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

**Held on Tuesday 27th June 2017 at Normanton Town Hall at 10:00am**

Present: Councillor B Mayne

 Councillor Mrs P Mayne

 Councillor Mrs C Moran, BEM

 Councillor B Smith

 Councillor K Wilson, JP

**1. Welcome and Apologies**

In the absence of the Chairman, the Vice-Chairman, Councillor Mrs C Moran, BEM, welcomed everyone to the meeting.

Apologies from members for their inability to attend were recorded in the apology book.

**2. 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.

**3. 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.

**4. Minutes of Property Management Committee**

RESOLVED that the minutes of a meeting of the Property Management Committee held on Wednesday 1st March 2017 (Minute Numbers 23-34; Pages 14-18) be received as a true record and the contents contained therein be approved.

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

**5. Woodhouse Community Centre - Bookings**

The Town Clerk circulated a report on the bookings. It was pleasing to note that some additional bookings had been received.

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| **DAY** | **WEEKLY****/MONTHLY** | **TIME** | **GROUP** |
| Mon | Weekly | 5.00-9.00 | Youth Club |
| Tue | Monthly | 1.00-3.00 | Stroke Group (3rd Tuesday of every month only) |
|  | Weekly | 5.30-8.30 | Gemini |
| Weds | Weekly | 10.00-2.00 | Grace Assembly |
|  | Weekly | 5.30-8.30 | Gemini |
| Thursday | Weekly | 9:00-2.00 | Meet N Eats Diner |
|  | Weekly | 5.00-8.30 | Gemini (Flexible) |
| Fri | Weekly | 5.30-8.30 | Gemini |
| Sat | Weekly | 10.30-11.30 | Zumba with Korrina (Starts July) |
|  | 10 Week Block | 1.30-4.30 | Camera Club (Occasional 10 Week Bookings) |
|  | Weekly | 4.00-5.00 | Zumba with Korrina (Starts July) |
| Sun | Weekly | 3.30-8.00 | Grace Assembly |

There was potential for a further Meet ‘N’ Eats session on a day to be confirmed.

RESOLVED that the report be received and the contents noted.

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

The Town Clerk circulated a written report on maintenance issues including:

1. Kitchen work surfaces replaced – Final finish was queried and rectified;
2. Kitchen sink replaced – additional cost of £98.00;
3. Kitchen taps replaced – additional cost of £15.00;
4. Boxing in of the gas meter – completed but not as described so no charge;
5. Broken electrical socket repaired under Town Clerk’s delegated authority, for Health and Safety reasons, while electrician was on the premises;
6. Locks removed from fire doors under Town Clerk’s delegated authority, for Health and Safety reasons, due to faulty locks being difficult to open – Bolts installed to secure the building;
7. New air fresheners installed by Cathedral Hygiene. Old machines disposed of by the Cleaner; and
8. Insecure brickwork above the fire escape repaired at a cost of £60 under Town Clerk’s delegated authority, for Health and Safety reasons.

There were several requests for additional maintenance including:

1. Shelving in the store room to assist Meet ‘N’ Eats – quotes to be obtained;
2. Small store room door to be turned – advised that this isn’t practical and it may be better to re-organise the storage of furniture in the room;
3. Splashback required near serving area in large store room for Meet ‘N’ Eats – quotes to be obtained; and
4. Storage issues in back room to be looked at – Councillor B Mayne to visit site with the Town Clerk.

RESOLVED that the report be received and a further report be brought to the next meeting.

**7. Woodhouse Community Centre – Legionella Update**

The new Legionella testing company had submitted a Risk Assessment report, free of charge, which highlighted two minor issues for attention in the next 12 months, including the removal of dead pipework in the kitchen and clarification of responsible persons.

Expert Water Services had put forward recommendations of how to rectify these minor issues and they will be done at no charge over the next few months.

It was agreed that Normanton Town Council would be the Duty Holder and that the Town Clerk would be the responsible person.

Expert Water Services were thanked for their work on the Legionella Management.

RESOLVED that the report be received and the contents noted and that:

1. The redundant pipework be removed by Expert Water Services at no charge;
2. The Town Council be named on the Risk Assessment as the Duty Holder; and
3. The Town Clerk be named on the Risk Assessment as the Responsible Person.

**8. Woodhouse Community Centre – Gas Contract & Electricity Meter**

It was reported that the gas contract renewal had been received and the Town Clerk had negotiated a more cost-effective contract which saved £139.98 on the original offer and £414.90 on the standard variable rate. A further discount of 7% would also be applied for payment by Direct Debit.

The new rates were 0p/day Standing Charge and 4.4p/KWH for 3 years ending on 15th July 2020.

It was reported that a ‘Smart Meter’ had been installed to send electricity meter readings automatically without the need for a person on site.

RESOLVED that the report be received and the contents noted.

**9. The Well Project Youth Club**

It was reported that The Well Project wished to operate a Youth Club at the Woodhouse Community Centre. This had been running free of charge since 15th May and was attracting 12-18 young people on a Monday evening.

The Well Project said that they did not have funds to pay full rent at the moment and offered £20/month towards utility costs.

They requested permission to store small equipment in the building and install a TV which would need to be insured.

Members felt that providing a Youth Club in the Woodhouse area was essential and a very welcome project in our facility.

RESOLVED that the request from The Well Project be received and that:

1. The offer of £20/m be accepted and reviewed in December once funding had been sourced;
2. Small equipment could be stored in the building in a tidy manner; and
3. A TV could not be kept on the premises due to insurance and TV licensing requirements.

**10. Meet ‘N’ Eats Diner**

A request had been received from the Meet ‘N’ Eats Diner for free use of the Woodhouse Community Centre to deliver a free Breakfast Club session during the summer holidays. This would be on a Wednesday from 9.00am – 11.00am with the possibility of adding in an additional Friday session in the last two weeks of the holidays.

There was a slight booking clash which Councillor Mrs C Moran, BEM, agreed that she would address personally.

Members were supportive of the proposal and felt that it was important to provide this service.

RESOLVED that the request for free use from the Meet ‘N’ Eats Diner for the Breakfast Club be approved.

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