

# **NORMANTON TOWN COUNCIL**

## **MINUTES OF THE PROPERTY MANAGEMENT COMMITTEE**

Held on Thursday 30<sup>th</sup> September 2021 at 11.00am at Normanton Town Hall

**Present:** Councillor A Bones  
Councillor E Blezard (Vice-Chairman)  
Councillor B Mayne (Chairman)  
Councillor P Mayne  
Councillor K Wilson

**Absent:** Councillor G Cheesbrough  
Councillor H Jones  
Councillor J Medford  
Councillor A Moran

**8. Apologies for Absence**

Apologies were received and reasons approved on behalf of Councillors G Cheesbrough, H Jones and A Moran.

**9. 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.

**10. Minutes**

RESOLVED that the minutes of a meeting of the Property Management Committee held on Thursday 10<sup>th</sup> June 2021 (Minute Numbers 1-7; Pages 1-3) be received and the contents contained therein be approved.

**11. Town Hall Refurbishment**

It was reported that the closing date for tenders for the refurbishment work was approaching and a further meeting would be scheduled to review the tenders.

RESOLVED that the report be received.

**12. Tree Complaint**

An update was provided on a tree complaint at Ellins Terrace Allotments.

The tree inspection report indicated that the trees were structurally safe and that we may wish to consider crown lifting at a later stage if budgets allow.

RESOLVED that the works be listed on the maintenance schedule and reviewed when budgets allow.

**13. Intruder Alarm – Woodhouse Community Centre**

RESOLVED that Sandal Security Services be appointed to service and repair the intruder alarm at Woodhouse Community Centre at a cost of £96.00 + VAT.

**14. Fire Escape Wall – Woodhouse Community Centre**

An update was provided on the damaged wall at Woodhouse Community Centre. It was noted that the previous insurance company, Zurich, had failed to provide any further updates and this would continue to be pursued.

The wall had been secured with temporary fencing and quotes were being obtained for the repair work. It was suggested that metal railings might be an alternative to the existing brick wall.

RESOLVED that the report be received.

**15. Youth Club – Request to Install LED Lighting and Storage Request.**

Members considered a request from the Youth Club to install LED Lighting on the skirting boards at the Woodhouse Community Centre. Members did not feel it was appropriate and declined this request.

Members considered a request to store youth club equipment such as beanbags at the Woodhouse Community Centre. It was noted that storage was limited and there was not currently space available for additional Youth Club equipment. Members were not supportive of additional storage containers being located in the grounds.

RESOLVED that the request to install LED lighting and for additional storage be declined.

**16. Bookings Update - Woodhouse Community Centre**

An update was provided on the level of bookings at the Woodhouse Centre following its closure due to Covid.

Members also considered a request from a hirer for a reduction in rent due to the impact of Covid 19.

RESOLVED that the report be received and that the hirer mentioned in the report benefits from a discounted rate of £50/m for October, November and December 2021 and that the position is reviewed in January by way of a meeting with the Chairman and Vice-Chairman. The Town Clerk, in consultation with the Chairman and Vice-Chairman be delegated authority to review the arrangement in 3-month stages and report actions back to the Committee.

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