

**BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE**

**Minutes of the Meeting held on Wednesday 8th October 2014
Chairman - Councillor J. Truepenny**

Present: Councillors; Mrs. J.A. Bell, Mrs. J. Brock, Mrs. A. Eardley,
C. Sherwood, Mrs. P.J. Smith, J. Truepenny and R. Waltham.

In attendance: Mr. N. Fisher - Brigg Blog
Peter Thompson - Market Rasen Mail

PS010 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS011 TO RECEIVE APOLOGIES RECEIVED AND REASONS FOR ABSENCE

Cllr J.C. Dyson
Cllr. Miss L.E. Whitehand

PS012 (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.

PS013 a) TO APPROVE ANY GENERAL ACCOUNTS FOR PAYMENT.

It was resolved that the general accounts for payment, as per Appendix 1, which was circulated in advance of the meeting, should be taken as read and approved.

Proposed: Cllr. Mrs. J. Brock

Seconded: Cllr. J. Truepenny

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Rates-James Street	53.00		53.00
J. Cody Signs	Refurb. Noticeboards	1520.00	304.00	1824.00
MA Smalley	Hanging baskets	1679.30	335.86	2015.16
Anglian Water	GS Road Allotments	30.41		30.41
Countryside Pest Control	routine visit/bee removal	85.00		85.00
NLC	Rates-James Street	53.00		53.00
Tom Butler	Hire of Hanging baskets	207.00	41.40	248.40
Countryside Pest Control	Routine visit	45.00		45.00
NLC	Rates-James Street	53.00		53.00
Jonro Properties	Insurance-James St.	34.93		34.93
Mr. Richardson	Clear unworked Allotment Plots	100.00		100.00
Brigg Garden Centre	Garden/ Allotment Awards	125.00		125.00



a) To Receive a report on any outstanding issues from the Clerk:

Nothing to report.

b) Redcombe Lane Site:

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

All in good order, 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, any observations from the Allotment Representative and consider any questions from tenants.

Members were advised that, following the sale of the Red Cross site there is a problem with the width of the existing dropped kerb.

When the new dwelling is completed, only half of the existing dropped kerb will be available for access to the allotment site – this will clearly need to be resolved.

It was resolved that the Clerk should be delegated with responsibility to resolve this issue.

Proposed: Cllr. R. Waltham

Seconded: Cllr. Mrs. P.J. Smith

Cllr. R. Waltham also suggested that a meeting should be organised with North Lincolnshire Council to look at the long-term proposals for the site, as per its designation within the Local Development Plan.

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

Members noted that letters have been sent to a small number of tenants who are not cultivating their plot in accordance with the tenancy agreement. They have been given a deadline of Saturday 11th October to prepare for Winter Planting otherwise they are at risk of their tenancy being terminated.

Members also noted that there are vacancies on this site and that there is no waiting list at present.



iii) To Receive a report from the Clerk regarding underground investigations on site to identify the location of a waterpipe.

Members were advised that following the sale of the old Red Cross site a problem has emerged with regard to the water supply to that site. This has warranted survey works being undertaken within the allotment site to identify the route of existing underground supply pipes. The allotment tenants have been kept informed throughout.

Noted as received.

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

Nothing to report.

v) To endorse the hire of a skip for disposal of rubbish from the site.

It was resolved that the Clerk should be authorised to hire a skip for this purpose, also that the tenants will also be offered the opportunity to use the skip. Estimated cost £130.00+ VAT.

Proposed: Cllr. Miss J. Kitching

Seconded: Mrs. J. Brock

PS015 BRIGG RAILWAY STATION / PASSENGER RAIL SERVICE THROUGH BRIGG. Further consideration of previous discussions:

a) To further consider the 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.

It was resolved that the Clerk should be authorised to resolve this issue.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. R. Waltham

PS016 ANGEL SUITE:

a) To receive a general report from the Clerk.

Members noted that:

- (i) The painting and decorating contract works have commenced this week and
- (ii) following a recent function it emerged that guests were using the open shelf on the landing to rest glasses and bottles which could have been hazardous if they fell into the stairwell behind. A perspex screen has been installed to prevent such an occurrence. This was authorised within the clerk's delegated powers.

Cost of purchase and installation

£50.00



- b) **To note the outcome of a Humberside Fire and Rescue Safety Inspection and that the minor recommendations/directions for improvement have been actioned.**

Members noted that the Angel Suite was included in a full inspection audit for the whole of the Angel.

Minor advisory notes were received to further improve the Fire Evacuation Procedures at the Angel Suite, as follows:

- Minimise the existing evacuation notices.
- Remove the premises layout maps on display.
- Install 2 additional Emergency Exit signs – one in the bar area, one in the rotunda.
- Additional fire exit arrow signs
- Additional fire extinguisher for behind the bar
- Remove the coat hooks from the stairwell.

Otherwise the Fire Officer was satisfied with the Fire Risk Assessment, paperwork and procedures in place.

All of the advisory notes have been actioned under the clerk's delegated powers.

Costs incurred: –

New emergency exit signs	£261.40
New arrow signage	£6.95
Additional Fire Extinguisher/notices and stand	£81.76

- c) **To Receive a General Report from the Angel Suite Manager**

Nothing to report.

- d) **To receive the following financial reports and approve the Accounts Paid and for Payment, as listed in Appendix 2.**

- i) 31st July 2014 ii) 31st August 2014 iii) 30th September 2014.

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

It was resolved that the above-mentioned Financial Reports and the Accounts for Payment listed below (as per Appendix 2 which was circulated in advance of the meeting) should be taken as read and approved.

Proposed: Cllr. Mrs. A. Eardley

Seconded: Cllr. Miss J. Kitching



PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Rates	54.00		54.00
NLC	Trade rates	76.44		76.44
PD Watson	Buffet items/staff	106.40	6.40	112.80
Sanderson	Refund Deposit	90.00		90.00
Fisher Security	CCTV	21.09	3.69	24.78
NLC	Brigg Bomber Advert	25.00		25.00
Brigg Launderette	Launder linen	56.00		56.00
BT	Advert	95.30	19.06	114.36
BT	Payphone Bill	57.06	11.41	68.47
Ellis Cleaning Ltd	Window Cleaning	135.00	27.00	162.00
County Life	Advert	55.00	11.00	66.00
Tulip Healthcare	Hygiene Bins	150.00	30.00	180.00
Shaun Wilson	Repair doors	120.00	24.00	144.00
British Gas	CREDIT	-271.45	-54.29	-325.74
British Gas		339.50	67.90	407.40
NLC	Rates	54.00		54.00
NLC	Trade rates	76.44		76.44
Grimsby Lifts	Service /Loler Test	60.00	12.00	72.00
PD Watson	Buffet items/ staff	100.00	8.00	108.00
Petty Cash Top Up - 3		146.60	4.79	151.39
Anglian Water	Water Rates	201.84		201.84
Fisher Security	CCTV	21.09	3.69	24.78
Northern Fire and Safety	Signage	49.61	9.92	59.53
PD Watson	Buffet items/ staff	100.00	8.00	108.00
BT	Advert	95.30	19.06	114.36
NLC	PAT Testing	156.00	31.20	187.20
British Gas	heat	85.45	4.27	89.72
NLC	Rates	54.00		54.00
NLC	Trade rates	76.44		76.44
Bow Belles	Wedding	335.00		335.00
Brigg Launderette	Linen clean	45.00		45.00
Petty Cash top up - No. 4		149.07	11.96	161.03
Your Chef	Wedding breakfast	1217.00	243.40	1460.40
Fisher Security	CCTV	21.09	3.69	24.78
Npower	Electricity	763.74	152.74	916.48
ERYC Supplies	Cleaning goods/fire extinguisher	73.56	14.09	87.65
Information Commisioner	Annual registration fee	35.00		35.00
BT	Advert	122.39	24.48	146.87
Reliable Cleaning	Relief Manager/Cleaning	1497.25	299.45	1796.70
Deli Licious	Buffet supplies	155.00		155.00
Reliable Cleaning	Relief Manager/Cleaning	61.67	12.33	74.00
Petty Cash top up	In advance for booking C0393 BARI	150.00		150.00
Petty Cash top up	In advance for booking C0337 Conv	80.00		80.00
Grimsby Lifts	Routine Check	100.00	20.00	120.00
Holls	Fire safety lighting	261.40	52.28	313.68
British Gas	heat	66.14	3.31	69.45
Bow Belles	Golden Wedding	250.00		250.00

e) **To fix a date for a separate meeting to consider the following specific items of business:**

- To examine the Quarterly Review
- To review the hire charges for the Angel Suite

It was resolved that a separate meeting should, if possible, be scheduled to coincide with the next round of committee meetings.

Proposed: Cllr. J. Truepenny

Seconded: Cllr. R. Waltham

PS017 THREE B'S EQUIPMENT

To receive a report from the Clerk.

Members noted that some applications have been received, but not as many as anticipated.

It was resolved that, the equipment applied for should now be re-distributed and that the Clerk be authorised to make a direct approach to organisations that may benefit from any of the equipment/items that remain.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. Mrs. J.A. Bell

PS018 BRIGG MILLENNIUM GREEN

To receive a report from the Clerk.

Members noted that there has been no progress to date with regard to the transfer of the lease.

The Clerk has alerted North Lincolnshire Council to the need for the Millennium Green and its street furniture/facilities to be insured by that authority and that some of the street furniture is in a poor state of repair.

Members also noted that confirmation has been received that the Charity Commission has accepted the dissolution of the Trust. This information has been provided to North Lincolnshire Council.

PS019 FINGER POST SIGNAGE

To consider the replacement of two finger signs and provision of one additional to the finger post sign in the Market Place.

Cllr. Miss J. Kitching alerted members to the fact that the 2020 Vision Group and the Business Partnership have been investigating the possibility of upgrading the finger signs.

It was resolved that this item should be deferred until further information is received regarding the survey undertaken.

Proposed: Cllr. Mrs. P.J. Smith

Seconded: Cllr. J. Truepenney

PS020 CHRISTMAS LIGHTS INSTALLATION 2014

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

Proposed: Cllr. Miss J. Kitching

Seconded: Cllr. Mrs. P.J. Smith

b) To Consider the tenders lodged and determine the installation and contractual arrangements for 2014 and future years.

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

Proposed: Cllr. R. Waltham

Seconded: Cllr. C. Sherwood



It was resolved that

Brigg Town Council should note that Barrie Gray has taken the decision to retire from the installation of Christmas lights in Brigg, but his services will be retained for 2014 only, on a consultancy basis to oversee the installation by the newly appointed contractor in 2014.

The Clerk should be delegated to negotiate a consultancy fee with Barrie Gray & Son. **(Cllr R. Waltham left the room for this aspect of the discussion)**

The contract for the 2014 installation and associated works, should be awarded to Gala Lights as per the specification received.

The additional costs to be incurred, over and above the budget of £20,000, should be drawn from reserves, with the aim of recouping some of that cost by a reduction in expenditure in future years.

The new installation will provide:

- New catenary wires throughout the town.
- New festoon and harness and LED bulbs in all installations.
- New display for Exchange Place.
- Additional lights to complement the existing lights for the Christmas tree.
- The illumination of 6 trees in the Marketplace (in front of The Steel Rooms), 2 trees on the riverside close to the County Bridge, 5 trees on Bridge Street (to the front of China Royal and Dunhams Bakery)

With the exception of Christmas Tree Lights, all previous lighting stock and associated infrastructure to be declared redundant and disposed of under the direction of the Clerk.

Proposed: Cllr. R. Waltham

Seconded: Cllr. C. Sherwood

The meeting closed at 9.30 p.m.

Signed.....
Chairman, Property & Services Committee
Held on Wednesday 8th October 2014

Signed.....
Chairman, Full Council Meeting
held on Monday 27th October 2014