

Brixham Town Council

Minutes of the Meeting of the F&GP Committee held in The Furzesham Meeting Room, Brixham Town Hall on 1st June 2016 at 7.00 p.m.

Present: Cllrs: P Addison, R Clarke, D Giles, J Regan, & J Stock.

Also present: L McGuirk, Assistant to the Town Clerk and two members of the public.

A member of BATS requested that the stage door security was looked into as soon as possible and that they would like the Council to proceed with a Heritage Statement so that BATS can install a lighting bar in August.

16077. To elect a Chairperson.

Cllr J Stock was elected.

16078. To elect a Vice Chairperson.

Cllr D Giles was elected.

16079. Apologies for absence through the clerk.

Apologies were received from Cllrs I Carr and M Morey.

16080. Declarations of Interest.

None.

The Declarations of Interest register was available to sign.

16081. To consider any requests for Dispensation on agenda items.

None.

16082. Minutes of the Meeting held on 04.05.16.

The minutes of the meeting held on 04.05.16 were **resolved** and signed with the following changes:

16067 Members considered report no. 10/2016 and following discussions it was **resolved** to award a grant of £5,000 per year for the next three years towards the annual rent of The Old Market Hall which will be re-evaluated in the first quarter after the next Town Council elections. This will be shown in the budget as a grant from the Community Projects Fund. It was further **resolved** that the grant must also be subject to an annual financial review in April, where Brixham Does Care must provide their financial statements.

16083. To consider payment of the invoices contained in Annex 1.

All invoices were considered and it was **resolved** to pay the invoices as detailed below.

Payee	Amount	Cheque no or BACS	Details
Johnson Apparelmaster	£152.59	BACS	Rental of Floor Mats 24.04.16 - 21.04.16
Tor 2	£2,221.56	BACS	Annual Waste Collection 01.04.16 - 31.03.17
Sound & Light South West	£300.00	852	Setup of PA system for Full Council
BRT Group	£35.00	BACS	Logo for Civic Award
TDA	£6,600.00	BACS	Hire of Hallkeeper
SLCC	£250.00	853	CiLCA registration
Sage	£363.60	BACS	Sage Cover until 5th June 2017
RGB Building Supplies	£33.26	851	Basin Taps in Ladies Toilets
Zurich	£3,479.17	BACS	Insurance 23.05.2016 - 22.05.2017

Jackson Lift Services	£155.00	BACS	Maintenance on Passenger Lift 01.04.2016 to 31.05.2016
Total	£13,590.18		

The cheques were then signed by three signatories and verified against the invoices. All invoices due for BACS payments were then initialled by three account signatories.

Payments made by fast payment were approved.

CNG	£599.79	BACS	Gas Charge April 2016
South West Water	£170.53	BACS	Water Consumption April 2016
South West Water	£36.28	BACS	Allotment Water Drew Street 16.10.2015 to 27.04.2016
BT	£39.24	BACS	Telephone charges May 2016
British Gas	£1,169.66	BACS	Gas charges 29.01.2016 to 26.04.2016
Shoalstone Pool Ltd	£3,866.65	BACS	
Torbay Council	£4,180.06	BACS	Staff Salaries & Members Allowance
Torbay Council	£2,683.61	BACS	Staff Salaries & Members Allowance
Total	£12,745.82		

16084. To discuss and note the Bank statement, expenditure against budget report and Town Hall balance sheets.

The statements, Expenditure against budget and Town Hall reports were discussed and noted. Members were advised of the interest received on the 32 day notice account and that all bank statements issued with agendas were to remain confidential.

16085. To review the Brixham Signal delivery costs.

Members were shown a spreadsheet of comparable costs for Royal Mail delivery, postage delivery and franking machine costs and it was agreed to continue with the existing delivery, being the cheapest option.

16086. To sign the savings account paperwork.

Members signed the Cambridge and Counties application form.

16087. To consider transferring part of the Shoalstone budget to SPL.

It was **resolved** to give delegated powers to the Town Clerk to transfer funds, up to the maximum limit, of the Shoalstone budget as and when requested by Shoalstone Pool Limited.

16088. To consider a contribution towards the cost of the heritage statement for the Town Hall.

Members considered the quotes and it was agreed that the Town Clerk should request further information from Kay Elliot Architects and report back via email to members of the committee with a recommendation.

16089. To review the reserves policy

The policy was reviewed and the following reserves were agreed:

General reserve:	£80,000.00
Ear Marked reserve:	
Shoalstone Pool maintenance	£5,000.00
Town Hall contingency fund	£40,000.00
Community emergency response team	£500.00
Neighbourhood Forum monies	£12,954.17
Town Emergency Fund	£3,000.00
Town Hall Sustainability Fund	£25,000.00
Road Signage at North Fuzeham Rd / Northfields Lane	£1,500.00

Election	£20,000.00

Total	£187,954.17

16090. Grant applications and Feedback

None

16091. To consider any applications to attend training courses or conferences.

None.

16092. To consider any allotment issues.

Members noted the report and agreed to consider changing the terms to allow the plots to be available for local schools and charity / community groups.

16093. Items for the next agenda

None

16094. Emergency Item

Members were advised that part of the Function Room ceiling had collapsed. The room was empty at the time and therefore there were no casualties to report. It was reported that the plan was to make the room safe and open as soon as possible. Quotes are being sought for the repair of the ceiling and this will be reported to the next Town Hall Sub Committee meeting.

The meeting closed at 8.40pm

Chairperson Date