

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Minutes of the Meeting held on Wednesday 17th April 2013
Chairman - Councillor J. Truepenny

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

In attendance: Richard Sharpe Scunthorpe Telegraph

PS044 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS045 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE

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

PS046 TO RECEIVE ANY DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF CONDUCT.

Standing:

Cllr. Mrs. J. Brock Redcombe Lane Allotments
(The member's husband is a tenant.)

Cllr. A.R.B. Nobbs Grammar School Road Allotments
(Cllr. Nobbs has a close friend whose property adjoins the Grammar School Road site.)

Cllr. M.S. Campion declared a personal interest in Agenda Item 9, as he is acquainted with the father of a member of staff.

PS047 TO ENDORSE THE RENEWAL OF THE FOLLOWING SERVICE LEVEL AGREEMENTS WITH NORTH LINCOLNSHIRE COUNCIL

It was resolved that the renewal of the following service level agreements with North Lincolnshire Council should be endorsed:

- a) Cary Lane W.C. – Open / Lock and Clean on Sundays and Bank Holidays in the sum of £633.36 for the Fiscal Year 2013/14.
- b) Servicing of Salt Bins – Almond Grove/Springbank/Churchill Avenue. in the sum of £355.80 for the Fiscal Year 2013/14. November 2013 – March 2014 (16 week period)
- c) Millennium Green – Ground Maintenance Works, as per the schedule agreed, in the sum of £689.04 for the Fiscal Year 2013/14.

Proposed: Cllr. M.S. Campion

Seconded: Cllr. Mrs. J. Brock



PS048 TO APPROVE ANY GENERAL ACCOUNTS FOR PAYMENT.

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

PAYEE		SERVICE /PRODUCT	NET	VAT	GROSS
Diesel/ Wayne Piggot		Refund	41.68	8.34	50.02
Business partner		3B's Van Hire	170.88	34.18	205.06
Nigel Scott		3B's Activity- dance	37.50		37.50
Cut		3B's Filming	675.00		675.00
Business partner		3B's Van Hire	170.88	34.18	205.06
NLC		MUGA Hire	276.60		276.60
Jonro Properties		Rent-James Street	275.00		275.00
Northgate Vehicle hire/Refund	244 2230 02	3B's Night C challenge	119.18	18.33	137.51
Angel Suite Account		Monday bowls shortfall	361.50		361.50

Proposed: Cllr. M.S. Campion

Seconded: Cllr. Mrs. J. Brock

Members also noted that bills have now been received for the Christmas Lights Electricity, for the past two financial years. The delay in their receipt was due to queries being raised by the clerk.

PS049 ANGEL SUITE: (Financial matters only)

- 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 should be noted as received, and the accounts for payment listed as per Appendix 2, should be approved.

Financial Reports, as at:

- i) 28th February 2013 ii) 31st March 2013

Proposed: Cllr. J. Truempenny

Seconded: Cllr. Mrs. J. Brock

PAYEE		SERVICE /PRODUCT	NET	VAT	GROSS
NLC	657 9224 02	Trade rates	66.56		66.56
Grimsby Lifts Ltd		maintenance visit	100.00	20.00	120.00
Anglian Water		Water	189.60		189.60
Ellis Cleaning Services		Window cleaning	45.00	9.00	54.00
Fisher Security	828 4563 04	CCTV	21.09	3.69	24.78
Npower		Electricity	427.12	85.42	512.54
petty cash			151.42	2.70	154.12
Lumbs Catering		Dishwasher	800.00	160.00	960.00
Lindsey Relay		Cooker	541.66	108.33	649.99
Reliable Cleaning		Relief manager	463.30	92.66	555.96
Vistaprint / Jeanette Wood	805015277	Wedding booklets	307.22	61.46	368.68
Akrill Plumbing		Fitting of cooker	123.23	24.65	147.88
British Gas	684 9667 62	heat	325.27	65.05	390.32
NLC	657 9224 02	Trade rates	66.56		66.56
ERYC - Supplies	647 4711 23	Cleaning products	37.54	7.51	45.05
Ellis Cleaning Services		Window cleaning	45.00	9.00	54.00
Brigg launderette		Linen cleaning	35.00		35.00
Brians DIY		paint products	52.54	10.51	63.05
Fisher Security	828 4563 04	CCTV	21.09	3.69	24.78
BT	245 7193 48	Advert	122.39	24.48	146.87
petty Cash Top Up			111.89	6.27	118.16
Orona Ltd	619 8825 94	Final Lift Service Payment	226.78	45.36	272.14
Brigg and District Lions		Refund	125.00		125.00
British Gas	684 9667 62	heat	361.64	72.33	433.97
PD Watson		Buffet goods	57.00		57.00
Hidden Garden		Flowers for civic dinner	93.00		93.00
Your Chef		Civic Dinner	1696.00	339.20	2035.20
Frank's Marquees	716 7948 93	Table hire	84.00	16.80	100.80
Reliable Cleaning		Relief manager	519.80	103.96	623.76
Reliable Cleaning		Janitorial supplies	33.46	6.69	40.15
Ellis Cleaning Services		Window cleaning	45.00	9.00	54.00

b) **To receive and note the cumulative Financial Report for the Fiscal Year 2012/13**

The cumulative Financial Report for the Fiscal Year 2012/13 was noted as received, for consideration at the next meeting.

PS050 ALLOTMENTS

Cllr. Mrs. J. Brock, having already declared a personal and prejudicial interest, left the room.

Redcombe Lane Site:

To consider the issues raised in the Allotment Representative's report, which was received at the meeting held on Wednesday 6th March 2013 (copy enclosed), namely:

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

The Clerk was asked to secure the cost of the works suggested by the tenants and to establish whether North Lincolnshire Council, the owner of that part of the site, would be willing to transfer ownership to Brigg Town Council.

This item will reappear on the next Agenda.



Cllr. Mrs. A. Eardley arrived at the meeting.

b) Removal of the Cherry Tree adjacent to Plots 6 and 7.

It was resolved that the Clerk should be authorised to seek the professional opinion of the Tree Officer at North Lincolnshire Council and, depending upon the guidance received, the Clerk should be authorised to take further professional advice and/or authorise any remedial works required including (if necessary) felling of the tree.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. A.R.B. Nobbs

c) Removal of the Poplar Trees adjacent to Plots 6 and 7.

It was resolved that the Clerk should be authorised to seek the professional advice of the Tree Officer at North Lincolnshire Council and then contact the landowner responsible for their maintenance.

Proposed: Cllr. A.R.B. Nobbs

Seconded: Cllr. J. Truepenny

d) Replacement of the existing combination lock.

Members noted that the lock has already been replaced twice.

Although the tenants are now asking for a lock with 7 separate keys, members were not convinced that this would prevent a replacement lock from disappearing again.

It was also noted that the recent theft of chickens from the site did not involve access to the site via the gate; on that occasion, a hole was cut in the perimeter fence between the site and Atherton Way.

It was resolved that the lock should not be replaced, but the situation with regard to unauthorised access should be monitored over forthcoming months.

Proposed: Cllr. J.C. Dyson

Seconded: Cllr. Mrs. J.A. Bell

PS051 **It was resolved that** in view of the confidential nature of the business about to be transacted under Agenda Item 8 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. J.A. Bell

Cllr. Mrs. J. Brock returned to the meeting.

Mr. Richard Sharpe (Scunthorpe Telegraph) left the room.

It was subsequently resolved that Standing Orders should be reinstated in order to record the following decisions taken.

Proposed: Cllr. A.R.B. Nobbs

Seconded: Cllr. J. Truepenny



a) To further consider the draft bid for revenue funding to support the on-going cost of delivering ThreeBs Brigg beyond March 2014; to include a review of the scope of the project and session delivery.

In view of the evidence provided from the registers of attendance and the consultation undertaken with the young people:

It was resolved that:

- the Personnel Committee should be directed to investigate the delivery of the following changes with immediate effect.
 - Guidance should be sought from ERNLLCA with regard to any staffing implications arising from the changes.
- i) The existing weekly programme to be reduced to two regular sessions per week, namely Tuesday and Friday evening; thereby releasing hours to enable the project to diversify and deliver at other times.
- ii) A regular school holiday programme of activities should be introduced.
- iii) The ThreeBs team to be directed to progress the delivery of fishing sessions, and to look toward the creation of a young person's /family fishing club.
- iv) The range of activities delivered alongside the Friday evening 'On Target', to be expanded to encourage even more young people to attend
- v) Partnership working with Brigg Children's Centre, North Lincolnshire Council and others; as well as with the Local Policing Team to target specific needs with the aim of working preventatively, to continue.
- vi) Partnership activities with other youth providers. e.g. Humber Night Challenge / Youth Service / Scouts /Guides/Cadets etc.; to continue.

Proposed: Cllr J. Truepenny.

Seconded: Cllr. A.R.B. Nobbs

b) To Consider a report from the Clerk, and provide guidance with regard to safeguarding procedures.

It was resolved that:

- the Town Council's main concern regarding the matter discussed, must be to protect the staff and the service users, and to minimise the risk of criticism against either.
- **the Personnel Committee** should be directed to review and amend the Town Council safeguarding policy, as required, and to put additional measures in place, as deemed necessary to achieve that aim.
- in general terms, it would be wise to undertake a wider review of the safeguarding policy, and measures of internal control.

Proposed: Cllr J. Truepenny.

Seconded: Cllr. M.S. Campion.



c) To review/confirm the funding for 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; to include the production of a 'local documentary dvd'.

Members noted that as discussed at the last meeting, the cost for a 20-session programme would be £3000.00

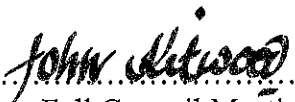
Cllr. Waltham has confirmed via e.mail that the sum of £1,500.00 will be made available toward the cost of this initiative.

It was therefore resolved that Brigg Town Council should use the £1,000.00 donated to the ThreeB's Project by Lidl, and draw a further £500.00 from the general running costs budget for ThreeB's, to enable this initiative to go ahead in partnership with the local film company Cut Limited, which the clerk was authorised to progress.

Proposed: Cllr. A.R.B. Nobbs

Seconded: Cllr. Mrs. J. Brock

Signed.....
Chairman, Property & Services Committee
Meeting held, Wednesday 17th April 2013

Signed.....
Chairman, Full Council Meeting
Monday 24th June 2013