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

**Held on Tuesday 20th August 2019 at 2:00pm at Normanton Town Hall**

**Present:** Councillor Mrs E. Blezard – Vice-Chairman

Councillor Mrs H.W. Jones

Councillor B. Mayne – Chairman

Councillor Mrs P. Mayne

Councillor Mrs C. Moran, BEM

Councillor K. Wilson, JP

**Absent:** Councillor Ms J. Medford, Councillor Mrs A. Moran and Councillor A. Wassell.

**1. Welcome and Apologies**

The Chairman welcomed everyone to the meeting.

Members apologies for their inability to attend were received and approved on behalf of Councillor Ms J. Medford, Councillor Mrs A. Moran and Councillor A. Wassell.

**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**

RESOLVED that the minutes of a meeting of the Property Management Committee held on Friday 15th March 2019 (Minute Numbers 1 - 7; Pages 1 - 4) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor K. Wilson, JP / Seconded by Councillor Mrs C. Moran, BEM)

**4. Town Hall Feasibility Study**

RESOLVED that a feasibility Study be undertaken by DMS Architecture at a cost of £2,395.00 and that once completed, an open day be held to consult with the community in the plans.

**5. Town Hall Parking Issues**

RESOLVED that two replacement signs be purchased to indicate that parking is for Normanton Town Council only.

**6. Town Hall Services and Utilities**

A verbal report was provided on issues regarding the utilities at the Town Hall and the meeting held with Rob Holt.

It was reported that WMDC would prefer to use a percentage calculation for the utilities as opposed to the previously agreed sub meters.

Approximate costings were provided based on our 15.5% occupancy of the building.

Councillor Dagger (WMDC) had progressed a meeting with the Corporate landlord team and suggested that a further meeting be held with Rob Holt and the Chairman and Clerk.

It was agreed that this should be pursued but the Council’s position is that sub-meters should be installed in accordance with the lease agreement.

RESOLVED that the report be received and a meeting be arranged with Rob Holt.

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