

# 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: 11<sup>th</sup> December 2020  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Property Management Committee** to be held on **Thursday 17<sup>th</sup> December 2020** at **11.00am**.

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 is being conducted remotely via the Zoom video conferencing platform.

To join the meeting please use this link:

<https://zoom.us/j/93689244839?pwd=cmwxOXZxUVNpaWE5SXBEYU9mUml0Zz09>

Or log in to the Zoom App:

Meeting ID: 936 8924 4839

Password: 288638

You can telephone into the meeting on the following number and the log in details above:

0131 460 1196 (call charges may apply – you should check with your provider)

I hope it will be convenient for you to attend.

Yours sincerely

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

## **AGENDA**

- 1. Welcome and Apologies**  
To receive apologies and approve reasons for absence.
- 2. Members 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.
- 3. Minutes - Property Management Committee** **ENC A**  
To receive and sign the minutes of a meeting of the Property Management Committee held on Wednesday 14<sup>th</sup> October 2020 (Minute Numbers 1-6; Pages 1-3) and approve the contents contained therein.
- 4. Minutes - Town Hall Sub Committee** **ENC B**  
To receive and sign the minutes of the final meeting of the Town Hall Sub Committee held on 5<sup>th</sup> April 2019. (Minute Numbers 5-13; Pages 3-4)
- 5. Woodhouse Heating Controls**  
To consider a quote for the installation of intelligent heating controls.
- 6. Tree Management Policy** **ENC C**  
To give consideration to the adoption of the enclosed Tree Management Policy which has been created in line with the District Council's approach.
- 7. Legionella Risk Assessment** **ENC D**  
To consider the enclosed Legionella Risk Assessment prepared by Expert Water Services.
- 8. Mobility Scooter Policy** **ENC E**  
To review the Mobility Scooter Policy for Woodhouse Community Centre.