

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Minutes of the Meeting Held On Tuesday 8th May 2012
Chairman - Councillor Mrs. P.J. Smith

Present: Councillors: Mrs. J.A. Bell, Mrs. J. Brock, Mrs. A. Eardley,
A.R.B. Nobbs, Mrs. P.J. Smith and Mrs. L. E. Whitehand

In attendance:- Mr. N. Fisher Brigg Blog
Richard Sharpe Scunthorpe Telegraph

PS046 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS047 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE

Councillor J.C. Dyson
Councillor J. Kitwood
Councillor J. Truepenny
Councillor R. Waltham

PS048 TO RECEIVE ANY DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF CONDUCT.

Standing:

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

PS049 TO RECEIVE ANY CORRESPONDENCE

a) North Lincolnshire Council – Olympic Torch Relay

Letter received confirming that the Torch will be carried through the Town on the afternoon of Thursday 26th June 2012 – and enquiring whether the bunting could stay up for this event.

The Clerk confirmed that it had already been assumed that the bunting and the flags would be staying up throughout the summer months.

PS050 TO RECEIVE A REPORT ON GENERAL ISSUES OUTSTANDING FROM THE CLERK.

Christmas Lighting – next Agenda.



PS051 TO APPROVE GENERAL ACCOUNTS FOR PAYMENT

Countryside Pest Control - Site Visit			45.00
Business Partner Van hire (March)	181.79	36.36	181.79
Business Partner Van hire (April)	181.79	36.36	181.79
Goodwin Development Trust 3B's training			60.00
Brigg Angling Centre	59.86	11.97	71.83
Wayne Pigott refund fuel, Batteries, Fishing permits	70.59	6.49	77.08

It was resolved that the preceding accounts for payment should be taken as read and approved.

Proposed: Cllr. Mrs. J. Brock

Seconded: Cllr. A.R.B. Nobbs

PS052 ALLOTMENTS:

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.

Report was received from the Allotment Representative, Mr. P. Brock, who confirmed that the site was in good order and there were no questions from tenants.

Members also noted that the Clerk and the Assistant Clerk had undertaken a site inspection, together with the Chairman. All plots were in good order – no action necessary.

A general letter has been prepared for circulation to all tenants reminding them of the hosepipe ban.



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

Members noted that all bait boxes were checked at the end of March and re-filled as necessary. A small amount of bait had been taken from a couple of the bait stations but there was no evidence of current activity.

One bait station is to be re-located.

One bait station has been vandalised by a trespasser and will be replaced.

c) Grammar School Road

i) To Receive and Consider the site visit report and any observations from the Allotment Representative and to consider any questions from tenants.

Members noted that the Clerk and the Assistant Clerk had undertaken a site inspection, together with the Chairman.

Two tenants required letters instructing them to cultivate their plots in accordance with their tenancy agreement, otherwise there is a risk that their tenancy may be terminated.

Members resolved that the clerk's action in this regard should be endorsed, and noted that a general letter has been prepared for circulation to all tenants reminding them of the hosepipe ban; together with a reminder that un-used pallets etc. must be used or removed from the site.

Proposed: Cllr. A.R.B. Nobbs

Seconded: Cllr. Mrs. J.A. Bell

Councillor Mrs. A. Eardley arrived at the meeting.

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

Members noted that all bait boxes were checked at the end of March and re-filled as necessary. A small amount of bait had been taken from a couple of the bait stations but there was no evidence of current activity.

d) Grounds Maintenance

It was noted that confirmation has been given to North Lincolnshire Council regarding the continuation of the Service Level Agreement in the sum of £92.24.



PSO53 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 financial reports, as listed, and the accounts for payment should be noted as received and approved.

- i) 28th February 2012
 ii) 31st March 2012
 iii) 30th April 2012

February

NLC	Rates				65.00
Gary Eastwood	Cleaning/ Relief Manager	485.90		97.18	583.08
Ellis Cleaning Services	Window cleaning	45.00		9.00	54.00
Gary Eastwood	Cleaning Products	82.57		16.51	99.08
Grimsby Lifts Ltd	Maintenance visit	100.00		20.00	120.00
Fisher Security	CCTV	21.09		3.69	24.78
Petty Cash Top Up	Buffets etc	159.86			159.86
Petty Cash Top Up	Purchases for Wedding Fa	134.72			134.72
Ellis Cleaning Services	Window cleaning	45.00		9.00	54
British Gas	Gas	286.53		57.31	343.84

March

Gary Eastwood	Cleaning/ Relief Manager	485.90		97.18	583.08
Npower	Electricity	382.18		76.44	458.62
Performing Right Society	Licence	128.66		25.73	154.39
Mrs. JM Woollard	Refund for drinks-wedding	38.99			38.99
Mrs K. Deeley	Petty Cash top up	122.24			122.24
Ranyard Signs	Advert Banner	36.00		7.20	43.20
Ranyard Signs	Advert Banner	36.00		7.20	43.20
C. Giblin	Rectify fault in urinals	200.00			200.00
Fisher Security	CCTV	21.09		3.69	24.78
BT	Advert	118.09		23.62	141.71
British Gas	Gas	517.76		103.55	621.31
Chubb	Service visit	51.55		10.32	61.87
Business Link Magazine	Advert	75.00		15.00	90.00

April

NLC	Rates	59.73			59.73
PD Watson	Buffet goods	82.00			82.00
Brigg launderette	Tablecloths laundered	30.00			30.00
Ellis cleaning services	Windows cleaned	45.00		9.00	54.00
NLC	Lease	1000.00		200.00	1200.00
Gary Eastwood	Cleaning/ Relief Manager	802.30		160.46	962.76
Petty Cash top up		124.17			124.17
Fisher Security	CCTV	21.09		3.69	24.78
Frank's Marquees	Table hire	49.00		9.80	58.80
Your chef	Staff hire	60.00			60.00
Brian's DIY		19.77		3.96	23.73
BT	Advert	118.09		23.62	141.71
BT	Pay phone	49.70		9.94	59.64
Mr. PD Watson	Buffet items	405.00			405.00
Petty Cash top up		298.46			298.46
Ellis cleaning services	Windows cleaned	45.00		9.00	54.00
British Gas	Gas	384.80		76.96	461.76
Anglian Water	water	55.09			55.09

Proposed: Cllr. Mrs. A. Eardley

Seconded: Cllr. Mrs. J.A. Bell

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

None.

ii) To note the purchase of a Performing Rights Society Licence.

The Clerk advised members that, having made further enquiries regarding this legislation it was clear that the council's own 'in house' events were falling outside of the legislation governing Performing Rights, and specifically with regard to recorded music.

A licence was therefore purchased in advance of the wedding fair.

Members noted that the cost of £128.66 + V.A.T. has been offset by the March Wedding Fayre and, similarly, again in September.

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

Proposed: Cllr. Mrs. J. Brock

Seconded: Cllr. A.R.B. Nobbs

c) To note the cost of any general repair/maintenance works undertaken.

Members noted the following works, which the Clerk has authorised within her Delegated Powers:

continued/
EBB:

Routine painting to freshen up the décor - the stairwell will be completed shortly.

Kickboards replaced on the internal doors which were looking shabby.
£182.00 + V.A.T.

Purchase of a replacement curtain heater for the rotunda in the sum of £115.00.

- d) **Use of the Inner and Outer Courtyards at the Angel Suite.**
To note (for information only) that Brigg Town Council is no longer permitted to facilitate the use of the inner and outer courtyard areas by outside hirers.

Members noted the communication from North Lincolnshire Council in this regard.

- e) **To Receive a Report from the Clerk and the Angel Suite Manager, on the Wedding Fayre organised to promote the held at the Angel Suite.**

Members noted the profit generated by this event, which was very well attended and that it is also proving to be a success due to the number of enquiries since received.

A 1/8th advert was taken out in the April Issue of the Lincolnshire Today Magazine, at a reduced cost of £75.00 against the usual cost of £210. This concession was agreed in return for their attendance to promote the magazine at the Wedding Fayre.

Thanks were recorded to Mrs. Karen Deeley, Agent Suite Manager, for all her hard work in organising this event, and members noted that a date has already been fixed for a 2nd wedding fair in September.

- f) **To Receive a general report from the Angel Suite Manager.**

Prior to receiving the report from the Angel Suite Manager, members were pleased to note that the Angel Suite has secured a 5-star food hygiene rating from North Lincolnshire Council.

Mrs. Deeley reported that regular weekly bookings continued to go well and, in addition, there has been a presentation evening, a craft fair and three family gatherings during the last two months, as well as a number of commercial bookings.

In the forthcoming months further commercial bookings have been secured, and there are weddings, anniversaries and Christenings and, sadly, funerals in the diary.

Mrs. Deeley was thanked again for all her hard work and particularly with regard to the 5-star food hygiene rating.

PSO54 NORTH LINCOLNSHIRE COUNCIL – SERVICE LEVEL AGREEMENTS.

Members noted the continuation/renewal of the Annual Service Level Agreements as follows:

Opening Public Conveniences:-

Opening, closing and cleaning Cary Lane W.C. on Sundays and Bank Holidays, in the sum of £633.36.

Summer and Winter Planting:-

Planted floral displays in beds throughout the Town, in the sum of £1,699.32.

Watering Hanging Baskets:-

As per the list provided by the Town Council, in the sum of £1,270.40.

Brigg Millennium Green: –

Grass cutting and routine maintenance works, in the sum of £679.05.

Salt Bins:-

To check and re-fill, as necessary, the salt bins located at Almond Grove, Springbank and Churchill Avenue, in the sum of £355.80

PSO55 TO RECEIVE A REPORT FROM THE CLERK WITH REGARD TO EXPENDITURE INCURRED UNDER DELEGATED POWERS

i) Change to the mobile phone contract

Details of the new contract were circulated for members and **members resolved that** the decision to change the contract should be endorsed.

Proposed: Cllr. Mrs. J. Brock

Seconded: Cllr. Mrs. A. Eardley

PSO56 3B's CHILDREN AND FAMILIES PROJECT

The report prepared by the Senior Street Leader was circulated for members' information.

The report was noted as received.

PSO57 QUEEN ELIZABETH II FIELDS CHALLENGE

To consider the possibility of nominating a site in Brigg.

Members were provided with details of this opportunity in advance of the meeting.

Cllr. Mrs. A. Eardley suggested that the Almond Grove Play Area should be nominated.

Cllr. Mrs. J.A. Bell suggested that Brigg Recreation Ground should be nominated.

RS continued/...


It was noted that both sites are wholly owned by North Lincolnshire Council and a question was also raised with regard to the size of the Almond Grove Play Area and whether it would fit the criteria.


It was resolved that if both sites are feasible and more than one site can be nominated then North Lincolnshire Council should be asked to consider both sites for a nomination. In the event that only one site can be nominated, the preferred option for nomination would be Brigg Recreation Ground.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. Mrs. A. Eardley

The meeting closed at 7.35 p.m.

Signed... 
Chairman
Property and Services Committee
Held on Tuesday, 8th May 2012

Signed... 
Chairman
Full Council Meeting
Held on Monday, 28th May 2012