

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC

**Town Clerk & RFO**

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To all members of the Property  
Management Committee

Our ref: DJ/hs

Date: 24<sup>th</sup> September 2021

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Property Management Committee** to be held on **Thursday 30<sup>th</sup> September 2021** at **11.00am** in the Conference Room, Normanton Town Hall, High Street, Normanton.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'D Johnston', written over a horizontal line.

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

<b>8.</b>	<b>Apologies for Absence</b> To receive apologies and approve reasons for absence.	
<b>9.</b>	<b>Declarations of Interest</b> Members are reminded of the requirement to make an appropriate declaration at the meeting on any item in which they have an interest.	
<b>10.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Property Management Committee held on Thursday 10 <sup>th</sup> June 2021 (Minute Numbers 1-7; Pages 1-3) and approve the contents contained therein.	<b>ENC A</b>
<b>11.</b>	<b>Town Hall Refurbishment</b> To receive an update on the refurbishment of the Town Hall.	<b>ENC B</b>
<b>12.</b>	<b>Tree Complaint</b> To receive an update following a tree complaint and the outcome of the Tree Inspection Report.	<b>ENC C</b>
<b>13.</b>	<b>Intruder Alarm – Woodhouse Community Centre</b> To consider a quote for the repair and maintenance of the intruder alarm at Woodhouse Community Centre.	<b>ENC D</b>
<b>14.</b>	<b>Fire Escape Wall – Woodhouse Community Centre</b> To receive an update on the position with the damaged wall at Woodhouse Community Centre.	<b>ENC E</b>
<b>15.</b>	<b>Youth Club – Request to Install LED Lighting and Storage Request.</b> To consider a request from the Youth Club to install LED strip lights to the skirting boards at Woodhouse for parties and a request to store beanbags for Youth Club sessions.	
<b>16.</b>	<b>Bookings Update - Woodhouse Community Centre</b> To receive an update on the progress with bookings and review charges at the Woodhouse Community Centre.	<b>ENC F</b>