

# Brigg Town Council



Town Council Office  
The Angel Suite  
Exchange Place  
BRIGG

North Lincolnshire  
DN20 8LD

Tel: 01652 659402

Mobile: 07584 315971

Email: [enquiries@briggmarkettown.co.uk](mailto:enquiries@briggmarkettown.co.uk)

To: The Town Mayor and Members  
Brigg Town Council

1 May 2020

**YOU ARE HEREBY SUMMONED** to attend the **MEETING** of **BRIGG TOWN COUNCIL** to be held via Zoom on **WEDNESDAY 6 MAY 2020 at 6.30 pm.**

*D Lilley*

.....  
**Ms Dinah Lilley**

**Clerk, Brigg Town Council**

## **BUSINESS TO BE TRANSACTED**

1. To Receive Apologies and to Approve Reasons for Absence.
  
2. a) To Consider the suspension of the Meeting for the Purpose of Prayer.  
b) To Resolve that Standing Orders be reinstated
  
3. a) To Record any 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 the type of interest being declared.  
b) To note any dispensations given to any member of the council in respect of the Agenda Items listed below.
  
- i) Police Matters
  
5. To receive any correspondence (for information only).
  
6. To receive the update on any outstanding issues from the clerk.
  
7. Public Question Time
  
8. To Receive any Questions from Members.
  
9. To Receive a report from the North Lincolnshire Council Ward Councillors.

Continued ....

**Brigg Town Council Meeting**  
**Wednesday 6 May 2020**  
**Agenda/Business to be transacted continued/.....**

10. MINUTES OF PREVIOUS MEETINGS.

- i. To approve the minutes of Full Council Monday 23 March 2020

11. To receive reports from members delegated to serve on outside bodies and working groups.

• Environmental Development Group	No meetings have taken place due to the Covid 19 Lockdown
• Brigg in Bloom	
• Litter Picking Group	
• Christmas Lights Working Group	

12. ALLOTMENTS UPDATE

- i) Redcombe Lane  
 ii) Grammar School Road  
 iii) Allotment relocation update

13. ACCOUNTS AND AUDIT

- a) To Receive the following Budget Monitoring Reports as at 31 March 2020 and Approve the Accounts for Payment as listed in the Appendix for Full Council and the Angel Suite, and Bank Reconciliations for each.
- Appendix 1 attached – Full Council Accounts and petty cash payments
  - Appendix 2 attached – Angel Suite Accounts and petty cash payments
- b) To Approve the 2019-20 Year End Accounts  
 c) To approve the Annual Governance and Accountability Return and Statement of Assurance for 2019-20.  
 d) To receive the year end Audit Return.

14. TO APPROVE THE TOWN COUNCIL POLICIES, PROCEDURES AND RISK ASSESSMENTS

Minor amendments made to the following Policies

- 1a Committee Delegations – removal of references to the Angel Suite and Brigg in Bloom  
 2a Financial jobs for Audit - removal of the Angel Suite and update to pension procedures  
 3 General Risk Assessment - removal of references to the Angel Suite and updated review dates  
 4 Work Based Risk Assessment - removal of references to the Angel Suite  
 8 Internal Audit Control Procedures – changes to petty cash procedures  
 10 Grants and Donations Policy – removal of Rural Transport Grant  
 11 Health and Safety Policy - removal of references to the Angel Suite and update  
 18 Brigg Community Emergency Plan - removal of references to the Angel Suite and Manager

And the remainder of all of the Council policies (no changes made) be approved for 2020-21.  
 (All documents available in Drop Box, hard copies on request)

15. TO CONSIDER THE REPAIR AND/OR REPLACEMENT OF BENCHES IN BRIGG

**Brigg Town Council Meeting**

**Wednesday 6 May 2020**

**Agenda/Business to be transacted continued/.....**

16. GRANT APPLICATIONS - To consider requests

i) Brigg Bowling Club

17. PLANNING APPLICATION FOR CONSIDERATION BY MEMBERS OF THE PLANNING COMMITTEE

**Application No:** PA/2020/392

**Proposal:** Planning permission to erect a detached two-storey dwelling

**Site Location:** land adjacent Cemetery Lodge, 30 Wrawby Road, Brigg, DN20 8DT

**Applicant:** Mr John Field

**Case Officer:** Andrew Cotton

Your views are requested on the above application. You can now view the application and associated documents directly on the web site by selecting the following link:

<http://www.planning.northlincs.gov.uk/plan?ref=PA/2020/392>

18. FUTURE MEETINGS – to consider the date of the next meeting and arrangements for Mayor Making.

*D Lilley*

.....

**Ms Dinah Lilley**

**Clerk, Brigg Town Council**

**Brigg Town Council Meeting**  
**Wednesday 6 May 2020**  
**Agenda/Business to be transacted continued/.....**

**Appendix 1 – Full Council Accounts**

**BTC Payments 01/03/2020 - 31/03/2020**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Ref</b>	<b>Transaction Detail</b>	<b>Amount Paid</b>
02/03/2020	HMRC	BACS	Feb Tax/NI	517.33
02/03/2020	ERPF	BACS	Feb Pension	617.39
05/03/2020	JB Rural Service	BACS	Feb Handyman	456.00
05/03/2020	United Carlton	BACS	Ink & Service	29.50
05/03/2020	Brigg Office Supplies	BACS	Postage	5.40
05/03/2020	Brigg Office Supplies	BACS	Envelopes	5.90
05/03/2020	Energy Cell	BACS	Website Service	180.00
05/03/2020	Winterton TC	BACS	Civic Dinner	20.00
10/03/2020	G& SCC	BACS	Grant	250.00
10/03/2020	Briggensians FC	BACS	Grant	349.02
10/03/2020	Petty Cash Card	TFR	Petty Cash Top up	83.33
10/03/2020	Civic Dinner Account	TFR	Balance for Civic Dinner	643.00
17/03/2020	Leander	BACS	Civic Award Plaque	187.80
17/03/2020	Microsoft	BACS	Microsoft Office 365 DL laptop	79.99
17/03/2020	ETech Solutions	BACS	DL lap top, set up & Install	612.00
19/03/2020	JB Rural Service	BACS	Install bunting	180.00
19/03/2020	JB Rural Service	BACS	Millennium/Memorial cut	210.00
19/03/2020	Pestguard	BACS	Pest Inspection March	54.00
26/03/2020	Switched Positive	BACS	Christmas lights	4912.00
26/03/2020	JB Rural Service	BACS	March Handyman	456.00
30/03/2020	Staff Cost	BACS	March Salary	1801.04
31/03/2020	Nat West	DD	Bank Charges 30/11/19-28/02/20	10.40
31/03/2020	Fonesure	DD	Phone Insurance	128.00
				<b>11788.10</b>

**BTC Petty Cash Payments 01/03/2020-31/03/2020**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Transaction Detail</b>	<b>Amount Paid</b>
05/03/2020	Wilko	CASH	Batteries	3.75
<b>Total Payments</b>				<b>3.75</b>

**BTC Receipts 01/03/2020-31/03/2020**

<b>Date</b>	<b>Receipt</b>	<b>Ref</b>	<b>Receipt Description</b>	<b>Receipts</b>
12/03/2020	Civic Dinner A/C	100456	Civic Dinner Payments	132.50
13/03/2020	NLC	Bacs	Refund for lease	295.90
16/03/2020	Zhang Li	Bacs	Allotment Payment	16.10
17/03/2020	Civic Dinner A/c	Bacs	Payment for Civic Dinner	92.50
30/03/2020	Tara Smith	Bacs	Allotment Payment	20.30
31/03/2020	Nat West	INT	Interest received ****3921	6.44
31/03/2020	Nat West	INT	Interest received ****7988	2.95
<b>Total Receipts</b>				<b>566.69</b>

**Brigg Town Council Meeting**  
**Wednesday 6 May 2020**  
**Agenda/Business to be transacted continued/.....**

**Appendix 2 – Angel Suite Accounts**

**Angel Suite Payments 01/03/2020- 31/03/2020**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Ref</b>	<b>Transaction Detail</b>	<b>Amount Paid</b>
03/03/2020	Anglian Water Wave	DD	Water	730.41
05/03/2020	Reliable Cleaning Services	BACS	Relief Manager /cleaner	613.04
05/03/2020	Reliable Cleaning Services	BACS	Cleaning/Relief Feb	930.64
05/03/2020	Reliable Cleaning Services	BACS	cleaning products	257.45
16/03/2020	NPOWER	DD	January Electricity	121.52
18/03/2020	Corona Energy	DD	January Gas	444.88
31/03/2020	BT	BACS	Phones & Broadband	99.60
<b>Total Payments</b>				<b>3197.54</b>

**Lloyds Bank Card Payments 01/03/2020-31/03/2020**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Ref</b>	<b>Transaction Detail</b>	<b>Amount Paid</b>
10/03/2020	Pickerings	CARD	Keys for RL allotments	42.30
<b>Total Payments</b>				<b>42.30</b>

**Angel Suite Receipts 01/03/2020- 31/03/2020**

<b>Date</b>	<b>Cash Received from</b>	<b>Ref</b>	<b>Detail</b>	<b>Receipt</b>
09/03/2020	Duck Egg	bacs	Lettings up to W/c 09/03	300.00
<b>Total Receipts</b>				<b>300.00</b>

**Lloyds Bank Card Receipts 01/03/2020-31/03/2020**

<b>Date</b>	<b>Cash Received from</b>	<b>Ref</b>	<b>Detail</b>	<b>Receipt</b>
10/03/2020	Full Council A/cs	TFR	Petty Cash Top up	83.33
<b>Total Receipts</b>				<b>83.33</b>

**BTC Payments 01/04/2020 - 30/04/2020**

To follow

**Angel Suite Payments 01/04/2020- 30/04/2020**

To follow