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

**Held on Friday 15th March 2019 at 11:00am at Normanton Town Hall**

Present: Councillor Mrs E. Blezard

Councillors Mrs A. Moran

Councillor Mrs C. Moran, BEM

 Councillor A. Wassell

 Councillor K Wilson, JP

**1. Welcome and Apologies**

The Chairman welcomed everyone to the meeting.

Apologies were received and approved on behalf of Councillor Mrs H.W. Jones, Councillor B. Mayne and Councillor Mrs P. Mayne.

**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 Wednesday 4th April 2018 (Minute Numbers 19 - 30; Pages 10 - 13) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor K. Wilson, JP / Seconded by Councillor A. Wassell)

**4. Bookings Update**

A report was circulated on the current bookings at the Woodhouse Community Centre. It was agreed that more could be done to attract additional users and particularly paying users.

It was suggested that contact could be made with local groups such as Men in Sheds and WDH to advise them of availability.

It was pleasing to note that the building was occupied every day of the week and that the only availability was on:

Monday 10am – 4.30pm,

Tuesday 1.30pm – 5.00pm,

Wednesday 2.30pm – 5.00pm,

Friday 10am – 3.30pm,

Saturday 5.00pm onwards and

Sunday 9.00am – 3.00pm

RESOLVED that the report be received and the contents noted.

**5. Repairs and Maintenance**

A report was circulated on a number of ongoing repairs and maintenance issues.

It was reported that there were issues with the urinal in the gents toilet and the cistern required replacing.

There are some minor repairs to be undertaken including:

Disabled Toilet – clips on waste pipe from sink to be replaced.

Entrance – Small amount of filling to the left of the kitchen door.

Ladies Toilet – replacement lightbulb, screw below mirror needs removing and filling.

Main Hall – Small amount of filling on walls, possible redecoration, small amount of filling to right of store room door, door stop to store room door.

Left Store Room – Door and architrave to be painted, cable to rear to be tacked to wall, gas meter boxing in is not good enough.

Right Store Room – Blind header to come down.

Kitchen – Serving hatch doors to be removed for safety reasons.

It was agreed that these small jobs should be attended to by the handyman.

There were some cleaning issues which would be raised with the cleaner including:

Disabled toilet – pipework is dirty, grout is dirty, toilet brush needs replacing, tiles need a deep clean above head height.

Main entrance – woodwork needs a wash down.

Ladies Toilet – toilet brush needs replacing, woodwork needs a wash down, tiles need a deep clean above head height.

Gents toilet – urinal is dirty where the flusher connects to the urinal, tiles need a deep clean above head height.

Kitchen – Tiles need a deep clean above head height, oven and hob need a good clean, small sink is stained with tea, fridge needs a good clean.

Main Hall – Light fittings are full of dead insects and need cleaning

It was suggested that there may be some additional hours required for the deep cleaning items.

Storage of equipment was acknowledged as an issue and would be looked at in more depth.

It was agreed that redecoration was needed, and quotes should be obtained.

There was a discussion about the need for kitchen cupboards and work surfaces in the rear store room and it was agreed that quotes would be obtained and considered.

The mobile sink unit purchased for Meet ‘N’ Eats would be purchased by the Town Council as it may be of use to other building users.

RESOLVED that the report be received and noted and that all works highlighted be actioned by the Town Clerk.

**6. Tables**

Members discussed the replacement of the tables which were stained and difficult to manoeuvre.

It was suggested that a light GoPak 6’ table should be purchased but that a trial should be conducted before committing to replacing all the tables.

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

1. 12 GoPak tables be purchased at a cost of £1,800.00;
2. 2 Fast Fold Tools be purchased at a cost of £40.00

**7. Grounds Maintenance**

RESOLVED that the contracts for grounds Maintenance for Woodhouse Community Centre and Norwood Street be awarded to Abutilon at a total cost of £1,720.00.

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