

**MINUTES OF A MEETING OF THE PROPERTY MANAGEMENT COMMITTEE**  
**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 was conducted remotely, via the Zoom video conferencing platform.

**Present:** Councillor Mrs E. Blezard – Vice-Chairman  
Councillor Mrs H.W. Jones  
Councillor B. Mayne – Chairman  
Councillor Mrs P. Mayne  
Councillor J. Medford (Part of meeting)  
Councillor K. Wilson, JP

**Absent:** Councillor Mrs A. Moran

**1. Welcome and Apologies**

The Chairman welcomed everyone to the meeting.

Apologies were received on behalf of Councillor Mrs A. Moran.

**2. Members Declarations of Interest**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

There were no declarations made.

**3. Minutes of Property Management Committee**

RESOLVED that 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) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B. Mayne / Seconded by Councillor Mrs P. Mayne)

**4. Woodhouse Centre Repairs and Maintenance**

The Town Clerk circulated a report on repairs and maintenance issues at Woodhouse Community Centre.

RESOLVED that the report be received and that:

- i) Further information be sought on intelligent heating controls;
- ii) Broadband be installed with NGC at a cost of £22/m for 36 months with a one-off installation fee of £45.00;
- iii) Further information be sought on CCTV;
- iv) Further information be sought on Solar Power;
- v) Three toilet seats be replaced by RCW Building Maintenance at a cost of £165.00; and
- vi) Quotes be obtained for the replacement of the kitchen both with and without the removal of the small wall.

## **5. Grounds Maintenance**

The Town Council circulated a report on the issues with grounds maintenance at various sites during the Covid crisis and the action taken to ensure the grounds maintenance was brought up to standard.

RESOLVED that the report be received and the contents noted and that:

- i) Casual staff continue to undertake the work on grounds maintenance at all sites;
- ii) The position be kept under review.

## **6. Town Hall Refurbishment Project**

The Town Clerk circulated a detailed report on issues affecting the refurbishment of the Town Hall which members discussed in detail.

RESOLVED that the report be received and the contents noted and that:

- i) Permission be sought from the landlord, WMDC, to undertake the works;
- ii) The Town Council move forward with free usage of the building for ten years to ensure that the VAT can be reclaimed;
- iii) A statement be prepared for the website and Facebook to keep the public informed of plans;
- iv) That DMS Architecture be appointed on the terms set out and that Financial Regulations be waived based on

- the provision of a specialist service and the architects previous involvement with the project;
- v) That the Tim Howe Consultancy be appointed as Quantity Surveyors on the terms set out and that Financial Regulations be waived based on the provision of a specialist service and the quantity surveyors previous involvement with the project;
  - vi) That the funding and loan information be noted and considered further at the end of the financial year.

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