

BRIDLINGTON TOWN COUNCIL

Minutes of the Finance & General Purposes Committee held on 26th June 2007 in the Bridlington Community Resource Centre 4-6 Victoria Road, Bridlington

Present: Councillors R Allerston, Mrs P Austin, Mrs L Chambers, M Charlesworth, Mrs S Finlay and C Marsburg.
Councillor A Charlesworth and one member of the public also attended. Mr C Smith recorded the minutes.

13/07 Apologies for absence:

Councillor A Padwick

14/07 Code of Conduct declarations of interest in items on the agenda:

Councillors Mrs P Austin and Mrs L Chambers declared a personal interest in the item concerning the Bridlington Community Resource Centre, due to an associate of theirs being a member of the board of trustees.

15/07 The Council's proposed move to ground floor offices:

Mrs Caroline Walker and Mr Chris Bonnett attended for this item to advise the Committee. They confirmed that the café would be closing at the end of June and that it would take two months to refurbish the café and the kitchen for use as offices. It was agreed to panel up to and over the computer trunking leaving a limited number of power points uncovered. The lighting chandeliers are to be removed and additional office-quality lighting installed in all the proposed rooms. The delft shelving is to be removed. The existing carpet is to be matched up, but failing this, carpet tiles installed throughout. The café's CCTV camera is to be left in situ. The existing serving hatch is to be double-glazed with obscure glass. A half-glazed partition wall is to be installed between the reception area and the meeting room. Vertical blinds are to be installed on all windows. A water supply to the meeting room is to be retained. Ventilation is to be achieved by opening windows. The colour scheme will be decided as work progresses. The Clerk will occupy what is currently the kitchen and the Administrative Assistant will occupy the room to be created by the partitioning of part of what is currently used as the café's seating area. The revised office lease will be £428 per calendar month and the meeting room can be sub-let to third parties.

- RECOMMENDATION:** i) *The proposed alterations to the meeting room and staff accommodation be noted;*
ii) *The increased office lease is to be funded from balances;*
iii) *A further report on costs to be submitted to the Council for approval.*

16/07 Business cards for the use of Members:

The Chairman has assisted Mrs King to produce an in-house design for business cards, which can be reproduced utilising the Council's colour photocopier.

RESOLVED: *Members requiring an initial supply of business cards are requested to advise Mrs King.*

17/07 The Maintenance & Operation Contract for the St. John's Street public conveniences:

The St. John's Street public conveniences are currently maintained and operated via a service level agreement with the East Riding of Yorkshire Council. Concern was expressed regarding the cleanliness of the conveniences so it was agreed that the Mayor and the Clerk would investigate the gentlemen's facilities and the Chairman would visit the ladies facilities and report back to the next meeting.

RESOLVED: *The Council is to advertise within its autumn newsletter the details of the St John's Street public convenience's maintenance and operation specification and invites sealed tenders from interested parties.*

18/07 A request from the Sewerby Residents Association for a village notice board:

The Sewerby Residents Association has requested the Council to supply and install a public notice board. The request follows the closure of the post office, which was used as a convenient facility to advertise events and meetings in the village. The Clerk advised that many local authorities provide and service a number of notice boards located within their administrative boundary.

RECOMMENDATION: *To decline the request on the basis that supplying Sewerby with a notice board would set a precedent and to recommend that the Sewerby Residents' Association approaches the East Riding College to design and construct a notice board as a student project.*

19/07 Quotations for the supply of Christmas lighting commencing 2007 and including Christmas 2008 and 2009:

The committee considered quotations from four suppliers - Blachere Illuminations, City of Bradford, Lamps & Tubes and MK Illumination. The committee considered the purchase and/or leasing costs and the quality of the designs.

RESOLVED: i) *To enter into a three-year (2007-2009) lease agreement with MK Illumination at a cost of £12,000 per annum;*

ii) *The Clerk is requested to write to the businesses on whose buildings lighting will be displayed to seek a financial contribution.*

20/07 A grant application from the Bridlington Branch of the Multiple Sclerosis Society:

RECOMMENDATION: *Not to award a grant.*

Signed:

Raymond Allerston

Date: 31st July 2007

Mayor of Bridlington