**MINUTES OF A MEETING OF THE PROPERTY MANAGEMENT COMMITTEE**

**Held on Tuesday 19th September 2017 at Normanton Town Hall at 11:00am**

Present: Councillor Mrs H.W. Jones

Councillor B. Mayne

 Councillor Mrs P. Mayne

 Councillor Mrs C. Moran, BEM - Chairman

 Councillor B Smith

 Councillor K Wilson, JP

**11. Welcome and Apologies**

The Chairman welcomed everyone to the meeting. Members apologies for their inability to attend were recorded in the apology book.

**12. 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.

**13. Public Bodies (Admission to Meetings) Act 1960**

There were no items of a confidential nature from which the public and press were required to be excluded.

**14. Minutes of Property Management Committee**

RESOLVED that the minutes of a meeting of the Property Management Committee held on Tuesday 27th June 2017 (Minute Numbers 1-10; Pages 1-6) be received as a true record and the contents contained therein be approved.

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

**15. Woodhouse Community Centre - Bookings**

The Town Clerk circulated an update on bookings for the Woodhouse Community Centre. It was reported that there were several Party bookings recently and it was suggested that the party information book should be worked on over the coming months. There could then be a set time slot available for parties at a set fee of £25 which would then cover the staff time for opening and locking up.

RESOLVED that the report be received and the contents noted.

**16. Woodhouse Community Centre – Repairs and Maintenance**

Members discussed a number of maintenance issues including installation of a shelf in the back room, alterations to the door in the store room, splashback on the wall in the back room, replacement padlock on the main gate, insect killer in the back room, hand driers and suggested improvements to the fire alarm.

RESOLVED that the report be received and that the following works be approved:

1. Replacement lock on gates - £72.00 with WDH;
2. Door alterations in store room - £236.99 with WDH;
3. Splashback in back room - £135.00 with Abutilon PM;
4. Insect Killer in back room - £360.00/yr with Cathedral on a 5-year contract;
5. Further reports be considered on the fire and burglar alarm at a future meeting.

**17. Woodhouse Community Centre – Legionella Update**

The Legionella reports for July and August were circulated and there were no matters for concern.

 RESOLVED that the Legionella reports be received and noted.

**18. The Well Project – Youth Club**

A request had been received from the Well Project requesting free use of the Community Centre for the Youth Club sessions on a Monday evening. The request also raised again the issue of a TV/monitor for games which the Well Project would like to install at their own cost.

RESOLVED that the report be received and that:

1. The Well Project be granted free use of the Community Centre on Monday evenings from 5.00pm – 9.00pm to provide Youth Club Facilities in a partnership with the Town Council;
2. The TV is installed by the Well project at their own cost and that they will be responsible for all future maintenance and replacement costs. The screen would not be connected to an aerial but solely used for gaming/display purposes.

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