

**BRIGG TOWN COUNCIL  
PROPERTY AND SERVICES COMMITTEE  
Meeting – WEDNESDAY 22<sup>nd</sup> APRIL 2015  
Chairman - Councillor J. Truepenny**

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

**PS055 NOTICE CONVENING THE MEETING**

Taken as read and approved.

**PS056 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE**

Cllr J.C. Dyson  
Cllr. Mrs P.J. Smith

**PS057. (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 Miss. L.E. Whitehand declared a personal interest in Agenda Item 6e)

**(b) TO NOTE DISPENSATIONS GIVEN TO ANY MEMBER OF THE COUNCIL IN RESPECT OF THE AGENDA ITEMS LISTED BELOW.**

None.

**PS058 TO APPROVE ANY GENERAL ACCOUNTS FOR PAYMENT. See Appendix 1)**

**It was resolved that** the general accounts for payment, as listed in Appendix 1 and below, should be approved.

<b>PAYEE</b>	<b>SERVICE /PRODUCT</b>	<b>NET</b>	<b>VAT</b>	<b>GROSS</b>
Gala Lights	Christmas Lights Purchase / Installatic	27964.40	5592.89	33557.29
Gala Lights	Replacement of eyebolts	1080.00	216.00	1296.00
Gala Lights	Storage Fees	500.00	100.00	600.00

Proposed: Cllr. Mrs. J.A. Bell

Seconded: Cllr. Mrs J. Brock.

**It was also noted that** the outstanding refunds due from North Lincolnshire Council have still not been settled.

**and that**

Sale proceeds of £70.00 have been received from the sale of all three Iphone 4 handsets. A comparison site was used to establish the re-sale price per handset of £32.50 x 2 and £5.00 for the faulty handset.

PS059 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.

**Mr. P. Brock – Allotment Representative** provided a written report confirming that all is in good order on the site and there are no issues to raise at this time.

**The clerk confirmed** that she had undertaken a site visit on Tuesday 21<sup>st</sup> April, and found the site and all plots to be in excellent condition.

- 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.

**The clerk confirmed** that she had undertaken a site visit on Tuesday 21<sup>st</sup> April and, other than Plot 2, which has been adversely affected by the recent works undertaken by Anglian Water, and one plot which will need a gentle reminder, all plots were being fully worked and a number were in excellent condition.

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

The clerk updated, as follows:

Plot 4 is vacant and available for re-let.

Plot 5b has been relinquished, but interest has already been expressed.

Plot 14 is vacant but will be left fallow for the time being as it is immediately adjacent to the ditch.

Plot 26 would like to relinquish half of the plot if there is any interest in a plot share.

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

All of the works have been completed and the dropped kerb has been installed, as promised.

Unfortunately, Plots 1 and 2 were very badly affected during these works. Plot 1 has been recovered and is now fully cultivated but Plot 2 has suffered a further setback following a fractured pipe which resulted in it being flooded. The clerk will be contacting the tenant to discuss the situation during the next week.

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

Nothing to report.

**PS060 ANGEL SUITE:**

- a) i) **To receive the following financial reports and approve the Accounts Paid and for Payment, as listed in Appendix 2. (Financial Reports as at 28<sup>th</sup> February 2015 and 31<sup>st</sup> March 2015 enclosed.)**

**It was resolved that** the Financial Reports as at 28<sup>th</sup> February and 31<sup>st</sup> March 2015, and the following accounts for payment as listed on Appendix 2, should be taken as read and approved.

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Trade rates	76.44		76.44
Anglian Water	Water Rates	222.11		222.11
FR Townsend	Timer/electrics on boiler	296.18	59.24	355.42
Brigg Launderette	Launder tablecloths	35.00		35.00
PD Watson	Buffet items	69.00	4.80	73.80
Fisher Security	CCTV	21.09	3.69	24.78
PD Watson	Buffet items / Staff	207.88	16.00	223.88
NL Music and Drama Festival Soc	Advert	60.00		60.00
Reliable Cleaning	Cleaning products	124.43	24.89	149.32
Reliable Cleaning	Relief Manager	581.95	116.39	698.34
British Gas	heat	465.40	93.08	558.48
Petty Cash - No. 9	Top Up	220.48	5.46	225.94
Grimsby Lifts	Routine visit	60.00	12	72.00
Brigg Launderette	Launder table linen	35.00		35.00
BTBP	Refund deposit	82.50		82.50
ERYC Supplies	Cleaning goods etc	101.91	20.39	122.30
Fisher Security	CCTV	21.09	3.69	24.78
Ellis Cleaning Ltd	Window Cleaning	112.50	22.50	135.00
Npower	Electricity	542.32	108.47	650.79
Ellis Cleaning Ltd	Window Cleaning	22.50	4.50	27.00
Petty Cash - No. 10	Top Up	81.69	2.50	84.19

Proposed: Cllr. Mrs. J. Brock

Seconded: Cllr. Mrs. A. Eardley

ii) **To receive and review the cumulative report for the Fiscal Year ending 31<sup>st</sup> March 2015.**(Copy provided to members in advance of the meeting)

Noted as received.

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

None.

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

**Members were advised that** the replacement flooring for the store rooms / Staff W.C. will be fitted in May, as arrangements have been made for the area to be re-painted while the Angel Suite Manager and Relief Manager are on duty throughout the Election Day.

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

i) To confirm that the Fixed Electrical Test within the Angel Suite has been concluded and to note receipt of the report and associated certificate.

**Confirmed and noted.**

ii) To note and endorse the final cost, including the additional costs incurred to rectify the faults established during the inspection.

**It was noted that** the final cost including remedial works was £953.03 and payment of the same was endorsed.

Proposed: Cllr. Mrs. J.A. Bell    Seconded: Cllr. Mrs. J. Brock.

e) i) **To receive a report from the clerk, regarding the 'apparent movement' within an area of plaster within the bar.**

**Members were advised that:**

The wall and the plaster has been inspected by Officers from the North Lincolnshire Council, Property Team (as the landlords).

It has been confirmed to the clerk that there is no structural fault or damp.

The cost of re-plastering falls to the Town Council under the terms of the lease.

ii) **To consider the estimates received for the cost of repairs.**

**It was resolved that** the repairs should be undertaken by Barry Shrimpton Plasterers who have quoted a fee of £350 + VAT, to remove the existing plaster and re-render (where required), re-plaster and skim the whole of the wall in order to restore it decoratively

**and that** the clerk should be delegated to secure the works required to remove and re-fasten the radiator; and re-decoration of the area when complete.

Proposed: Cllr. J. Truepenny.

Seconded: Cllr. Mrs. J.A. Bell.

PS061 RE-DISTRIBUTION OF THE THREE B'S EQUIPMENT

**To receive confirmation from the clerk that all of the equipment has now been re-distributed.**

The clerk confirmed that all equipment has now been re-allocated and the asset register has been adjusted accordingly.

PS062 CHRISTMAS LIGHTS INSTALLATION CONTRACT

a) **To receive and note the proceeds from the sale by auction, of the previous Christmas Lights.**

**It was noted that** sale proceeds have been received in the sum of £168.58 after all costs have been deducted.

b) **To confirm the estimate of costs to deliver the extended installation for 2015, as agreed at the Property & Services Committee Meeting held on 11<sup>th</sup> March 2015.**

**Members noted and agreed**

the estimate confirmed by Gala Lights Ltd, in the sum of £27708.95 to include £100.00 carriage for delivery of the additional product purchased for 2015.

The only additional costs would be:

- replacement of any failed fixings/anchor bolts
- calls for repair during operation when the cause of the fault falls outside the responsibility of the contractor.
- Electricity charges
- **Replacement of any failed tree light garlands.**  
It is recommended that a stock of garlands be ordered in advance to enable them to be replaced without causing additional call out fees.

The cost is £65.00 per 20 metre length and they can be split and used in 5 metre sections.

It is recommended that 3 sets be purchased initially, as a safeguard for 2015  
In the event that they are not needed, they can be carried over to 2016.

Cost £195.00

Proposed: Cllr. Mrs J. Brock

Seconded: Cllr. Mrs A. Eardley

c) To approve a 3 year fixed price contract with Gala Lights for the purchase / installation / maintenance and storage costs for 2015 – 2017 inclusive, to include stress testing of all associated brackets and fixings in accordance with relevant legislation. The only variable to the fixed price being:

**Members noted that** the only costs in addition to the price accepted for extending the lights in 2015, will be:

- i) replacement of any failed anchor fixings due to test failure.
- ii) calls for repair during operation when the cause of the fault falls outside the responsibility of the contractor.
- iii) electricity charges.
- iv) replacement of any failed tree light garlands – as above.

It is recommended that 6 sets be held in stock for 2016 and again for 2017 £390.00 for 6 sets.

The cost of installation and extending the lights in 2015 –	£27, 708.95
(as per Minute PS062b)	£ 195.00

Fixed price installation of the full display in 2016/17	£11,633.00,
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**Members also noted that**, prior to council’s decision to upgrade the Christmas Lights in 2014, the budget required and used each year was £20,000.00.

Cost in 2014 (excluding electricity - bill is still awaited)	£33,248.40
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Cost in 2015 (excluding electricity and other variables – as listed above)	£27,903.95
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Excess cost over previous budget (over 2 years)	£20,957.35
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Cost in 2016 and 2017 (excluding electricity and other variables -as listed above)	£11,633.00
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**Predicted reduction in previous £20,000 annual budget £ 8,367.00**  
**The cost of upgrading and extending the Christmas Lights will, therefore, be recouped within 3 years.**

**Cllr. Miss J. Kitching** suggested that the figures should be published in the newsletter, to explain the council’s long term budgetary prudence on this matter.

**It was resolved that** the Town Council should enter into a 3 year contract with Gala Lights for delivery of the extended Christmas Lighting scheme and associated works in 2015; and re-installation of the full lighting scheme and associated works in 2016 and 17, *as documented above and within the Minutes of the 11<sup>th</sup> March 2015.* **Also that** 3 tree light garlands should be purchased for 2015 for use in case of failure.

Continued/.....



Provision to be made for 6 tree light garlands to be available, case of need, for 2016 and 2017. The actual number to be purchased being dependent upon how many have been used the previous.

Propose: Cllr. Mrs J. Brock

Seconded: Cllr. Mrs A. Eardley.

PS063 **SERVICE LEVEL AGREEMENT – OPENING CARY LANE W.C. (Sundays and Bank Holidays)**

**a) To receive the cost for the continuation of this Service level Agreement.**

**It was noted that** the new cost will be £783.00 per annum (previous costs £633.00 per annum)

**b) To review and consider its continuation.**

**It was noted that** anomalies have been discovered with regard to when public toilets are /are not open throughout the county; and with regard to who is contributing to that cost, therefore, a full review is to be undertaken.

**It was resolved that** the council should defer any decision to continue funding the cost of the toilets being opened on Sundays and Band Holidays until after the outcome of the review is known.

Proposed: Cllr. Miss J. Kitching

Seconded: Cllr. Mrs. J. Brock

PS064 **FINGER POST SIGNAGE / INFORMATION BOARDS /RAIL TIMETABLE NOTICES**

**a) It was resolved that:**

Financial Standing Orders should be suspended for the consideration of Agenda Item 10a, due to the recommendation that any works to improve the finger post signage in the Town should be delivered by the original manufacturer.

Proposed: Cllr. J. Truepenny.

Seconded: Cllr. Mrs. J. Brock.

**b) To Consider the update of existing finger signs and the purchase of new signs to compliment the same. (supporting information enclosed)**

Costs received, as follows, from Leander Architectural:

1 new column with Brigg Finial	690.00
7 x double fingers - £150 each	1,050.00
2 for the post at the White Horse Inn	
3 for the post in the Market Place	
1 for the post on Bridge Street	
1 for the post on Station Road	
2 x single fingers - £118.00 each	236.00
1 for the post at the White Horse	
1 for the post at Station Road	
Delivery and fitting	288.00
<b>TOTAL</b>	<b>£2,264.00</b>

The only additional costs for consideration are:

- to re-locate the finger sign post on Bridge Street as it is suggested that it be moved away from the tree foliage.
- to install the new column on Station Road.

These works can be undertaken by highways.

**It was resolved that:**

The order should be placed for the purchase of replacement finger posts/signs (as listed above) and that the clerk should be delegated to agree a price for the installation works with the North Lincolnshire Council Highways Team.

The cost to be apportioned across the two street furniture budgets.

Proposed: Cllr. Mrs. J. Brock

Seconded: Cllr. Mrs A. Eardley.

**c) To note that a new Notice Board has been provided for the display of the rail service timetable.**

**Members noted that:**

A noticeboard has been provided by Northern Rail but, in the meantime, a timetable board has been installed on the outside of Hewson House. It is not known which body has provided that board, but it would seem foolish to duplicate the same information within a few yards!

Members agreed that the use of this notice board should be reviewed alongside the next Agenda Item 10d.

**d) To consider the offer from the Friends of the Brigg and Lincoln Line to use their timetable poster to display additional useful visitor information; and the possibility of working with the Brigg Town Business Partnership to produce a poster / leaflets / digital app. of visitor information / visitor map/ Town layout / shop locations etc.**

**Cllr. Miss J. Kitching and the clerk**, outlined the potential partnership scheme:

It is suggested that the information board currently managed by the Brigg Town Business Partnership could be used to show a more detailed map of the Town, which would highlight the various shopping areas and visitor attractions.

This would then link in to a separate leaflet listing those businesses that choose to participate in the project, and showing their location on the map. Copies of the leaflet would be stored in a water tight box fixed beneath the information board. The board would also re-direct visitors to other business who will display copies of the same leaflet.

The possibility of creating a digital 'app' could also be considered – which would link direct to the map the BTBP website and to the Town Council web site and its events page. All organisations could then be actively encouraged to promote their events via the Brigg TC web site.

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The notice board provided by Northern Rail could be used to display the rail timetable and the BTBP Map / app.

Consideration could also be given to upgrading the Town Council information boards by displaying the same information.

**It was resolved that** agreement in principle should be recorded and that the Brigg Town Business Partnership should bring a detailed project and costs back to the Town Council, for consideration by Full Council at its June meeting.

Proposed: Cllr. J. Truepenny.

Seconded: Cllr. Mrs. J. Brock.

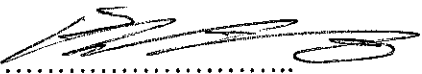
11. HOLOCAUST MEMORIAL

**To discuss potential options for the repair /upgrade of the Holocaust Memorial and Water Feature.**

**It was agreed that** all members should be encouraged to consider potential options for consideration at the first Property & Services Committee Meeting, following the election.

The meeting closed at 8.40pm

Signed.....  
Chairman, Property & Services Committee  
Meeting held Wednesday 22<sup>nd</sup> April 2015

Signed.....  
Chairman, Full Council  
Meeting held Monday 27<sup>th</sup> April 2015