

**MINUTES OF A MEETING OF THE PROPERTY MANAGEMENT COMMITTEE**  
**Held on Thursday 11<sup>th</sup> March 2021 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 was conducted remotely, via the Zoom video conferencing platform.

**Present:** Councillor A. Bones  
Councillor Mrs E. Blezard – Vice-Chairman  
Councillor B. Mayne – Chairman  
Councillor Mrs P. Mayne  
Councillor J. Medford  
Councillor K. Wilson, JP

**Absent:** Councillor G. Cheesbrough, Councillor Mrs H.W. Jones,  
Councillor Mrs A. Moran

**15. Apologies for Absence**

RESOLVED that apologies be received and reasons approved on behalf of Councillor Mrs H.W. Jones and Councillor Mrs A. Moran.

**16. 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.

**17. Minutes**

RESOLVED that the minutes of a meeting of the Property Management Committee held on Thursday 17<sup>th</sup> December 2020 (Minute Numbers 7-14; Pages 4-5) be received and the contents contained therein be approved.

(Proposed by Councillor Mrs E Blezard / Seconded by Councillor K Wilson)

**18. Woodhouse Community Centre**

Members considered a number of reports on issues relating to repairs and maintenance.

RESOLVED that the reports be received and that:

- i) The budget for the 2020/21 financial year be received;
- ii) Further quotes be obtained for CCTV;
- iii) The storeroom lighting be replaced with LEDs by RCW Building Maintenance at a cost of £360.00;
- iv) The Fire Alarm Panel be replaced by Chubb at a cost of £850.57;
- v) Thermostatic Mixer Valves be installed by Express Water Services at a cost of £250.00;
- vi) The Legionella report and update be noted;
- vii) A fence mounted letterbox be installed by RCW Building Maintenance at a cost of £215.00;
- viii) The position regarding Business Rates be noted and budgeted accordingly moving forward.

**19. Town Hall**

Members considered a number of reports on issues relating to the refurbishment of the Town Hall.

RESOLVED that the reports be received and that:

- i) Steve Banks be appointed as Principal Designer at a cost of £1,750.00;
- ii) An asbestos survey be carried out by Enveritass at a cost of £450.00;
- iii) Woodside Consulting be appointed as Structural Engineers at a cost of £1,350.00;
- iv) The indicative quote of £1,835.00 from WMDC for the 'Licence for Alterations' be agreed;
- v) DMS Architecture and Tim Howe Consultancy be jointly appointed as Project Manager at a cost of £3,500.00;
- vi) The design for the disabled ramp be approved in principle subject to the use of metal rails, rather than glass infill panels;
- vii) The Fire Risk Assessment report be received;
- viii) The Mechanical and Electrical Consultant quotes be noted and further quotes be sought;

- ix) The draft Budget for the project be agreed in principle and further updates be brought to the next meeting.

**20. Tree Inspections**

RESOLVED that Treescape Consultancy be awarded a contract to undertake tree inspections as set out in the quote at a cost of £680.00 plus mapping costs.

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