**MINUTES OF A MEETING OF THE PROPERTY MANAGEMENT COMMITTEE**

**Held on Thursday 22nd September 2016**

Present: Councillor Mrs H W Jones

 Councillor B Mayne

 Councillor Mrs P Mayne

 Councillor Mrs C Moran, BEM – Chairman

 Councillor B Smith

 Councillor A Wassell

**18. Welcome and Apologies**

The Chairman welcomed everyone to the meeting. Apologies from members for their inability to attend were recorded in the apology book.

**19. Members Declarations of Interest**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

There were no declarations made.

**20. Public Bodies (Admission to Meetings) Act 1960**

There were no items of a confidential nature from which the public and press were required to be excluded.

**21. Minutes of Property Management Committee**

RESOLVED that the minutes of a meeting of the Property Management Committee held on Wednesday 16th March 2016 (Minute Numbers 9-17; Pages 4-7) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B Smith / Seconded by Councillor Mrs P Mayne)

**22. Town Hall**

It was reported that an email had been received from Laura Westerman-Knight confirming some information regarding the lease for part of Normanton Town Hall, including:

* Access from the main doorway into reception and the use of the disabled toilet facilities.
* Costs for maintenance to be picked up by WMDC Property Services.
* Property Services are to obtain quotes for the separation of the utility meters and to consider the most cost effective way forward.
* Cleaning quotes to be provided. Property Services to look into the car parking issues at the front and side of the building. Property Services will arrange for the clearing of the basement of all the files which need to be moved offsite.
* The plan of the building to be updated including the basement area within the lease and highlighting communal facilities.
* The curtilage to be confirmed
* Confirmation that the skip will remain but can be used by the Town Council and reviewed as part of the lease; and that
* rates are chargeable for the space used and that the Town Council would be responsible for this.
* It was reported that the lease would be for 25 years, however this was an error on the part of WMDC and it should have read 99 years, which was confirmed in a later email.
* It was suggested that drawing up a lease can take 3-4 months and that there would be no rental payment due from the Town Council for the remainder of this financial year, but requests for building works would not be undertaken unless it was deemed an emergency or a risk to person or property.

Further emails were received giving costings for cleaning through Thornes Park Cleaning Services of £8625.50 plus VAT.

It was reported that a meeting had been arranged with Ken Stephenson, the Town Council’s Auditor, to discuss how to move forward with the Town Hall. This would be held on 4th October at 6:30pm and all members of the Finance and Property Management Committees would be invited to attend.

The Town Clerk reported that before the Council could make a formal resolution to accept the Town Hall on the proposals put forward they would need to prepare a business case and undergo a full public consultation. The Chairman requested that after the meeting with the Auditor an additional special meeting should be held to discuss the Town Hall to consider the procedures and processes that need to be followed. She requested that all documentation relating to the Town Hall be put together in a pack for members; containing all the reports, minutes and emails so that members can consider how they wish to move forward.

Councillor B Mayne suggested that we would need a Project Manager to see how we could make best use of the building.

RESOLVED that the reports be received and that a further meeting be held after we have met with the Auditor.

**23. Woodhouse Community Centre - Bookings**

The Town Clerk reported the following bookings at the Community Centre.

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY** | **WEEKLY****/MONTHLY** | **TIME** | **GROUP** |
| Mon | Weekly | 12.45-1.45 | Movement to Music |
| Tue | Monthly | 1.30-3.30 | Stroke Group (3rd Tuesday of every month only) |
|  | Weekly | 5.30-7.30 | Gemini |
| Weds | Weekly | 10.00-2.00 | Grace Assembly |
|  | Weekly | 2:30–4:30 | Community Group (on an initial 4 week booking.) |
|  | Weekly | 5.30-7.30 | Gemini |
| Thursday | Weekly | 9:00-4.00 | Meet N Eats Diner |
|  | Weekly | 5.30-7.30 | Gemini (Flexible) |
| Fri | Weekly | 9.00-1.00 | Baby Massage |
|  | Weekly | 5.30-7.30 | Gemini |
| Sat | Weekly | 7.30-1.00 | Slimming World |
|  | 10 Week Block | 1.30-4.30 | Camera Club (10 Week Booking) |
| Sun | Weekly | 5.30-9.00 | Grace Assembly |

It was reported that some bookings had been lost since the last meeting and the predicted yearly income with the current booking level was £5650.00.

**24. Woodhouse Community Centre – Repairs and Maintenance**

The Town Clerk circulated a number of quotes for various repairs and maintenance issues at the community centre. Members considered each of the quotes in detail.

RESOLVED that

1. the electrical work to replace two damaged fittings and repairing the light switch in the storeroom be awarded to WDH at a cost of £97.92 plus VAT.
2. The replacement of a handrail to both sides of the emergency escape ramp to be awarded to WDH at a cost of £1404.00.
3. The quotes for replacement windows were deferred to a future meeting.
4. The quotes for decorating the Community Centre which had previously been agreed were deferred to a future meeting.
5. A quote had been obtained for the boxing in of the gas meter and members requested that further quotes be obtained.
6. A quote was circulated for the increase of the refuse collection; it was agreed that the bin size be increased at an additional cost of £54.00 per year. This would give more capacity in the bin to dispose of waste which would remain on a fortnightly collection.

**16. Woodhouse Community Centre – Structural Issues**

Members had expressed some concern regarding the floor of the Community Centre and whether it was strong enough to accept large mobility scooters. The floor was made of wood and members were concerned about the strength of the floor under such circumstances.

There were also concerns regarding the fire escape door which appeared to have some structural faults. It was suggested that these could be inspected by Tingles or by WDH and asked for their views before any work is carried out

It was further suggested that the font inside of the stage should be inspected to ensure that there is no water standing in the font or pipes leading to or from. It was suggested that the Chairman would approach the Grace Assembly to ensure that they were happy for us to inspect and to see if they needed to continue to use the font in future.

**17. Woodhouse Community Centre – Proposed Extension**

This issue was deferred to a future meeting.

**18. Hire Rates for New Groups**

RESOLVED that the Town Clerk be given delegated authority to approve free of charge access for new community groups for a maximum of 4 weeks.

**19. Grit Bin**

The Town Clerk circulated a number of quotes for the provision of a grit bin for the Community Centre. Members felt it was important to have a grit bin available so that the building could still be used in periods of adverse weather. Members suggested that WMDC could be approached to see if they had a spare, however if that was not

possible then it was agreed that a grit bin could be purchased from Reece Safety Products Limited at a cost of £71.00 plus shipping and VAT.

RESOLVED that a grit bin be provided at a maximum cost of £71.00

**20. Chairs and Tables**

The Town Clerk had a number of quotes prepared for the replacement of chairs and tables at the Community Centre, however members wished to defer this matter to a future meeting.

**21. Legionella Report**

A copy of the Legionella Risk Assessment from Bradley Environmental was circulated. This inspection was carried out in July 2016 and ranks the building at level 2 for risk. The report sets out a number of checks that should be conducted and recorded on a weekly, monthly, quarterly, six-monthly and annual basis. It recommends that the Town Council should have a written Legionella Policy for preventing and controlling risk and should appoint a responsible person who is trained to ensure that all the required activities are undertaken, to ensure that the Town Council complies with all its statutory obligations. Members were supportive of the provision of a Legionella Management Plan at a cost of £145.00 and had also previously agreed for four members of the Town Council to undertake Legionella training, which would be carried out in October.

Members were concerned about some of the testing that was required, which meant that potentially staff would have to test water that was in the loft, which wasn’t deemed to be practical. Councillors suggested that it may be worth buying in services for Legionella testing rather than having the staff undertake those themselves.

RESOLVED that the report be received and that consideration be given to further requirements of the report at a future meeting after the training had been held.

**22. Furniture for the Conference Room**

The Town Clerk expressed concern about the safety of the current conference room tables, three of which had collapsed during that day whilst being reassembled. There were some serious Health and Safety concerns about the movement of these tables on a regular basis due to the screws and fixings having become loose over the years. The Town Clerk had prepared quotes for the replacement of these tables with tables which were designed to be moved around on wheels, which would have a tilt-top facility for storage out of the room when needed. Members were reluctant to commit to purchasing additional furniture at this stage when the future use of the Town Hall was still unsure. It was suggested that the old conference room table should be brought back in to use after the Halloween event. This table is considerably heavier than the tables currently in use and it was suggested that this would require more hands on deck to move the table should the need arise.

RESOLVED that the conference room tables be removed and replaced with the old table which is currently stored in the store room.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.