smalley	Winter Planting	247.30	49.46	296.76
NLC	Rates-James Street	53.00		53.00
Barrie Gray & Son	Removal of Bunting	487.00		487.00
Countryside Pest Control	Routine visit	45.00		45.00

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

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. J. Truepenny

PS029 ALLOTMENTS:

a) To Receive a report on any 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.**

None.

- ii) To Receive and Consider any reports from Countryside Pest Control.**

Members noted that there has been evidence of a small amount of activity from vermin, which has been dealt with. No dead rodents have been found and the activity appears to have now ceased.

Cllr. C. Sherwood arrived at the meeting.

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 tenants have only had restricted access (week-ends only) during the works currently underway by Anglian Water – nothing adverse to report.

- ii) To receive a report from the Clerk regarding tenancies relinquished or terminated.**

Nothing to report.

- iii) To Receive a report from the Clerk regarding the works by Anglian Water Authority.**

Members were advised that the initial works to divert the water main have been completed but some difficulties have been encountered, including the discovery of a secondary water main which also needs to be diverted.

The scheme for this diversion must now be designed which will cause a minor delay, so a temporary overland diversion is being installed in order to ensure that both pumps at the pumping station can be operational during this interim period. This will involve pipes being laid along the stretch of the track through the allotments.

It is intended that all works will be completed by the end of January but, in the meantime, vehicular access will not be permitted.

Pedestrian access will not be affected and appropriate safety measures will be in place throughout.

NOTED.



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

Members were advised that there has been evidence of some activity particularly beneath the shed on plot 6. Additional bait has been put down to specifically target this area and an additional visit will be programmed to monitor the situation. No dead rodents found.

PS030 ANGEL SUITE:

a) **To receive the following financial reports and approve the Accounts Paid and for Payment, as listed in Appendix 2.**

Members noted that the accounts have been verified to the bank statements by the Town Mayor.

- 31st October 2014 and 30th November 2014.

It was resolved that the financial reports as at the 31st October 2014 and 30th November 2014 and the following accounts for payment, as listed in Appendix 2, should be taken as read and approved.

Proposed: Cllr. P.J. Smith

Seconded: Cllr. J. C. Dyson

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Rates	54.00		54.00
NLC	Trade rates	76.44		76.44
Petty Cash Top Up - No 5		229.41	31.54	260.95
Paint for decoration of Hall and B	Mrs. JM Woollard/ Dulux Decorator c	215.61	43.12	258.73
PD Watson	Buffet items/ staff	397.20	29.60	426.80
PD Watson	Buffet items/ staff	166.00	11.20	177.20
Bigby General Builders	Perspex Safety Screen	50.00		50.00
Frank's Marquees	Table hire-Civic Service	56.00	11.20	67.20
NLC	Premises Licence	295.00		295.00
Brigg Launderette	Launder Linen	25.00		25.00
Bow Belles	Linen Hire Civic Service	80.00		80.00
Bow Belles	Linen Hire for Wedding	335.00		335.00
Fisher Security	CCTV	21.09	3.69	24.78
Paperstone/JM Woollard	Display frames/fire notices	55.20	11.04	66.24
Gaughan	Refund Deposit	62.50		62.50
BT	Advert	95.30	19.06	114.36
Bigby General Builders	Decorate Ballroom etc	2636.00		2636.00
Flametect Nitro/JM Woollard	Curtain Flameproofing	118.33	23.67	142.00
BT	Payphone Bill	61.95	12.39	74.34
British Gas	heat	61.97	3.10	65.07
NLC	Rates	54.00		54.00
NLC	Trade rates	76.44		76.44
NLC	Trade rates-extra payment for extra	14.70		14.70
Anglian Water	Water rates	250.26		250.26
Brigg Launderette	Linen laundry	289.00		289.00
Reliable Cleaning Services	Relief Manager/Cleaning	2226.10	445.22	2671.32
PD Watson	Buffet items/ supplies	515.00	36.80	551.80
Bigby General Builder	Install signage displays	75.00		75.00
Your Chef	Wedding breakfast	1030.00	206.00	1236.00
Brian's DIY	Paint / Lamp bulb	66.09	13.22	79.31
Ellis Cleaning Ltd	Window Cleaning	180.00	36.00	216.00
Akrill Plumbing	Leaks/new toilets	514.79	102.96	617.75
Fisher Security	CCTV	21.09	3.69	24.78
British Gas	heat	15.57	0.77	16.34
Petty Cash Top Up - No 6		178.54	16.85	195.39
BT	Advert	95.30	19.06	114.36
Kelly Wilkes	Refund portion of room hire	50.00		50.00
Brigg Lions	Refund portion of room hire	45.00		45.00

b) To receive the Clerk's update on outstanding issues.

Members noted that:

- Replacement of the kitchen flooring will be completed this week.
- The problem with the boiler has now been resolved – it required the installation of a new time clock.
- Unfortunately the Clerk has received notice that the damage to the boiler's pumps, due to leakage from a pipe, cannot be claimed for on insurance.
- The Clerk has also been advised that the Council should be undertaking a 5-yearly check on the internal electrical systems which is a legislative requirement for public buildings. The Clerk will deal with this under her delegated powers.

c) To ratify the revised charges agreed for the hire of the Angel Suite and associated services as discussed at the meeting held on Wednesday 12th November 2014. (Copy enclosed.)

It was resolved that the revised charges agreed for the hire of the Angel Suite and associated services should be ratified and utilised with immediate effect for new hirers.

Existing regular hirers will be given the usual 3 months' notice in January 2015 - the new charges for regular users will, therefore, be effective from 1st April 2015.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. P.J. Smith

d) i) To consider the Clerk's recommendation that Financial Standing Orders should be suspended for the purpose of this item.

It was resolved that Financial Standing Orders should be suspended for the purpose of item 6 d ii)

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. P.J. Smith

ii) To note the need for a review of the Contract for the delivery of cleaning and Relief Manager duties and the Clerk's recommendation that (in the interest of continuity) and providing there is no increase in the hourly remuneration charged, that the contract with Reliable Cleaning Services should be renewed for a further 3-year period.

Members were reminded that the Relief Manager aspect of this contract is somewhat difficult to fulfil as the need is very ad-hoc and there are insufficient 'guaranteed regular hours' for the Council to employ a permanent member of staff.

Prior to the appointment of Reliable Cleaning Services the Personnel Committee attempted to recruit a Relief Manager without success and a competitive tender process was then undertaken which resulted in the appointment of Reliable Cleaning Services.

continued /



The current arrangement works very well and Mr. Eastwood is well versed with the needs of the hirers and the role of Relief Manager. As members are aware, he is also able to deliver the additional, less specialised, maintenance works that would otherwise have to be contracted out.

Members were unanimous in the opinion that the Council should not even consider trying to recruit a Relief Manager on a zero hours contract. Therefore, having considered that the current arrangement does work very well and in the interests of continuity;

It was resolved that the usual requirement to undertake a competitive tender notice would not be beneficial and the Clerk was charged with renewing the existing contract on the same terms and conditions, for a further 3-year period, providing there is no increase in the hourly remuneration charged.

Proposed: Mrs. P.J. Smith

Seconded: Cllr. C. Sherwood

PS031 CHRISTMAS LIGHTS 2014

a) To Receive a report from the Clerk.

Members noted that the installation was delivered efficiently. All relevant paperwork and risk assessments were provided to the Clerk prior to the switch-on and the service provided both from Gala Lights Ltd and Acorn Lighting has been first class.

62 eyebolts were tested or inspected, 27 were fully replaced at an additional cost of £40 per bolt. In addition, hooks were replaced with a new eyebolt and retested at no additional cost. Bolts and hooks in College Yard will need to be replaced next year.

The only negative incident was that (despite the tree barriers being bolted to the floor) 'persons unknown' tampered with them on the morning after the Christmas Fair and Switch-On, pushed them up against the Christmas Tree and damaged some of its branches. Fortunately, on this occasion, the tree lights were not damaged.

The North Lincolnshire Council Market Manager was alerted and, to date, the barriers have not been moved again.

Installation, purchase and maintenance costs for 2014 - £27,364.40

Anchor Bolt Testing - the final cost was £1,080.00 + V.A.T.

Total estimated costs relating to Christmas Lights for 2014 - £33,117.40
This currently includes an estimate for electricity of £500.00 – the actual figure is not yet known.

This information was noted and endorsed.

Proposed: Cllr. J.C. Dyson

Seconded: Cllr. Mrs. P.J. Smith



b) To delegate a working group for the purpose of:

- Undertaking a final review of the 2014 installation.
- Early consideration of the installation and budgetary requirements for 2015 and beyond; to include a formal recommendation for inclusion within the 2015/16 Council Budget.

It was resolved that the following members should be delegated as a minimum to undertake this task, but all members of the Property and Services Committee would be notified and be entitled to attend and participate fully in any meeting arranged, should they be available.

Councillors C. Sherwood / Mrs. P.J. Smith / J. Truepenny

Proposed: Cllr. J. Truepenny

Seconded: Cllr. C. Sherwood

PS032 FINGER POST SIGNAGE

To Consider the replacement and/or purchase of new finger signs.
(Details awaited from Brigg 2020 Vision.)

In the absence of the information required from Brigg 2020 Vision this item was deferred until the next meeting.

Cllr. Mrs. J. Brock arrived at the meeting.

PS033 RE-DISTRIBUTION OF THE THREE B'S EQUIPMENT

To receive a report from the Clerk.

Members noted that the re-distribution of the equipment is now underway and that the following organisations will benefit:-

Barnetby Youth Activities
2222 Squadron Brigg ATC
Brigg United Football Club
Broughton Sport and Leisure Association
North Lincolnshire Council Looked After Children Service
Brigg Youth Cub
Brigg Girl Guides


Receipts have been obtained and as soon as all of the equipment has been collected, the Clerk will update the asset register.

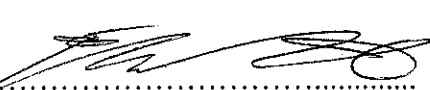
PS034 BRIGG MILLENNIUM GREEN

To receive a report from the Clerk.

Delivery of a new lease has been delayed due to the complex manner in which a lease to a Trust has to be dissolved. North Lincolnshire Council is trying to get this resolved as expediently as possible.

The meeting closed at 8.27 p.m.

Signed.....
Chairman, Property & Services Committee
Held on Monday 15th December 2014

Signed.....
Chairman, Full Council Meeting
held on Monday 26th January 2015