

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO

T: 01924 893794

E: enquiries@normantontowncouncil.co.uk



The Town Hall
High Street
Normanton
West Yorkshire
WF6 2DZ

W: normantontowncouncil.co.uk

To all members of the Property
Management Committee

Our ref: DJ/hs
Date: 01 March 2023
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Property Management Committee** to be held on **Tuesday 7th March 2023** at **2.00pm** at the Normanton Town Hall, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO.

PROPERTY MANAGEMENT COMMITTEE
Tuesday 7th March 2023 at Normanton Town Hall

AGENDA

1.	Apologies for Absence To receive apologies for absence.	
2.	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 To receive and sign the minutes of a meeting of the Property Management Committee held on Thursday 2 nd December 2021 (Minute Numbers 21-26; Pages 10-11) and approve the contents contained therein. To receive the minutes of the joint Property and Finance Committee held on Wednesday 13 th July 2022 (Minutes Numbers 1-3; Pages 1-2).	ENC A ENC B
4.	Woodhouse Community Centre – Usage Levels To receive a report on usage level at the Woodhouse Community Centre.	ENC C
5.	Woodhouse Community Centre – Building Inspection To receive the most recent inspection report and agree any necessary actions.	ENC D
6.	Woodhouse Community Centre – Requests from Hirers To consider requests from hirers.	ENC E
7.	Woodhouse Community Centre – Hiring Fees To review the hiring fees at the Woodhouse Community Centre.	ENC F
8.	Tree Work To receive an update on tree work requested through WMDC.	
9.	Norwood Street Garages To receive the responses from a recent survey regarding access issues and signage and agree any necessary actions.	ENC G