

# Brixham Town Council

## Minutes of the Meeting of the F&GP Committee held in The Furzham Meeting Room, Brixham Town Hall on 6<sup>th</sup> April 2016 at 7.00 p.m.

**Present:** Cllrs: P Addison, I Carr, D Giles, M Morey & J Stock.

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

### 16045. Apologies for absence through the clerk.

Apologies were received from J Regan and R Clarke

### 16046. Declarations of Interest.

Cllrs Stock declared a non pecuniary interest on item 10.

The Declarations of Interest register was available to sign.

### 16047. To consider any requests for Dispensation on agenda items.

It was **resolved** to accept Cllr Stock's request for dispensation on Shoalstone Pool and Allotments.

### 16048. Minutes of the Meeting held on 03.02.16.

The minutes of the meeting held on 02.03.16 were **resolved** and signed.

### 16049. 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
<b>2015/16 Financial Year:</b>			
Johnsons Apparelmaster	£181.32	BACS	Hire of Floor Mats
Bancrofts	£594.00	BACS	Replacement of Water Heater in Council Offices
Western Web Limited	£80.40	BACS	Webpage space renewal
A&D Supplies	£71.30	BACS	Toilet Cleaning Materials
A&D Supplies	£30.72	BACS	Town Hall Cleaning Materials
AD Coleman	£720.00	BACS	EPC's x 4 (Theatre, Scala Hall, BDC and Seaworks)
Viking	£609.42	BACS	Stationery
Lamps & Tubes	£2,172.00	BACS	Christmas Lights
A&D Supplies	£66.38	BACS	Toilet Cleaning Materials
Wemco	£58.00	BACS	Scala Hall Boiler Pilot Light
Simon Hichisson	£60.00	840	Turn on water at Allotments
Total Reach	£190.00	BACS	Cleaning of gutters and down pipes at Town Hall
Firemaster	£1,446.00	BACS	Fire Risk Assessment
AC Print	£1,880.00	BACS	Printing of Brixham Signal
Tracy Hallett	£38.42	BACS	Travel Expenses
RNLI	£20.00	836	Refund of Cleaning Deposit
Mr. & Mrs. Fallon	£20.00	837	Refund of Cleaning Deposit
Rowcroft Hospice	£20.00	838	Refund of Cleaning Deposit
Wemco	£99.41	BACS	Gents Toilet Flushing System Town Hall
Crimehalt	£87.48	BACS	30x Access Fobs
JV Carpentry & Joinery	£1,302.00	BACS	Repairs to Cowl on Town Hall Roof
Crimehalt	£4,129.20	BACS	CCTV Upgrade & Fob System
Pluss	£145.00	841	Refund for Room Hire

Torbay Council	£75.00	BACS	Provision of 2 Security Officers for Full Council Meeting on 18.02.2016
Royal Mail	£1,189.33	BACS	Delivery of Newsletter
<b>2016/17 Financial Year:</b>			
Torbay Council	£5,203.00	BACS	Non-Domestic Rates 01.04.2016 - 31.03.2017
Devon Communities Together	£50.00	BACS	Renewal of Membership
DALC	£1,438.98	BACS	NALC & DALC Affiliation Fee & DALC Service Charge
<b>Total</b>	<b>£21,977.36</b>		

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.

<b>Payments to approve</b>		<b>Date paid</b>		
British Gas	£1,950.99	BACS	Final Electricity	04.03.16
British Gas	£261.57	BACS	Final Electricity	16.03.16
British Gas	£2,947.25	BACS	Final Gas	16.03.16
South West Water	£196.61	BACS	Water	16.03.16
CNG	£641.75	BACS	Gas	16.03.16
BT	£38.32	BACS	Lift Telephone	31.03.16
Mr M Churchill Bissett	£20.00	BACS	Refund of Cleaning Deposit	31.03.16
<b>Total</b>	<b>£6,056.49</b>			

#### **16050. Payment of the invoices contained in Annex 2.**

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

<b>Payee</b>	<b>Amount</b>	<b>Details</b>
Mr Leach	£5.00	Allotment Key Refund
Brixham Cobblers	£14.95	Keys
Hammer and Nail	£5.00	Ironmongery
Tesco	£1.59	Stationery
Helen Gooding	£5.00	Allotment Key Refund
Bargains Galore	£2.99	Batteries
Sainsburys	£5.00	Chocolates for Switch on
Bargains Galore	£1.49	Maintenance
Hammer and Nail	£4.30	Seasonal Display Hooks
Bargains Galore	£1.00	Money bags
Amazon	£7.59	Milk Jugs
<b>Total</b>	<b>£53.91</b>	

#### **16051. To discuss and note the Bank statement, expenditure against budget report, Newsletter 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. Members requested the latest up to date statements are brought to the meetings. A new layout for the expenditure against budget report was circulated. It was **agreed** the new format was much clearer and should be used from now on and should include information on overdue and outstanding payments.

**16052. To consider a bank charge card for online purchases.**

It was agreed to defer until further information can be provided.

**16053. To agree the renewal of the following contracts:**

- **SLA for the heating system**

It was **agreed** to proceed with the renewal of the SLA for the heating system

- **Tor2 for recycling and waste collection.**

It was **agreed** to approve the renewal of the contract with TOR2 for recycling and waste collection but that investigation into a better deal as comparison should be made first.

**16054. To consider a request from Shoalstone Pool Ltd or the remaining balance of funds.**

Members were informed of the current financial situation of the pool and it was **agreed** to transfer the remaining balance of £3,040 to Shoalstone Pool Ltd.

**16055. Grant applications and Feedback**

- **Brixham GIG Club**

Members discussed the supporting information and **agreed** to award £1,500 to the gig club towards the building of a store for boats, oars and equipment. This is subject to planning approval.

- **Brixham Heritage Museum**

It was **agreed** to award the Brixham Heritage Museum £5,000 for the transition, marketing and refurbishment, to be used over a three year period. This amount will be taken from the Community Projects Fund. It was **agreed** to issue a press release and arrange for the cheque to be presented by Cllr Stock to the museum as soon as possible.

- **Middle Street traders/ Pride in Brixham**

It was agreed to award £1,000 towards the hanging baskets being installed along Middle Street.

Grant feedback was noted from Youth Genesis, Brixham Heritage Museum, The Food Bank and Pirate Festival.

**16056. To consider any applications to attend training courses or conferences.**

Members were updated that the Clerk had recently attended a 'Preparing for Audit' Course at DALC headquarters.

**16057. To consider any allotment issues.**

Wall Park

Permission has been given to Mr Moon of plot 2 to clear a large area of brambles located at the entrance to the allotments and the parking area. Mr Moon intends to burn the brambles and has been advised that this must be done before the 1<sup>st</sup> May in line with his tenancy agreement and consideration must be taken.

Members were updated with the number of vacant plots.

Members were advised that the water had now been switched on due to several requests. It was suggested that the officers will be able to switch on and off the water in future during inspections.

**16058. Items for the next agenda**

TOR2 cleaning at Shoalstone

Savings Account update

Bank charge card update

Review of Brixham Does Care rent.

Contribution towards the cost of the Heritage Statement for the Town Hall.

The meeting closed at 8.15pm

Chairperson .....

Date .....