

BRIDLINGTON TOWN COUNCIL

Minutes of the Finance & General Purposes Committee held on 27th May 2009 in the Bridlington Town Council's Offices 62 Quay Road, Bridlington

Present: Councillors R Allerston, L Chambers, M Charlesworth, S Finlay, C Marsburg
Mrs King recorded the minutes.

01/09 Election of a Chairman for the Council Year 2009-2010:

RESOLVED: Councillor Mrs S Finlay is elected Chairman for the Council Year 2009-2010.

02/09 Election of a Vice-Chairman for the Council Year 2009-2010:

RESOLVED: In the absence of Councillor P Austin to defer the election of Vice-Chairman until the next meeting.

03/09 Apologies for absence:

RESOLVED: Apologies from Councillors P Austin and S Marsburg are received and accepted.

04/09 Code of Conduct declarations of interest in items on the agenda:

There were no declarations of interest in items on the agenda.

05/09 Covering of the Skatepark:

RESOLVED: With the changes in staffing at the skatepark previous actions have not been followed up and therefore investigations are to commence again, Councillor Allerston is to provide Mr Alex Crutchley with contact details and Mr Crutchley will be asked to collate suitable costings and estimates to be considered at the next F & GP Meeting.

06/09 Cleaning contracts:

A discussion regarding cleaning of the St Johns Street toilets, the Council Offices and the skatepark & MUGA facility took place. Highlighted areas were the lack of a vacuum cleaner in the Council Offices which would assist with alleviating immediate problems and that the Council Offices and the Skatepark & MUGA facility would benefit from a weekly contract clean and periodic deep cleaning as required. The figures show that the St Johns Street public conveniences would be more cost effective on a contract-cleaning basis and clarification regarding the upkeep of the garden is required.

RESOLVED:

- i. To purchase a vacuum cleaner for the Council Offices (maximum cost of £80) from capital acquisition.
- ii. To contract out the cleaning for the St John Street public conveniences. To also contract out the Skatepark and Council office cleaning on a once a week basis. To investigate the existing proposals in greater depth to compare the overall costs and clarification of ERYC gardening expenses.

07/09 Town Council Information leaflet:

It was highlighted that there are occasions whereby having a leaflet would be of benefit to highlight the role of the Bridlington Town Council, for example when the Mayor or a Town Councillor attends events like Bridlington is Good News Exhibition or the Launch of Services in Bridlington by Mind. The costs and time involved to create such a leaflet was discussed.

RESOLVED: To create a Bridlington Town Council leaflet to be made use of at suitable events and available in the Council offices by collating information Councillors considered important content and with *the assistance of Mrs King both Councillors Austin and Finlay would design. To also produce this leaflet "in house" to ensure that there were no unnecessary costs with regards to publishing and manufacture.*

08/09 New Computer purchase:

The current computer situation at the Bridlington Town Council was discussed and highlighted areas of future required action. The skatepark machine had recently been repaired and for the first time in six months currently working but was marked as an area that required improvement. The Council Offices machinery is considered outdated and slow and one machine was highlighted as requiring attention.

RESOLVED:

- i. To seek immediate attention for the computer requiring attention in the Council Offices and at the same time have both office based machinery health checked to ensure optimum performance.
- ii. In slow time to investigate the costs involved to replace one office machine with a view to moving a machine to the Gasworx skatepark & MUGA facility to eventually replace the repaired computer at that location and if that machine fails beforehand to purchase a computer immediately.

09/09 Renting out the part of the Council Offices meeting room:

A discussion took place to which highlighted several problems of renting out the current office meeting room to outside bodies. There would be less of a problem during the day when the office was manned but this could not be successfully addressed should an outside body wish to use the meeting room on an evening. There are also implications of renting the room on an evening of security with regards to current office equipment and contents. The enquiry was also for a room to cater for around 20 people and most likely without a councillor in attendance.

RESOLVED: Not to lease the meeting room on an evening.

10/09 Baskets & window boxes including the watering of:

RESOLVED: The purchase of basket and window boxes will not cost the Bridlington Town Council anything further as the money to pay for them will come from Britain in Bloom grant the proposal is agreed in principle.

11/09 Consider the sub groups of F & GP:

RESOLVED: That the Annual Awards Working Group would be currently deferred in its present format. The Buildings Working Group would be disbanded as the main purpose was for relocation, which has taken place. The Emergency Planning Group is to consist of Councillors P Austin, L Chambers and S Finlay who will move forward with this Group by arranging a meeting with the Emergency Planning Team from the East Riding of Yorkshire Council.

12/09 Town Tidy Team sub committee:

RESOLVED: Not to create a Town Tidy team at this time.

13/09 BT One Bill:

RESOLVED: To assist with the cost cutting investigations currently being undertaken BT, the BT One Bill would be beneficial and is to be adopted by Bridlington Town Council.

14/09 Bridlington & Wolds Business Awards 2009:

RESOLVED: *Not to attend this year's awards.*

15/09 Litter bins for the Swanland Avenue area of Bridlington:

A discussion regarding the current litter bin situation in Bridlington highlighted several areas that would benefit from additional installation of bins.

RESOLVED: To write to the East Riding of Yorkshire Council to request that the areas highlighted at the meeting are provided with litter bins and to request that a complete survey of litter bins in the Bridlington area be undertaken by East Riding of Yorkshire Council.

16/09 SLCC Membership for the Clerk:

RESOLVED: Not to purchase the personal membership to the SLCC for the Clerk Council.

17/09 Payroll

RESOLVED: The Acting Financial Responsible Officer will continue with payroll at present and if the situation regarding payroll changes that the item be referred again to the Finance & General Purposes Committee for consideration.

18/09 To consider Play Pathfinder Year 2 Funding (2009/20).

RESOLVED: There were no additional highlighted areas to report at this time.

19/09 Bridlington Town Council's contribution to Bridlington in Bloom 2009:

RESOLVED: To defer this item with the small grants applications in September 2009.

20/09 In accordance with the power granted by the Public Bodies (Admission to Meetings) Act 1960, to resolve that the Public and Media be excluded from the meeting on the grounds that confidential matters will be discussed:

21/09 To receive the Gasworx Financial Report:

RESOLVED: Mr Alex Crutchley to be asked for a projected breakdown in staffing costs and to look into acquiring uniforms for skatepark and MUGA staff. Councillor Finlay to discuss the current format of the Income and Expenditure with the Acting Financial Responsible Officer with a view to improving the layout. The wildflower seeding was discussed and approved.

Signed: *Cyril Marsburg*

Date: 17th June 2009

Mayor of Bridlington