

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Minutes of the Meeting held on Wednesday 11th February 2015
Chairman - Councillor J. Truepenny

Present: Councillors; Mrs. J.A. Bell, Mrs. J. Brock, J.C. Dyson,
Mrs. A. Eardley, Mrs. P.J. Smith, J. Truepenny and
Miss. L. E. Whitehand

In attendance: Mr. N. Fisher Brigg Blog

PS035 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS036 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE

Cllr. Miss J. Kitching
Cllr. R. Waltham

PS037 (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.

PS038 a) TO APPROVE ANY GENERAL ACCOUNTS FOR PAYMENT.
(See Appendix 1)

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

Proposed: Cllr. J.C. Dyson

Seconded: Cllr. Mrs. A. Eardley

Members also noted that the following two payments are still outstanding, from the previous Fiscal Year, which are due to the Town Council from North Lincolnshire Council. Invoices and reminders have been issued throughout the year, to no avail. The clerk is continuing to liaise with Cllr. R. Waltham in order to secure settlement before this year end.

Donation toward the cost of delivering the Film Club	£1,500.00
Payment for the posters for the Memorial Garden	£ 197.50

			PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
1	12	2014	NLC	Rates-James Street	53.00		53.00
4	12	2014	NLC	SLA-Allotments	96.00	19.20	115.20
4	12	2014	NLC	SLA-Millennium green	689.04	137.81	826.85
4	12	2014	NLC	SLA-Memorial Gardens	386.86	77.37	464.23
4	12	2014	NLC	SLA-Salt Bins	355.80	71.16	426.96
4	12	2014	NLC	SLA-Summer planting/Wate	3091.06	618.21	3709.27
9	12	2014	EMC Productions	Stage Hire-Christmas Lights	1535.00	307.00	1842.00
16	12	2014	Countryside Pest Control	Routine visit	45.00		45.00
16	12	2014	DSL	Barrier hire	10.00	2.00	12.00
8	1	2015	Jonro Properties Ltd	Rental - Lock up	301.67		301.67
8	1	2015	DSL	Barrier Hire	21.71	4.34	26.05
16	1	2015	Barrie Gray and Son	Xmas Lights Consultancy F	1000.00		1000.00
22	1	2015	Anglian water	GS Road Allotments	87.12		87.12
29	1	2015	DSL	Barrier Hire	11.14	2.23	13.37

PS039 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.**

Nothing to report.

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

Nothing to report.

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.**

Nothing to report.

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

Members noted that the tenant of Plot 26 has asked to reduce the size of her plot by half, thereby creating a vacancy of half a plot.

Plot 14 is currently vacant, but this is a small plot very close to the bank of the Ancholme Drain and can easily be left fallow.

Otherwise, all other plots are now let.

iii) To Receive a report from the clerk regarding the works by Anglian Water Authority.

Members noted that the works to re-route the water main have now been completed. Discussions are currently underway regarding compensation for those tenants whose plots were badly affected.

The work to install the dropped kerb will be undertaken at a later date in conjunction with the developer of the neighbouring housing plot.

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

Nothing to report.

PS040 ANGEL SUITE:

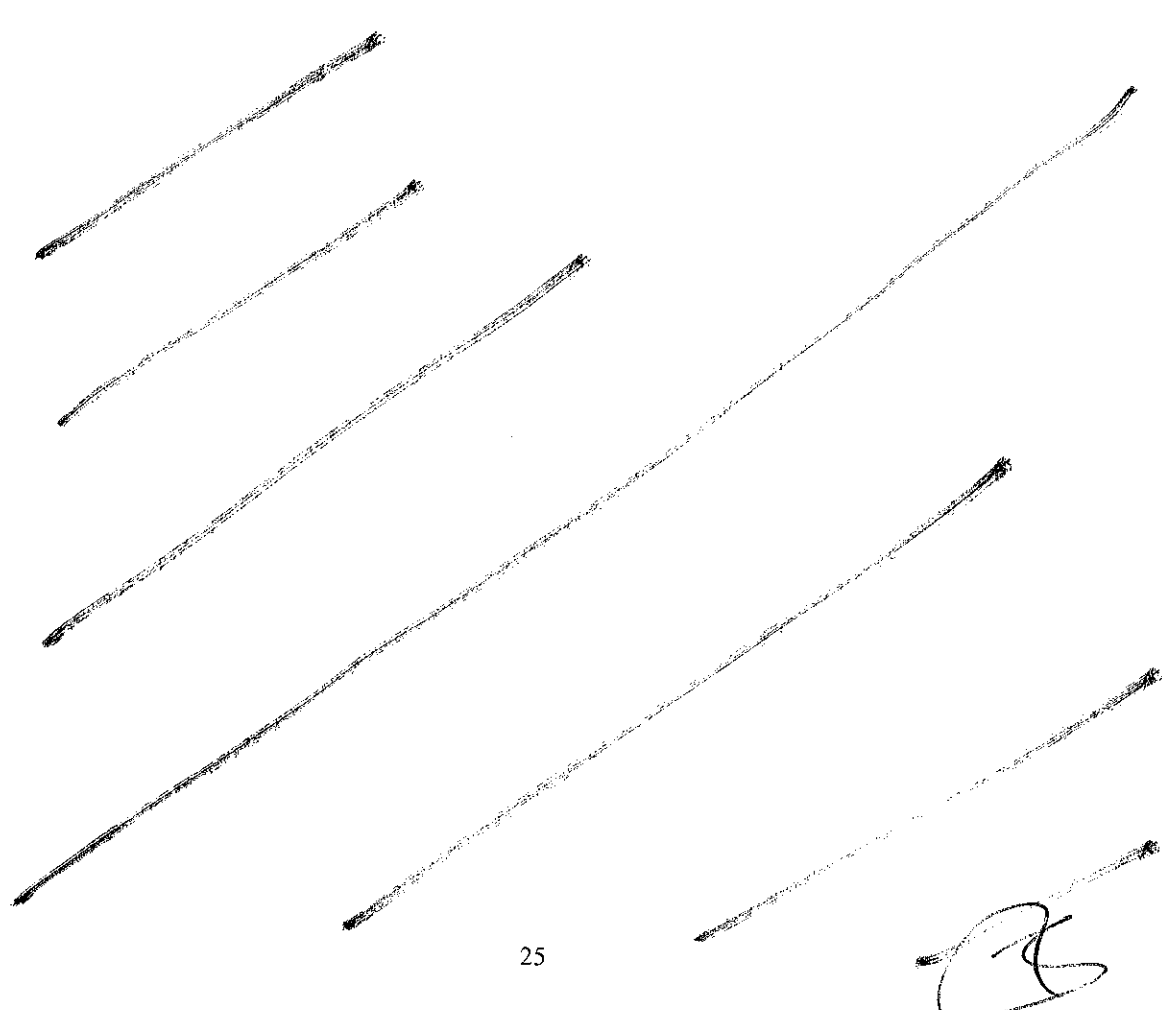
- a) **To receive the following financial reports and approve the Accounts Paid and for Payment, as listed in Appendix 2. *Financial Reports as at 31st December 2014 and 31st January 2015.***

It was resolved that the financial reports as at 31st December 2014 and 31st January 2015, and the following accounts for payment as listed and circulated in Appendix 2, should be taken as read and approved.

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

Proposed: Cllr. Mrs. A. Eardley

Seconded: Cllr. Mrs. J. Brock



PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Rates	54.00		54.00
NLC	Trade rates	76.44		76.44
Npower	Electricity	94.91	18.98	113.89
BAOS	Advert in Programme	60.00		60.00
Fisher Security	CCTV	21.09	3.69	24.78
Petty Cash Top Up - No 7		109.12	1.24	110.36
BT	Advert	95.30	19.06	114.36
NLC	Trade rates	76.44		76.44
British Gas	heat	104.58	5.22	109.80
Ellis Cleaning Ltd	Window Cleaning	180.00	36.00	216.00
AF Carpets	Flooring	2548.00	509.60	3057.60
Reliable Cleaning	Cleaning products	110.29	22.06	132.35
Fisher Security	CCTV	21.09	3.69	24.78
PD Watson	Buffet items	380.00	12.80	392.80
PD Watson	Buffet items	45.00		45.00
Grandad's Shed	Buffet items	150.00		150.00
Petty Cash - No. 8	Top Up	204.41	2.38	206.79
Akrill Plumbing	Plumbing/ remove,install gas cooker	153.27	30.65	183.92
British Gas	heat	243.98	48.79	292.77
PRS for Music	Live music licence	211.84	42.37	254.21
BT	Payphone Bill	60.04	12.00	72.04
Reliable Cleaning	Relief Manager	1548.10	309.62	1857.72

- b) **To receive a report from the clerk regarding any issued approved under delegated powers.**

Members noted that minor repairs to the platform lift have been authorised in the sum of £230 plus V.A.T.

- c) **To receive the clerk's update on outstanding issues.**

Members noted that replacement of the kitchen flooring has been completed and the problem with the boiler was resolved.

- d) **To confirm that the following contracts have now been renewed with Reliable Cleaning Services, for a further 3-year period:-**

Members noted and endorsed renewal of the following contracts for a further 3-year period.

i) Routine Cleaning at the Angel Suite

ii) Relief Cover for the Angel Suite Manager.

Proposed: Cllr. Mrs. A. Eardley

Seconded: Cllr. Mrs. P.J. Smith

e) **Electricity at Work Regulations 1989:**

To note the requirement that all fixed electrical installations within the Angel Suite must be tested for safety and consider the estimates secured by the clerk for this work.

Members considered estimated provided by the following four Electrical Contractors:

Halls Electrical
R.J. Coleman (Electrical)
P. Bryan Electrical Ltd
Kaye Electrical

It was resolved that the contract should be awarded to P. Bryan Electrical Ltd in the sum of £500.00.

Proposed: Cllr. Mrs. J.A. Bell

Seconded: Cllr. Mrs. P.J. Smith

f) **To note the apparent ‘movement’ within an area of plaster within the bar area and that the clerk is seeking expert advice on this matter.**

Members noted this information and that the clerk is awaiting further advice from the Property Services Team at North Lincolnshire Council.

PS041 CHRISTMAS LIGHTS 2014

a) **To Review the contract for 2014.**

Nothing further to add since the discussion at the December 2014 meeting.

b) **To consider the suspension of Financial Standing Orders for the purpose of discussions under Agenda Items 7c, 7d and 7e.**

Members noted that, the reason for the suspension of Standing Orders is to enable the council to determine the supplier without the need to secure three comparative quotations. This is permissible due to the rigorous tender process undertaken less than 6 months ago, which resulted in Gala Lights being appointed.

It was resolved that Financial Standing Orders should be suspended.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. Mrs. J. Brock

c) **To note that:**

i) **The new Christmas Lights purchased in 2014 are now in storage with Gala Lights Ltd at a much reduced cost per annum, which includes insurance cover whilst in storage.**

It was resolved that the decision taken by the clerk under her delegated powers, to transfer storage of the lights to Gala Lights Ltd at a cost of £600 per annum for the current display, should be endorsed.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. P.J. Smith



ii) The requisite three months' notice to relinquish the tenancy of the lock-up at James Street has been issued.

It was resolved that the decision taken by the clerk under her delegated powers, to terminate the tenancy of the lock up at James Street as it is now surplus to requirements, should be endorsed.

Members noted that the annual cost per annum for rent, rates and insurance would have been £1,718.83, therefore, after allowing for the cost of storage at Gala Lights in the sum of £600.00, the net saving to the Council will be £1,118.83 per annum.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. P.J. Smith

iii) To note and endorse the decision to lodge the old Christmas Lights with CJM Auctioneers and Valuers for sale by auction.

It was resolved that the decision taken to secure a sale by auction should be endorsed and that the clerk should be delegated with the authority to dispose of the lights, as waste, in the event that a sale is not secured.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. Mrs. J. Brock

Members noted that the lights will be advertised for sale through the CJM on-line auction which closes on 28th February 2015.

Commission on the sale will be charged at 12.5% + 1.5% insurance cover based on the selling price.

It has been agreed that there will be no 'Lotting fee' charged.

In the event that a sale by auction is not secured, storage costs may be incurred (after 7 days post-auction).

d) To confirm the appointment of Gala Lights Ltd for the installation of the Christmas Lights in 2015 and all associated works including safety and anchor point testing.

Members were referred to the quote received and circulated to re-install the same display as 2014.

It was resolved that the Clerk should be authorised to try and secure a fixed-price contract for a period longer than one year, and to investigate whether there would be any discount if the council agrees to a longer term, say up to 5 years.

Proposed: Cllr. Mrs. J.A. Bell

Seconded: Cllr. Mrs. J. Brock



e) To consider the extension of the lighting scheme in 2015 and the options available.

Members were referred to the estimate of potential ideas already received and circulated in advance of the meeting. Members were also reminded of the suggestion by Cllr. R. Waltham at the January Full Council meeting, that grants may be available to assist with the cost of extending the lights.

It was resolved that the clerk should secure a revised estimate of cost, incorporating the following amendments to the initial proposals for extensions to the scheme.

- Reduce the tree lighting at the Tin Tab from 6 trees to 3 trees
- Include the cost of lighting 2/3 trees on Queen Street
- Remove the cost of enhancing the lighting of the ordinary trees in the Market Place and on Bridge Street
- Further enhance the Christmas Tree Lights

Members agreed that the Property & Services Committee should be re-convened earlier than the next scheduled meeting, in order to take an early decision on this matter which will then enable applications for grants to be pursued.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. Mrs. P.J. Smith

Cllr. Miss L.E. Whitehand left the meeting

PS042 FINGER POST SIGNAGE

To Consider the replacement and/or purchase of new finger signs.

The following table outlines the suggestions from Brigg 2020 Vision group and others:

LOCATION	REMOVE EXISTING	ADD NEW
Wrawby Street – near to the White Horse Inn	Library via School Court Hewson House/via Local Link	Hewson House Local Link Heritage Centre Village Green Public Conveniences
Market Place	Library (already broken?) Hewson House/via Local Link Police Station via School Court	Library Local Link Heritage Centre Public Conveniences
Bridge Street Consider re-location	Town Centre	Town Centre/Tourist Information Leisure Centre
Station Road		Town Centre Brigg Town Football Club

It was resolved that the clerk should meet with potential suppliers to undertake a site visit and secure estimates for these works. The Clerk will notify members of the date of the site meeting, which will enable them to attend should they so wish.

Proposed: Cllr. Mrs. J. Brock

Seconded: Cllr. Mrs. A. Eardley



PS043 RE-DISTRIBUTION OF THE THREE B'S EQUIPMENT

To receive a report from the clerk.

Members noted that the majority of the equipment has now been re-distributed to the following organisations.

2222 Squadron Brigg ATC
Brigg United Football Club (items agreed – waiting for collection).
Broughton Sport and Leisure Association
North Lincolnshire Council Looked After Children Service
Brigg Youth Cub (items agreed – waiting for collection).
Brigg Guides

Members noted that the Youth Service (Brigg Youth Club) has indicated its willingness to 'loan out' some of the electrical / gaming/ deejay equipment they have been allocated, to smaller youth groups in the area who have specific activities planned.

also that

disappointment has been expressed by Barnetby-Youth Activities regarding the items they were allocated

Details of which groups had been allocated which equipment, were circulated to members at the meeting, and the clerk explained that the final decision regarding re-distribution was taken on the basis of how many sessions they offered, attendance numbers and who could join in. The aim being to ensure that the equipment would be used regularly, and be accessible to as many young people from Brigg, Barnetby-le-Wold and Broughton, as often as possible.

It was resolved that the re-allocation should be endorsed and that the clerk should pen a letter to Barnetby Youth Activities explaining how the decision was reached, and of the option now available to loan some of the electrical equipment from the youth club.

Proposed: Cllr. J.C. Dyson

Seconded: Cllr. Mrs. J.A. Bell

PS044 a) TO REVIEW THE POLICY GOVERNING THE USE OF THE BANDSTAND.
(Copy of existing policy enclosed)

It was resolved that the clerk should open discussions with the North Lincolnshire Council Legal team and its Market's Officer, to explore the possibility of drawing up a Policy for the use of the bandstand that would mirror or dovetail into the policy that governs the hire/use of a Market Stall or space in the Town Centre, where a 'not for profit' or charitable use is intended. The aim being to ensure that there is a sensible policy that governs all useable open areas within town. **Also that** ERNLLCA should be involved in such discussions as the Town Council's advisory body.

Members also noted the need to consider the frequency of use by any single group as there seems to be an increasing practice of organisations 'block booking' the bandstand which can prevent others from making use of the facility.

Proposed: Cllr. J.C. Dyson

Seconded: Cllr. Mrs. J.A. Bell



b) TO RECEIVE AND CONSIDER THE REQUEST FOR USE OF THE BANDSTAND BY THE SCUNTHORPE AND DISTRICT PRO-LIFE GROUP, AND DETERMINE A RECOMMENDATION FOR COSIDERATION BY FULL COUNCIL (Members were referred to two copy letters received and circulated in advance of the meeting).

It was suggested that this request should be deferred until after the Policy Governing Use of the Bandstand has been reviewed and resolved; but **Cllr. Mrs. P.J. Smith** commented that this could be considered as unfair to the Scunthorpe and District Pro-Life Group and that the council should take its decision in response to that request, based on the current policy.

Cllr. Mrs. Smith observed that the group is a charity and there is no reason for permission not to be granted.

Cllr. J. Truepenney expressed concern with regard to the topic matter that the group wishes to share with public and suggested that it would be preferable for such a topic to be discussed in a closed environment rather than in a public space.

Cllr. J.C. Dyson suggested that the topic matter is somewhat controversial and he was equally concerned with regard to it being aired in a public space.

After due consideration **it was resolved** that the recommendation to Full Council should be, that:

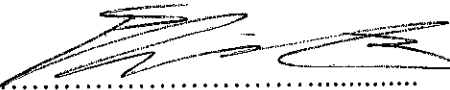
- Permission to use the bandstand for the purpose described within the correspondence received should be granted to the Scunthorpe Pro-life Group **for the time being**.
- The Scunthorpe Pro-Life groups should be informed accordingly and advised that the policy is under review, therefore, this decision may / or may not change after that review has been completed.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. Mrs. J.A. Bell

The meeting closed at 8.30 p.m.

Signed.....
Chairman, Property & Services Committee
Held on Wednesday 11th February 2015

Signed.....
Chairman, Full Council Meeting
held on Monday 23rd February 2015