

Brigg Town Council



Town Council Office
The Angel Suite
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BRIGG

North Lincolnshire
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30th April 2012

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

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 **Tuesday 8th May, 2012 at 7pm**

Signed *JM Woollard*
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 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 Consider any report from Countryside Pest Control.
 - d) Grounds Maintenance

To note the continuation of the Service Level Agreement with North Lincolnshire Council, in the sum of £92.24

8. ANGEL SUITE:

- a) To receive the following financial reports and authorise Accounts Paid and for Payment. (See Appendix 2)
 - i) 28th February 2012
 - ii) 31st March 2012
 - iii) 30th April 2012
- b)
 - i) To Receive a report from the Clerk on general outstanding issues
 - ii) To note the purchase of a Performing Rights Society License
- c) To note the cost of any general repair/maintenance works undertaken.
- d) Use of the Inner and Outer Courtyards at the Angel Suite.
To note (for information only) that Brigg Town Council is no longer permitted to facilitate the use of the inner and outer courtyard areas by outside hirers.
- e) To Receive a Report from the Clerk and the Angel Suite Manager, on the Wedding Fair organised to promote the held at the Angel Suite
- f) To Receive a general report from the Angel Suite Manager.

9) NORTH LINCOLNSHIRE COUNCIL – SERVICE LEVEL AGREEMENTS.
To note the continuation / renewal of the Annual Service Level Agreements.

Opening Public Conveniences:-

Opening, closing and cleaning Cary Lane W.C. on Sundays and Bank Holidays
In the sum of £633.36

Summer and Winter Planting:-

Planted floral displays in beds throughout the Town, in the sum of £1,699.32

Watering Hanging Baskets:-

As per the list provided by the Town Council, in the sum of £1,270.40

Brigg Millennium Green: –

Grass cutting and routine maintenance works, in the sum of £679.05

Salt Bins:-

To check and re-fill as necessary, the salt bins located at Almond Grove, Springbank and Churchill Avenue, in the sum of £355.80

10. TO RECEIVE A REPORT FROM THE CLERK WITH REGARD TO EXPENDITURE INCURRED UNDER DELEGATED POWERS

- i) Change to the mobile phone contract

11. 3B's CHILDREN AND FAMILIES PROJECT

To Receive a formal report from the Senior Street Leader.

12. QUEEN ELIZABETH II FIELDS CHALLENGE

To consider the possibility of nominating a site in Brigg (further information enclosed).

Signed: 
Mrs. JM Woollard
Clerk, Brigg Town Council

Appendix 1

General Accounts Paid

Countryside Pest Control - Site Visit			45.00
Business Partner – Van hire (March)	181.79	36.36	181.79
Business Partner – Van hire (March)	181.79	36.36	181.79
Goodwin Development Trust – 3B’s training			60.00
Brigg Angling Centre	59.86	11.97	71.83
Wayne Pigott – refund fuel, batteries Fishing permits	70.59	6.49	77.08

Appendix 2

Angel Suite Accounts

February

NLC	Rates				65.00
Gary Eastwood	Cleaning/ Relief Manager	485.90		97.18	583.08
Ellis Cleaning Services	Window cleaning	45.00		9.00	54.00
Gary Eastwood	Cleaning Products	82.57		16.51	99.08
Grimsby Lifts Ltd	Maintenance visit	100.00		20.00	120.00
Fisher Security	CCTV	21.09		3.69	24.78
Petty Cash Top Up	Buffets etc	159.86			159.86
Petty Cash Top Up	Purchases for Wedding Fa	134.72			134.72
Ellis Cleaning Services	Window cleaning	45.00		9.00	54
British Gas	Gas	286.53		57.31	343.84

March

Gary Eastwood	Cleaning/ Relief Manager	485.90		97.18	583.08
Npower	Electricity	382.18		76.44	458.62
Performing Right Society	Licence	128.66		25.73	154.39
Mrs. JM Woollard	Refund for drinks-wedding	38.99			38.99
Mrs K. Deeley	Petty Cash top up	122.24			122.24
Ranyard Signs	Advert Banner	36.00		7.20	43.20
Ranyard Signs	Advert Banner	36.00		7.20	43.20
C. Giblin	Rectify fault in urinals	200.00			200.00
Fisher Security	CCTV	21.09		3.69	24.78
BT	Advert	118.09		23.62	141.71
British Gas	Gas	517.76		103.55	621.31
Chubb	Service visit	51.55		10.32	61.87
Business Link Magazine	Advert	75.00		15.00	90.00

April

NLC	Rates	59.73			59.73
PD Watson	Buffet goods	82.00			82.00
Brigg launderette	Tablecloths laundered	30.00			30.00
Ellis cleaning services	Windows cleaned	45.00		9.00	54.00
NLC	Lease	1000.00		200.00	1200.00
Gary Eastwood	Cleaning/ Relief Manager	802.30		160.46	962.76
Petty Cash top up		124.17			124.17
Fisher Security	CCTV	21.09		3.69	24.78
Frank's Marquees	Table hire	49.00		9.80	58.80
Your chef	Staff hire	60.00			60.00
Brian's DIY		19.77		3.96	23.73
BT	Advert	118.09		23.62	141.71
BT	Pay phone	49.70		9.94	59.64
Mr. PD Watson	Buffet items	405.00			405.00
Petty Cash top up		298.46			298.46
Ellis cleaning services	Windows cleaned	45.00		9.00	54.00
British Gas	Gas	384.80		76.96	461.76
Anglian Water	water	55.09			55.09