

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Minutes of the Meeting held on Wednesday 9th April 2014
Chairman - Councillor J. Truepenny

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

In attendance:- Mr. N. Fisher - Brigg Blog

PS038 NOTICE CONVENING THE MEETING.

Taken as read and approved.

PS039 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE.

Cllr. Mrs. J. Brock
 Cllr. R. Waltham

PS040 (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.

PS041 a) TO APPROVE ANY GENERAL ACCOUNTS FOR PAYMENT.
 (See Appendix 1)

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
Cut	3b's Film Club	675.00		675.00
Bigby General Builders	Repair tap-allotments	70.00		70.00
Countryside Pest Control	Routine visit	45.00		45.00
Cut	3B's Filming final payment	675.00		675.00
Angel SuiteAccount	Monday bowls subsidy	985.50		985.50

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

Proposed: Cllr. J. Truepenny

Seconded: Cllr. M.S. Campion

PS042 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.**

Report received from Mr. P. Brock, the Allotment Representative, who raised the following issues which the Clerk will try to resolve.

- Rubbish accumulating in the ditch adjoining the allotment site.
- The tree rooted within a neighbouring site that that is leaning badly.

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

Members noted that some activity has been detected and dealt with.

No further action necessary.

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 Chairman advised that he had undertaken a visit and, other than one plot which has been brought to the attention of the Clerk by a tenant, most plots are in reasonable order.

A further inspection will be undertaken within the next two weeks.

The Clerk will deal with the complaint from the tenant as per her delegated powers.

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

It was noted that some activity has been detected and dealt with. No further action necessary.

PS043 ANGEL SUITE:

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

- i) 28th February 2014 ii) 31st March 2014

Members noted that the Accounts have been verified as balanced to the bank statement by the Town Mayor.

It was resolved that the Financial Reports and the accounts for payment listed below as per . Appendix 2, should be taken as read and approved.

Proposed: Cllr. M.S. Campion

Seconded: Cllr. Mrs A. Eardley



PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Trade rates	72.61		72.61
Anglian Water	Water	206.16		206.16
Fisher Security	CCTV Upgrade	365.00	73.00	438.00
Your Chef	Catering	1256.85	251.37	1508.22
Your Chef	Catering items	63.94	12.79	76.73
Frank's Marquees	Table Hire	48.00	9.60	57.60
Bow Belles	Table decorations	235.00		235.00
Fisher Security	CCTV	21.09	3.69	24.78
Reliable Cleaning	Relief manager	1022.65	204.53	1227.18
Reliable Cleaning	Cleaning Goods	53.02	10.60	63.62
All occasion cars	Refund wedding fayre fee	45.00		45.00
Performing Right Society	Music License	205.70	41.14	246.84
British Gas	heat	512.94	102.59	615.53
ERYC Supplies	Cleaning / Coffee pots	89.85	17.97	107.82
PD Watson	Buffet items	45.00		45.00
Bigby General Builders	Maintenance work	60.00		60.00
Fisher Security	CCTV	21.09	3.69	24.78
Npower	Electricity	539.25	107.85	647.10
Brigg Scouts	Refund overpayment	12.50		12.50
BT	Advert	95.30	19.06	114.36
Scunthorpe Instant Print	Booking Forms	94.50	18.90	113.40
Petty Cash Top Up - 15		147.32	2.89	150.21
British Gas	heat	601.34	120.27	721.61
Ellis Cleaning	Windows	360.00	72.00	432.00

b) To receive a general report from the Clerk.

Members noted that the window cords have all been replaced although two are still a little bit problematic but this is due to the pulley wheel. A label will be attached to these two cords advising general users not to attempt to open/close those two windows.

c) To review the Fire Risk Assessment for the Angel Suite.

Members were referred to the draft document prepared by the Clerk and circulated in advance of the meeting.

It was resolved that subject to the inclusion of the dishwasher under items of equipment in the kitchen, the fire risk assessment should be accepted and adopted as the current policy document for the council.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. Mrs. A. Eardley



PS044 PROPOSED RE-DISTRIBUTION OF THE THREE B's EQUIPMENT

(Members were referred to the draft terms recommended by the Clerk – details enclosed.)

- a) **To confirm the items of equipment to be retained by Brigg Town Council.**

It was resolved that the items highlighted by the Clerk in red on the inventory, should be retained by Brigg Town Council.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. Miss L.E. Whitehand

- b) **To determine the terms for the re-distribution of the remaining equipment.**

It was resolved that re-distribution should be facilitated as per the Clerk's recommendations and that the Clerk should be authorised to action this decision accordingly.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. Miss L.E. Whitehand

PS045 BRIGG RAILWAY STATION/PASSENGER RAIL SERVICE THROUGH BRIGG

To note and endorse the recommendations of the members delegated to consider the following:

- a) **Hire of artificial floral displays to improve the aesthetic appearance of the station environment.**

It was resolved that (subject to permission being granted by Network Rail), the Town Council should fund the cost of 7no. hanging baskets for a 13-week hire period over the summer, to be sited on the lamp columns at the station. The cost will be £204.75 plus a one-off cost of £70 for the 7 brackets required – to be met from the Brigg in Bloom Budget.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. A.R.B. Nobbs

- b) **Purchase and installation of a notice board to be sited in the vicinity of the junction of Station Road/Albert Street, for the purpose of publicising rail timetables and other relevant information to promote the use of the service.**

This item was deferred to allow further time to source a notice board at a much more reasonable cost than has been found so far and to look at other potential options to resolve this matter.



PS046 REFURBISHMENT OF EXISTING STREET FURNITURE

a) **Public Information Boards**

To consider the refurbishment of the existing tourist information boards, located at:

- Angel Car Park
- Old Courts Road Car Park
- Vicinity close to White Horse Public House
- Vicinity close to Sherwood Cycles

It was resolved that the 4 information boards should be refurbished as per the estimate received in the sum of £380 per board. Total cost £1,520.00 - to be met from the Maintenance of Street Furniture Budget.

Proposed: Cllr. M.S. Champion

Seconded: Cllr. A.R.B. Nobbs

b) **Brigg UDC Toll Boards**

This item was deferred pending receipt of a definitive estimate. Members agreed that the repair/refurbishment of the historic maps should also be considered at the next meeting.

PS047 BRIGG IN BLOOM 2014

To consider the hire of hanging baskets with artificial flowers, for installation along the riverside between the County Bridge and the Ancholme Way Bridge.

It was resolved that the Town Council should fund the cost of 14 no. hanging baskets for a 13-week hire period over the summer, to be sited on the lamp columns along the riverside. The cost will be £409.50 plus a one-off cost of £140.00 for the 14 brackets required – to be met from the Brigg in Bloom Budget.

The Clerk was asked to request that the brackets be removed at the end of the hire period and retained in storage until the following year.

Proposed: Cllr. M.S. Champion

Seconded: Cllr. Mrs. P.J. Smith

PS048 CHRISTMAS LIGHTS INSTALLATION 2014

To further consider improvements and associated costs in preparation for the 2014 Christmas Lights display, also to include requisite stress testing works.

Detailed information still awaited from Barrie Gray & Son.

It was resolved that a Christmas lights sub-committee should be formed to deal with all issues related to the 2014 Christmas lights installation as per the delegated budget. The following members were appointed to serve on a sub-committee of 5 with a quorum of 3:

Cllrs. J.C. Dyson , A.R.B. Nobbs, Mrs. P.J. Smith, Cllr. J. Truepenney and Miss L.E. Whitehand

Proposed: Cllr. J. Truepenney

Seconded: Cllr. Mrs. P.J. Smith



PS049 FILM PRODUCTION

a) It was resolved that in view of the confidential nature of the business about to be transacted under Agenda Item 11b, it was advisable in the public interest that the press and public were excluded and they were instructed to withdraw.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. A.R.B. Nobbs

b) To Review the film created by young people during the final stages of the ThreeBs project and finalise the arrangements for it to be shared with the young people and/or the public.

It was resolved that Standing Orders should be reinstated to record the following decision.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. A.R.B. Nobbs

That a copy of the DVD should be circulated to each young person who took part in the project who should be congratulated on their efforts but, regrettably, due to the withdrawal of the ThreeB's Project, the Town Council is not in a position to take this project any further.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. A.R.B. Nobbs

The meeting closed at 8.50 p.m.

Signed.....
Chairman, Property & Services Committee
Held on Wednesday 9th April 2014

Signed.....
Chairman, Full Council Meeting
held on Monday 28th April 2014