

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC

**Town Clerk & RFO**

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## NOTICE OF MEETING

A meeting of the **Property Management Committee** will be held on **Wednesday 14<sup>th</sup> October 2020 at 2.00pm.**

In accordance with the Local Authority and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting is being conducted remotely via the Zoom video conferencing platform.

To join the meeting please use this link:

<https://zoom.us/j/96036905942?pwd=K2xiSU9DVnFYOHVtb2FGaU9WZTVsQT09>

Or log in to the Zoom App:

Meeting ID: 960 3690 5942

Password: 454376

You can telephone into the meeting on the following number and the log in details above:

0131 460 1196 (call charges may apply – you should check with your provider)

I hope it will be convenient for you to attend.

Yours sincerely

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

## AGENDA

- 1. Welcome and Apologies**  
To receive apologies and approve reasons for absence.
- 2. Members Declarations of Interest**  
Members are reminded of the requirement to make an appropriate declaration at the meeting on any item in which they have an interest.
- 3. Minutes of Property Management Committee** **ENC A**  
To receive and sign the minutes of a meeting of the Property Management Committee held on Friday 6<sup>th</sup> December 2019 (Minute Numbers 19-26; Pages 6-8) and approve the contents contained therein.
- 4. Woodhouse Repairs and Maintenance** **ENC B**  
To consider a report on repairs and maintenance issues for Woodhouse Community Centre.
- 5. Grounds Maintenance** **ENC C**  
To receive an update on grounds maintenance at various sites and consider how to manage grounds maintenance in 2021.
- 6. Town Hall Refurbishment Project** **ENC D**  
To consider a report on the proposed refurbishment of Normanton Town Hall including the appointment of an Architect and Quantity Surveyor.