

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC

Town Clerk & RFO

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To all members of Normanton Town
Council

Our ref: DJ/hs

Date: 2nd December 2021

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend an **EXTRA ORDINARY MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 7th December 2021** in the **Conference Room, Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

**IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES
AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.**

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna', written in a cursive style.

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO.

COVID-19 PROTOCOL

Symptoms

- If you have any symptoms of Covid 19, you must not attend the meeting and should book a PCR test.

Covid Testing

- We recommend taking Lateral Flow tests regularly but do not require you to report the result in.

Upon Arrival

- The doors will be opened ten minutes before the start of the meeting.
- Please proceed to the 'Check In Desk' upon arrival for registration.
- Please sanitise your hands when you arrive.

Face Coverings / Shields

- The use of face coverings is a matter of personal choice.

Meeting Room

- The room will accommodate a maximum of 30 people.
- Where a meeting has fewer attendees, we will spread people out to maintain better distancing.
- The windows to the end and left of the room will be opened for ventilation but the windows on the front of the building will remain closed due to the impact of the noise from outside.
- Councillors should remain in the meeting room and not enter adjacent rooms.

Refreshments and Equipment

- Refreshments will not be available so please bring your own water.
- We have a supply of pens available at the Check In Desk.
- We will not provide spare copies of the agenda so please remember to bring yours with you.

Toilets

- A unisex disabled toilet is available in the reception area.
- Ladies and Gents toilets are available on the first floor.

AGENDA

121.	Apologies for Absence To receive apologies and approve reasons for absence.	
122.	Declarations of Interest To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.	
123.	Minutes – Property Management Committee To receive the minutes of a meeting of the Property Management Committee held on Thursday 2 nd December 2021 (Minute Numbers 21-26; pages 10-11) and approve the contents contained therein.	ENC A
124.	Town Hall Refurbishment – Update on progress so far To receive an update on the progress with the refurbishment project.	ENC B
125.	Town Hall Refurbishment – Appointment of Contractor To consider the recommendation of the Property Management Committee to award the contract for the refurbishment of Normanton Town Hall to Dhand Construction at a contract value of £373,821.44.	
126.	Town Hall Refurbishment – Appointment of Decorator To consider the recommendation of the Property Management Committee to award the contract for decorating to 5 Towns Decorating at a contract value of £18,527.69 (plus cost of wallpaper)	