

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Minutes of the Meeting held on Wednesday 9th October 2013
Chairman - Councillor J. Truepenny

Present: Councillors: Mrs. J.A. Bell, Mrs. J. Brock, J. Truepenny and
Miss. L. E. Whitehand

PS006 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS007 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE

Cllr. J.C. Dyson
Cllr. A.R.B. Nobbs
Cllr. Mrs P.J. Smith
Cllr. R. Waltham

PS008 (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.

None.

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.

PS009 TO APPROVE ANY GENERAL ACCOUNTS FOR PAYMENT.
(See Appendix 1)

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

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Rates-James Street	52.00		52.00
O2	Mobile Phones	92.69	18.54	111.23
Brigg Office Supplies	Stationery / Postage	91.46	8.62	100.08
Carl Sherwood	Mayoral expenses / Mileage	166.65	3.10	169.75
Business partner	3B's Van Hire	170.88	34.18	205.06
Screwfix	Tap keys for allotments	17.42	3.48	20.90
NLC	Rates-James Street	52.00		52.00
Countryside Pest Control	Routine allotment visit	45.00		45.00
G. Broughton and sons	Hanging basket brackets	344.20	68.84	413.04
Grandad's Shed	Bench-Memorial Garden	190.00	38.00	228.00
Business partner	3B's Van Hire	170.88	34.18	205.06
BriggAngling Centre	Fishing supplies	71.52	14.30	85.82
Murco	Petrol	16.67	3.33	20.00
Asda	CDs	19.17	3.83	23.00
W. Pigott	Mileage	26.51	0.79	27.30
Tom Laycock Motors	MOT/Wiper blades	64.20	5.24	69.44
NLC	Rates-James Street	52.00		52.00
MA Smalley	Summer Planting/Hanging baskets	1793.3	358.66	2151.96
Jonro Properties Ltd	James Street Lock up rent	275		275.00
Cut	Film Club	750		750.00
Business partner	3B's Van Hire	170.88	34.18	205.06
NLC	Litter pickers/Memorial garden planting	497.31	99.46	596.77
Anglian Water	GS Road Allotments	50.83		50.83
Johnstone Insurance Broker	Van Insurance	424.29		424.29
NLC	Rates-James Street	52.00		52.00
Harlequin Office Furniture	Filing Cabinets	199.90	39.98	239.88
Pickerings/ K. Deeley	Brass Plaque	12.50	2.50	15.00
Business partner	3B's Van Hire	170.88	34.18	205.06
Countryside Pest Control	Routine allotment visit	45.00		45.00
NLC	Rates-James Street	52.00		52.00
Jonro Properties	James Street Insurance	27.48		27.48
Business partner	3B's Van Hire	242.38	48.48	290.86
Jonro Properties	James Street Rental	275.00		275.00

Proposed: Cllr. Mrs. J.A. Bell

Seconded: Cllr. Mrs. J. Brock

PS010 ANGEL SUITE:

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

It was resolved that the following financial reports should be noted as received and the accounts paid and for payment, as listed in Appendix 2, should be approved.

Proposed: Cllr. Mrs. J. Brock

Seconded: Cllr. Mrs. J.A. Bell

31st May 2013

30th June 2013

31st July 2013

31st August 2013

30th September 2013



PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Rates	53.00		53.00
NLC	Trade rates	72.61		72.61
Petty Cash Top Up - 1		137.93	2.61	140.54
Anglian Water	Water rates	159.68		159.68
BriggLaunderette	Linen cleaning	77.00		77.00
Petty Cash Top Up - 2		203.16	6.06	209.22
Fisher Security	CCTV	21.09	3.69	24.78
Petty Cash Top Up -3		128.54	3.56	132.10
Reliable Cleaning	Relief manager	892.70	178.54	1071.24
Petty Cash Top Up -4		127.60	7.21	134.81
BT	Advert	122.39	24.48	146.87
British Gas	heat	247.74	49.55	297.29
NLC	Rates	53.00		53.00
NLC	Trade rates	72.61		72.61
Your Chef	Buffet items	98.30		98.30
Ellis Cleaning Services	Window cleaning	45.00	9.00	54.00
Grimsby Lifts Ltd	Routine Maintanace Check	50.00	10.00	60.00
Fisher Security	CCTV	21.09	3.69	24.78
Npower	Electricity	90.66	4.54	95.20
BT	Advert	122.39	24.48	146.87
Reliable Cleaning	Relief manager	570.65	114.13	684.78
British Gas	heat	308.41	61.68	370.09
NLC	Rates	53.00		53.00
NLC	Trade rates	72.61		72.61
Petty Cash Top Up -5		124.84	4.87	129.71
PD Watson	Buffet items	15.00		15.00
Fisher Security	CCTV	21.09	3.69	24.78
Petty Cash Top Up - 6		155.81	3.93	159.74
BT	Advert	122.39	24.48	146.87
Tulip Healthcare		150.00	30.00	180.00
NLC	PAT Testing	216.00	43.20	259.20
BT	Payphone Bill	54.15	10.83	64.98
British Gas	heat	180.70	36.14	216.84
NLC	Rates	53.00		53.00
NLC	Trade rates	72.61		72.61
Reliable Cleaning	Relief manager	937.90	187.58	1125.48
Reliable Cleaning	Cleaning Goods	75.03	15.01	90.04
Bow Belles	Linen hlre	189.00		189.00
Barrie Gray	Emergency light fittings	340.00		340.00
Barrie Gray	Moving kitchen cabinets	75.00		75.00
Barrie Gray	New Electrical Fittngs	409.00		409.00
petty Cash	Top Up	141.20	2.02	143.22
Fisher Security	CCTV	21.09	3.69	24.78
BT	Advert	122.39	24.48	146.87
Anglian Water	Water rates	201.76		201.76
Bow Belles	Wedding package	335.00		335.00
Bow Belles	Wedding package	335.00		335.00
British Gas	heat	96.81	4.84	101.65
petty Cash		150.00		150.00
NLC	Rates	53.00		53.00
NLC	Trade rates	72.61		72.61
Brigg launderette	Linen laundry	54.00		54.00
Your Chef	Wedding Package	902.50	180.50	1083.00
Petty cash		100.00		100.00
Petty cash		118.60	13.42	132.02
Npower	Electricity	544.37	108.88	653.25
Sarah Jackson	Wedding Fayre stand	40.00		40.00
Ajays Trading/ Karen Deeley refund	Laminator	17.09		17.09
PD Watson	Buffet items	307.50		307.50
ERYC Supplies	Cleaning materials	31.09	5.64	36.73
Information Commisioner	Annual registration fee	35.00		35.00
British Gas	heat	100.54	5.03	105.57

**ii) To Review the cumulative Financial Report for the 6 month period
April – September 2013 (see enclosed)**

Comparison of Income

Surplus over the current 6 months period	£4055.47
Surplus over the same period in 2012/13	£5861.15
Surplus for the Full Fiscal Year 2012/13	£9025.86

Members noted that, when comparing the same 6 month period in the Fiscal Year 2012/13:-

Income for room hire is down by £4469.00 over the same period.

Some of this can be attributed to the loss of two regular weekly booking - £3500.00, but is also linked to a reduction in use of the premises for functions during the period. This is simply due to the timing of when weddings and anniversary bookings fall.

In addition, due to the circumstances that occurred in 2012 - income was received from two Civic Dinners in one Fiscal Year – which created a false increase in the income received from functions in July 2013 of £2060.00

May 2013 shows a decrease on May 2012

2 major family celebrations were held in May 2012

June – similar figures for both years.

July 2013 shows a decrease on July 2012

Civic Dinner and two weddings were held in July 2012

August 2013 – shows an increase on 2012, again due to wedding income

September 2013 – shows an increase on 2012, again due to wedding income

Comparison of Expenditure

Overall reduction during the 6 month period of £5,073.05

Major differences include:

Reduction in Expenditure on Corporate Functions (self-explanatory – due to the timing of when functions are held)	£3,207.00
Reduction in General Maintenance -	£1,700.00
Reduction in Services from reliable Cleaning	£1,192.00
Increase - One off payments	£ 824.00
Increase in Heat and Light	£ 330.00
Total	£4,945.00

It was resolved that the Cumulative Financial Report and the observations and explanations from the Clerk, should be noted as received, and that a further cumulative review would be tabled for discussion at the end of the next quarter.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock



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

None.

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

Members were advised that one A3 Laminator had been purchased to assist in the creation of posters for promotional purposes, at a cost of £17.09.

It was resolved that the Clerk's decision should be endorsed.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock

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

The Angel Suite Manager's report was noted as received, and that several larger functions are already in the diary for the next quarter.

ii) To receive and note the financial statement for the September 2013 Wedding Fair.

The Financial Statement for the September 2013 Wedding Fair was noted as received.

e) CCTV
To consider the cost of upgrading the system.

Members noted that the current system of recording is becoming out-dated.

The system has proved useful on two occasions during the past year and resulted in culprits related to incidents within the building being apprehended.

At the recent annual service, it was recommended that the existing recording unit should be replaced with a newer unit with a built in CD writer.

Cost including installation £365.00.

It was resolved that the recording unit should be replaced as per the recommendation at a cost of £365.00.

Proposed: Cllr. Mrs. J.A. Bell

Seconded: Cllr. Mrs. J. Brock

PS011 ALLOTMENTS:

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

Due to the prejudicial interest of Cllr. Mrs. J. Brock, the meeting became inquorate. Discussion of this item was deferred until the next meeting.



i) Redcombe Lane site

Re-location of the gate to provide an extra plot.

After discussion with North Lincolnshire Council, regarding the gate being moved, the general consensus is that the cost of such works would be an expensive exercise and the income generated from a new plot would not make any impact against the cost involved.

Poplar Trees at the rear of the plots.

The recommendation that remedial works should be undertaken needs to be followed up with the landowner.

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.

Report received from Mr. Brock – minor thefts are occurring, otherwise all is well.

The neighbourhood policing team have been asked to incorporate the allotments sites in their routine patrols.

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

Nothing adverse to consider.

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.

The Assistant Clerk provided a summary of her site visit, undertaken this week.

Members also noted that the Clerk had had cause to write to some tenants, under her delegated powers, during the summer months.

It was resolved that the Clerk should enforce, in accordance with any letters already issued, but a general letter should also be sent to all tenants on the Grammar School Road site advising that winter preparations must be completed within 4 weeks; otherwise there was a risk that their tenancy could be terminated in order to offer the tenancy to someone from the waiting list.

Proposed: Cllr J. Truepenny.

Seconded: Cllr. Mrs J.A. Bell

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

All plots are currently let, although some are under observation (see previous item)

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

Nothing adverse to report.



a) To further consider the purchase and installation of additional salt bins 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.

Proposed: Cllr. Mrs A. Eardley

MEMBERS WERE REMINDED OF THE FOLLOWING DECISION TAKEN AT THE MEETING ON THE 6TH MARCH 2013.

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

Members noted the following costs:

Cost per bin (delivered) £155.00.

Cost to then service each bin (as per the existing SLA) with North Lines Neighbourhood Services £118.60 per annum.

It was resolved that, at the present time, there is no justification to set a precedent with regard to the provision of salt bins at any additional locations in the town. However, in the event that significant representation is received from residents in a particular area of the town with regard to the need for a salt bin, such requests would be considered on their merit.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J.A. Bell

b) To Receive and consider the offer of additional salt supplies, from North Lincolnshire Council.

It was resolved that the Clerk should be authorised to negotiate the acceptance of additional salt supplies with the North Lincolnshire Council Neighbourhood Services Manager.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Miss L.E. Whitehand



PS013 REQUEST FOR ADDITIONAL DOG LITTER BINS

To consider the purchase and installation of additional dog litter bins brought forward at the Annual Town Meeting and also via e.mail. (Details of locations and costs to be provided at the meeting)

Members noted the following costs:

Litter bins 50L(post mounted)	£81.85 + installation
Dog Litter Bins (post mounted)	£110.42 + Installation.

It was resolved that the Clerk should be delegated to purchase up to 4 bins for the locations previously discussed.

Proposed: Cllr. Mrs. J.A. Bell

Seconded: Cllr. J. Truepenny

PS014 COMMUNITY PROJECT TO CREATE A COMMUNITY MEMORIAL GARDEN

To Receive a progress report from the Clerk and consider for approval any expenditure required of the Town Council.

Members noted the following progress report.

Lidl completed the initial groundworks, removed the old wall and replaced it with the gabion wall to match their site.

North Lincs prepared the site/ provided the turf/ supervised the planting of the shrub bed and provided the litter bin.

Josh's family and friends have donated a bench	yet to be installed
Grandad's Shed has donated a bench	yet to be installed.

Installation costs for the two benches (through Neighbourhood Services)	21.12
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Materials and manufacture – 3 No. Billboard-style notice boards	1,297.80
Installation cost (through Neighbourhood Services)	31.68

Cost of summer planting already undertaken	163.77
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Supply and plant a beech hedge to screen the garden from the trees	445.06
And scrubland to the rear - includes 25 reasonably sized plants	
	£1959.43

Supply and plant Spring Bulbs:	250 crocus bulbs £75.00
	500 crocus bulbs £150.00

Posters for the boards have been designed by Josh's brother, Marc, in consultation with the Clerk, the Ward Councillors and the Brigg Neighbourhood Policing Team. They will convey a serious message to the whole community regarding anti-social behaviour and the dangers of driving under the influence of drugs / alcohol. Printing costs will be met by North Lincs.

Continued/.....



The following funding toward the cost of completing this project has been secured from local businesses, Safer Roads Humber, and Brigg Lions:

Pro-Pave	£ 500.00
Grandad's Shed	£ 200.00
Safer Roads Humber	£ 600.00
Brigg Lions	<u>£ 500.00</u>
	£1800.00

It was resolved that the Town Council should fund the shortfall between the funding secured and the estimated total cost including the supply and planting of 500 crocus bulbs, in the sum of £150. Cost to be met from the Brigg in Bloom Budget. This would bring the total project cost to £2109.43

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J.A. Bell

It was also noted that it is the intention to conclude this second phase of work towards the end of October, to coincide with training leave of Josh's younger brother Warren, who is currently undergoing his basic training in the army.

PS015 THREE B's – CONCLUSION OF THE PROJECT

- a) **To note the report provided to Full Council by the Personnel Committee Chair, that the project has been brought to a close.**

Noted.

- b) **To receive and consider the concluding report from the lease hire company following the termination of the lease for the van.**

Not yet received.

- c) **To note that a discussion will be undertaken as the next meeting with regard to the future use of property and equipment now stored in the Angel Suite.**

Members were asked to give their consideration to potential options regarding this item, ready for discussion at the next meeting.

PS016 CHRISTMAS LIGHTS INSTALLATION 2013/14

- a) **To award the contract for the installation of the Christmas Lights for 2013/14.**

Only one expression of interest received, from Barrie Gray & Son.

It was resolved that the contract for the installation of the Christmas Lights for 2013/14 should be awarded to Barrie Gray & Son at the contract price submitted of £7,650.00.

Proposed: Cllr. Mrs. J.A. Bell

Seconded: Cllr. Miss L.E. Whitehand



b) To receive and note the offers of financial assistance toward the cost of the Christmas Lights installation.

Brigg Town Business Partnership – unable to assist, due to existing commitments in promoting events on behalf of the Town.

Centrica £200.00

Cooplands £50/100 – to be confirmed.

c) To note the recommendation that Stress Testing works should be undertaken annually and approve the cost of stress testing works required.

Members noted the cost for Stress Testing the festoon lighting in the sum of £3,245.00 plus V.A.T. . **Also that** the Clerk has been unable to secure a response from Standard Industries to test the feature lighting, and is now in the process of sourcing an alternative supplier.

It was resolved that the Clerk should be delegated to award the contracts for the Stress Testing works and that such contracts would be awarded outside of the Council’s Financial Standing Orders, due to the specialist nature of the work involved.

Members agreed that if the Clerk is unable to secure a bone fide Stress Test on the feature decorations that consideration must be given to them not being erected this year.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. J. Brock

The meeting closed at 8.45 p.m.

Signed.....
Chairman, Property & Services Committee
held on 9th October 2013

Signed.....
Chairman, Full Council Meeting
held on 28th October 2013