

NORMANTON TOWN COUNCIL



MINUTES OF THE PROPERTY MANAGEMENT COMMITTEE

Held on Wednesday 26th April 2023 at Normanton Town Hall

Present: Councillor B Mayne – Chairman
Councillor P Mayne
Councillor P Sampson
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
Councillor A Bones – Vice-Chairman
Councillor G Cheesbrough
Councillor H Jones
Councillor W Wood

10. **Apologies for Absence**

RESOLVED that apologies be received on behalf of:

Councillor E Blezard, Councillor A Bones – Vice-Chairman, Councillor G Cheesbrough, Councillor H Jones, and Councillor W Wood.

11. **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.

12. **Minutes**

RESOLVED that the minutes of a meeting of the Property Management Committee held on Tuesday 7th March 2023 (Minute Numbers 1-9; Pages 1-4) be received and the contents contained therein be approved.

13. **Land at Edward Street**

Members received a report on a right of access issue at the side of the former allotment land located at Edward Street, Altofts.

The Town Clerk advised the Committee that she had contacted a number of sources for advice and guidance and recommended obtaining professional legal advice on the matter.

A quote had been obtained through Rradar to review all the documents and provide legal advice in relation to the right of access, responsibility for repairs and ancillary issues relating to the adjacent land.

Members considered the request for repairs to the access track which has been requested by a nearby resident.

A request had been received from the resident to transfer the access track so that it was incorporated into their title. It was reported that previous requests had been received from the tenants of the former allotment land to be transferred or sold to them.

RESOLVED that the reports be received, and the contents noted and that:

- i) The Property Committee were in favour of disposing of the former allotment land which had not been used for allotments since its transfer to the Council in 1999.
- ii) The recommendation to obtain legal advice through Rradar at a cost of up to £2,000 be declined.
- iii) Contact be made with the Secretary of State for the possible disposal of the land.
- iv) No repairs are to be carried out at this stage until the transfer of the land is fully explored.
- v) A response be provided to the resident and tenant to inform them of progress.

14. Town Hall Lift – Emergency GSM Gateway

RESOLVED that a quote for the installation of a GSM Gateway to enable communication with a 24-hour call centre in the event of an emergency be approved.

£450.00 + VAT through the lift installation company – Pinnacle Elevators.

15. Town Hall Lift – Service Agreement

RESOLVED that a quote for a comprehensive service and maintenance agreement for the lift be approved.

£880.00 + VAT through the lift installation company – Pinnacle Elevators.

16. Town Hall – Electrical Report

RESOLVED that the electrical report and quote for completing the outstanding works on the Town Hall refurbishment and certification for building regulations be recommended to Council for approval.

£5,074.00 + VAT through J&M Electrical.

17. Town Hall – Plumbing Report

RESOLVED that a plumbing report and quote for completing the outstanding works on the Town Hall refurbishment and certification for building regulations be approved.

£4,625.00 + VAT through R J Plumbing and Gas Services

18. Town Hall – Air Conditioning Report

It was reported that the installation of the air conditioning and heating system had been done to a good standard, but the logbook and warranty had not been registered with the manufacturer.

The M&E Consultant, Shearstone Mechanical, recommended that the original installation company should be asked to carry out that work in the first instance.

Should they not be able to carry out this work then a quote from Greenhills had been provided at a maximum cost of £1,500.00 + VAT.

RESOLVED that the report be received, and the contents noted and that:

- i) Knight Engineers be contacted to complete the outstanding works.
- ii) In the event that Knights do not carry out the works then Greenhills be approached to carry out the work at a cost of no more than £1,500.00 + VAT.
- iii) The Town Clerk be given delegated authority to action this in consultation with the Chairman of the Property Committee.

19. Town Hall – Ramp and Steps

Members received an update on the ramp and steps which had remained incomplete by the original contractor.

It was agreed that the Town Council would source the materials to get the works completed.

There would be adjustments to the bottom step which failed to meet building regulations requirements due to the height.

RESOLVED that the report be received, and the contents noted and that:

- i) The Town Council in conjunction with the Quantity Surveyor source and purchase the steps, slips and any other materials required.
- ii) A recommended contractor be appointed to carry out the pointing and installation of the steps.

£750.00 + VAT though JM Solutions.

20. Building Contractor

It was reported that the building contractor had gone into liquidation and no information had been received from the liquidators.

The Quantity Surveyor had put together a financial statement which set out the costs incurred in finishing the building to the correct standard which would be contra-charged against the monies outstanding to the main contractor.

It was reported that an invoice had been received from Penguin FM for the dehumidifiers used during the leak in the basement. This invoice had been disputed with Penguin FM and they had now referred the matter to a debt collector without providing any written response to the dispute when raised.

The Town Councils position was clearly explained to the debt collection company as there was no business relationship in place with Penguin FM and no purchase order in respect of the equipment being provided.

A response was provided by Penguin which was disputed by the Town Council.

RESOLVED that the report be received, and the contents noted and that:

- i) The matter be referred to the insurers and legal advice obtained.
- ii) The debt collection company be informed that the matter is with our insurers and legal team.
- iii) A statement be obtained from the M&E Consultant regarding the work carried out in the basement that led to the leak.

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