

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: 28th October 2021
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Property Management Committee** to be held on **Wednesday 3rd November 2021** at **6.00pm** 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

17.	Apologies for Absence To receive apologies and approve reasons for absence.	
18.	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.	
19.	Minutes To receive and sign the minutes of a meeting of the Property Management Committee held on Thursday 30 th September 2021 (Minute Numbers 8-16; Pages 4-6) and approve the contents contained therein.	ENC A
20.	Town Hall Refurbishment To consider the tenders received for the refurbishment of the Town Hall. Please note, we will have our Architect, David Rowley and Quantity Surveyor, Tim Howe in attendance to answer any questions and give their professional advice.	ENC B