

NORMANTON TOWN COUNCIL



MINUTES OF THE PROPERTY COMMITTEE

Held on Tuesday 30th January 2024 at Normanton Town Hall

Present: Councillor A Bones – Vice Chairman
Councillor H Jones
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor P Sampson
Councillor A Samuels
Councillor K Wilson, JP
Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
Councillor S Hudson

018. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor E Blezard.

019. Declarations of Interest

No declarations of interest were recorded.

020. Minutes

RESOLVED that the minutes of a meeting of the Property Committee held on Monday 23rd October 2023 (Minute Numbers 009-017; Pages 4-6) be received as a true record and signed by the Chairman.

Matters arising:

It was reported that a disputed invoice from the refurbishment of the Town Hall, which had been referred to our legal advisors, had now been closed following a six-month period with no contact from the supplier.

021. Town Hall Repairs and Maintenance

A report was circulated providing updates on several issues including:

- Lift service concluded – a small area of damp was present in the lift shaft below ground level but nothing of concern.
- Electrical works – mostly completed, and installation certificates had been received.

- Plumbing works – the plumber had failed to attend as agreed. The Plumber would be contacted and asked to provide an urgent update on the outstanding works and confirmed completion date and if necessary, an alternative plumber would be employed.
- Building Control – would be able to attend once the plumbing works have been finalised.
- Air Conditioning – the over door heater at the front door was now operational.
- Town Hall benches – final invoice awaited.
- Basement Storage – 3 shelving units purchased at a cost of £216.00.
- Town Hall leaks – no response received from Corporate Landlord at Wakefield Council.
- Flower Beds – these are to be planted up by First Impressions in the next few weeks at a cost of £128.00.
- Water Boiler – it was agreed to purchase a water boiler for making drinks from Nisbets at a cost of £379.99. An electrician would need to install a fused spur and a plumber would need to connect it to the water supply in due course.

RESOLVED that the report be received, and any actions implemented.

022. Bookings Update

RESOLVED that a report on bookings at Normanton Town Hall and Woodhouse Community Centre over the last three months be received.

023. Income Received

A report was circulated showing donation income of £521.20 for the Town Hall and £325.00 for the Woodhouse Community Centre.

RESOLVED that a report on the donations from building users be received.

024. Fire Risk Assessment

RESOLVED that the Fire Risk Assessment be received, and quotes be obtained for the works identified.

025. Incidents and Accidents

A report was circulated on a minor accident at the Town Hall and an incident at Newland Lane Allotments in which a tree on neighbouring land had fallen and caused damage to the allotment fence.

Both issues had been reported in the appropriate way.

RESOLVED that the report be received.

026. Fire Alarm System – Woodhouse Community Centre

RESOLVED that the recommended works put forward by Chubb be approved including the replacement of a sounder at a cost of £177.05 and the replacement of 2 detectors at a cost of £491.70.

027. Table Cloths

RESOLVED that 25 table cloths are purchased up to a maximum cost of £450.00. Authority is delegated to the Town Clerk to find the most suitable table cloths within this budget.

028. Property Officer

It was reported that the temporary Property Officer had began work on 17th January 2024 and had already worked through a long list of outstanding tasks. The position would be kept under review over the course of the next six months.

RESOLVED that the report be received.

029. Property Committee Budget

A budget for the Property Committee was circulated showing income of £902.20 and expenditure of £36,147.73.

RESOLVED that the Property Committee budget be received and noted.

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