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

**Held on Wednesday 4th April 2018 at Normanton Town Hall at 11:00am**

Present: Councillor Mrs H.W. Jones

Councillor B. Mayne

 Councillor Mrs P. Mayne

 Councillor A. Wassell

 Councillor K Wilson, JP

Councillor Mrs C. Moran, BEM (Present for the final item on Norwood Street Encroachment only)

**19. Welcome and Apologies**

In the absence of the Chairman and Vice-Chairman, Councillor Mrs P. Mayne chaired the meeting.

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

**20. 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.

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

RESOLVED that Item 12 relating to land encroachment at Norwood Street be taken in private due to the confidential nature of the business to be transacted.

**22. Minutes of Property Management Committee**

RESOLVED that the minutes of a meeting of the Property Management Committee held on Tuesday 19th September 2017 (Minute Numbers 11 - 18; Pages 7 - 9) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B. Mayne / Seconded by Councillor K. Wilson, JP)

**23. Woodhouse Community Centre – Bookings**

The Town Clerk circulated a written report on bookings over the past two months. It was pleasing to note that the centre is used every day.

It was reported that there was occasionally crumbs and spilt tea left behind by a Saturday booking and it was agreed that they would be contacted by the Town Clerk.

RESOLVED that the report be received and the contents noted.

**24. Woodhouse Community Centre – Opening and Locking up**

It had become increasingly difficult to manage ad-hoc bookings due to travel restrictions of staff and sickness levels.

This has meant that the Town Clerk was struggling to find time to manage her work as well as the bookings at the centre.

Members discussed a variety of options including a key box and a refundable key deposit.

Members felt that a key box may pose further security risks and suggested that a key deposit could be trialled for a few months.

RESOLVED that a refundable key deposit of £25.00 be implemented with immediate effect and that a clear list of opening/locking up instructions be provided for ad-hoc bookings.

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

The Town Clerk provided members with a list of repairs and maintenance issues following an inspection with Councillor B. Mayne.

There was a wide range of repairs, some of which would require professional tradesmen.

It was suggested that the majority of small jobs could be completed by an odd-job man and quotes would need to be obtained for the other works and referred to Finance Committee in due course.

RESOLVED that the list of repairs be received and that quotes be referred to Finance Committee.

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

RESOLVED that the Legionella reports for December 2017 to March 2018 be received.

**27. Woodhouse Community Centre – Party Information Pack**

The Town Clerk circulated a draft Party Information Pack and suggested some minor amendments following some slight changes with the Key Deposits.

RESOLVED that the Party Information Pack be approved subject to minor amendments.

**28. Woodhouse Community Centre – Alarms**

The Town Clerk reported at a previous meeting that the loft sensors were faulty and there was some work required to install heat detectors rather than smoke detectors. At that time, members suggested that a full replacement should also be considered.

The costs for a replacement alarm were prohibitive at around £2,000 and it was felt that replacement sensors should be revisited.

The Town Clerk also obtained quotes for a replacement burglar alarm and members felt that the quote from Microlinx was very good value for money.

RESOLVED that the report be received and that:

1. Microlinx be approved to install the new burglar alarm at a cost of £841.00;
2. Further quotes be obtained for the installation of heat detectors in the loft space.

**29. Woodhouse Community Centre – Outdoor Seating**

Members requested quotes for outdoor seating at Woodhouse Community Centre. Members felt that they would prefer a table with seating attached and requested that further quotes are obtained.

RESOLVED that further quotes be obtained for tables with seating.

**30. Norwood Street – Land Encroachment**

Members considered a detailed report from Jonathan Kidd, MRICS of Holroyd Miller, on the land encroachment at Norwood Street.

The report outlined the level of encroachment and potential solutions.

Members discussed the report in detail and gave consideration to how to resolve this issue to the benefit of both parties.

RESOLVED that the report be received and that a proposal be put forward to Council on 10th April 2018 to begin negotiations with the developer for the sale of the land to the North East of the development and a strip of land up to 1m in width along the North West of the development.

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