

Brigg Town Council



Town Council Office
The Angel Suite
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BRIGG

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To: The Town Mayor and Members
Brigg Town Council
Property & Services Committee

3rd December 2012

YOU ARE HEREBY NOTIFIED AND SUMMONED to attend the **MEETING** of the **PROPERTY & SERVICES COMMITTEE** to be held in the Lounge of the **ANGEL SUITE** on **Wednesday 12th December 2012 at 7.45pm**

Signed *A. J. Hannak*.....

pp Mrs JM Woollard, Clerk, Brigg Town Council

BUSINESS TO BE TRANSACTED

1. Notice Convening the Meeting
2. To Receive Apologies and Reasons for Absence
3. To Receive any Declarations of Interest in accordance with the Council's Code of Conduct.
4. To Receive any Correspondence
5. To Receive a Report on General Issues Outstanding From The Clerk.
6. To approve General Accounts for Payment.
(See Appendix 1)
7. ALLOTMENTS:
 - a) To Receive a report on any outstanding issues from the clerk:
 - 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.
 - ii) To Receive and Consider any reports from Countryside Pest Control.
 - 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.
 - ii) To Receive and note a report from the clerk with regard to tenancy allocations.
 - ii) To Receive and Consider any report from Countryside Pest Control.

8. ANGEL SUITE:

- a) i) To receive the following financial reports and authorise Accounts Paid and for Payment. (See Appendix 2)
 - i) 31st October 2012
 - ii) 30th November 2012
- b) i) To receive a report from the Clerk on General Outstanding Issues.
 - ii) To receive a report from the clerk with regard to issues resolved under delegated powers.
- c) To Receive a general report from the Angel Suite Manager.
- d) To confirm and adopt the Hire Charges agreed at the last meeting.
- e) To review the effectiveness of the CCTV system within the building, and consider potential improvements to the same.
- f) i) To Receive a report from the Clerk with regard to Fire Safety and Evacuation procedures, following the recent changes to the use and staffing on the North Lincolnshire side of the Angel Building and courtyard.
 - ii) To review the Fire Risk Assessment for the Angel Suite. **(copy enclosed)**
- g) i) To consider the purchase and installation of the following equipment and any associated works:
 - i) a commercial dishwasher.
 - ii) a replacement oven
 - ii) To approve the removal of the shower tray and electrical unit, and associated labour costs to cap off the pipes to both the water supply and the drains; all located within the room now used as a Staff W.C.
- h) ***i) In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded and they are instructed to withdraw.***
 - ii) To note the conclusion of a regular hire contract.
 - iii) To review the policy governing regular hire agreements.

9. CHRISTMAS LIGHTS INSTALLATION 2012
To note and endorse the following purchases:

- i) New Christmas Tree Lights.
- ii) Replacement feature lights.

Signed. *A.J. Hannah*
Mrs. JM Woollard
Clerk, Brigg Town Council

**Brigg Town Council
Property & Services Committee
Meeting - Wednesday 12th December 2012**

**Appendix 1
General Accounts Paid**

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
Anglian Water	Redcombe Lane Allots	58.52		58.52
Anglian Water	GS Rd Allots	63.78		63.78
General Lamps Ltd	Replacement bulbs - xmas lights	630.00	126.00	756.00
Festivelights/ JM Woollard	Xmas Tree Lights	359.77	71.96	431.73
NLC	MUGA Hire	92.20		92.20
NLC	MUGA Hire	162.45		162.45
Barrie Gray	1st Payment Xmas Lights	2000.00		2000.00
North East Lincs. Council	Staff Training	30.00		30.00
Countryside Pest Control	Site visit	45.00		45.00
HTS	Stress testing brackets-xmas lights	3245.00	649.00	3894.00
Goodwin Development Trust	Staff Training	30.00		30.00
Standard Industries Ltd	Stress testing	995.00	199.00	1194.00
Brigg Lions	Stall hire - Xmas Fayre 3 B's	27.00		27.00
Stephen Hession	Xmas decorations	300.00		300.00
Vistaprint/JM Woollard	Business cards 3B's	36.46	7.30	43.76
Brigg Service Station/Wayne	Diesel	26.67	5.33	32.00
MA Smalley	Winter planting/ remove hanging baskets	253.30	50.66	303.96
Sign of the Times(Grimsby)	Work gear for 3 B's	117.50	23.50	141.00
C. Pitois	Mileage	104.00		104.00
Pro Active Sportswear/ Jean	Uniform - 3 B's	41.99	3.01	45.00
North East Lincs. Council	Staff Training	100.00		100.00
NLC	SLA Salt bins	355.80	71.16	426.96
NLC	MUGA Hire	92.20		92.20

Appendix 2
Angel Suite Accounts Paid

PAYEE	SERVICE /PRODUCT	NET	VAT	GROSS
NLC	Rates	58.00		58.00
NLC	Trade rates	66.56		66.56
Fisher Security	CCTV	21.09	3.69	24.78
NLC	Premises Licence	295.00		295.00
Solitaire Payphones Ltd	New handset for payphone	35.00	7.00	42.00
Gary Eastwood	Cleaning/Relief Manager	339.00	67.80	406.80
Bow Belles	Tablecloth Hire	60.00		60.00
BTC	Refund Tablecloth hire	-60.00		-60.00
PD Watson	Buffet items	202.50		202.50
BT	Advert	118.09	23.62	141.71
BT	Payphone Bill	51.60	10.32	61.92
Petty Cash Top Up		269.58	2.52	272.10
Grimsby Lifts	Call out	90.00	18.00	108.00
Anglian Water	Water	86.12		86.12
Petty Cash Top Up		189.02	3.97	192.99
NLC	Rates	58.00		58.00
NLC	Trade rates	66.56		66.56
Bow Belles	Tablecloth Hire	140.00		140.00
Sandra Bishop	Catering	660.00		660.00
Kings Church	Refund	202.50		202.50
Fisher Security	CCTV	21.09	3.69	24.78
PD Watson	Buffet items	137.00		137.00
Gary Eastwood	Cleaning/Relief Manager	734.50	146.90	881.40
Grimsby Lifts Ltd	Repair lift stop button	125.50	25.10	150.60
BT	Advert	118.09	23.62	141.71
Bow Belles	Linen Hire for Wedding	270.00		270.00
British Gas	heat	89.01	4.45	93.46
Petty Cash Top Up		167.76	0.34	168.10