

NORMANTON TOWN COUNCIL



MINUTES OF THE PROPERTY MANAGEMENT COMMITTEE

Tuesday 18th July 2023 at Normanton Town Hall

Present: Councillor A Bones – Vice-Chairman
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor P Sampson
Councillor K Wilson, JP
Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
Councillor S Hudson
Councillor H Jones
Councillor A Samuels

001. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor E Blezard and Councillor H Jones.

002. 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.

003. Minutes

RESOLVED that the minutes of a meeting of the Property Management Committee held on Wednesday 26th April 2023 (Minute Numbers 10-20; Pages 5-8) be received and signed.

004. Town Clerk's Report

The Town Clerk reported on a number of ongoing matters including:

Tree Work – the tree work ordered through Wakefield Council in August 2022 has now been completed.

Lift – GSM Gateway - the emergency phonenumber is due to be installed on 19th July 2023.

Lift Service – the lift service is booked for 19th July 2023.

Town Hall Electrical Report – the outstanding electrical work is due to be completed week commencing 7th August 2023.

Town Hall Plumbing Report – the outstanding plumbing work is due to be completed week commencing 7th August 2023.

Air Conditioning – after independent enquiries, it was established that the manufacturer's warranty on the air conditioning has not been registered and it is no longer possible to do so. All warranty work will be carried out by our service partner, Knights who will honour the agreement whilst we use their company for service and repairs.

Town Hall Ramp and Steps – the installation of the final parts of the ramp and steps should be completed in the next two weeks.

RESOLVED that the Town Clerk's report be received.

005. Town Hall – Booking Request

Members considered an application to use the Town Hall for a regular working/meeting space for 6 hours per day every two weeks. Members felt that this booking, which was not from a Normanton based group, would impact on the availability for our own local groups.

RESOLVED that the application be declined on this occasion.

006. PAT Testing

Members considered quotes for PAT Testing.

RESOLVED that PAT Testing be carried out by RCW Building Solutions at a cost of £1.05 + VAT per item.

007. Tables

Members considered quotes for replacement folding tables for Community Room 2.

RESOLVED that 10 5ft tables be purchased from Go Pak at a cost of £1,277.50 + VAT.

008. Bookings Update

RESOLVED that members receive the bookings update for both Woodhouse Community Centre and the Town Hall. Members were pleased to see a wide range of uses at both buildings which were provided free of charge to the community.

009. Town Hall Refurbishment

It was reported that the liquidator had made contact with the Town Council to discuss the final account for the building works. A counter charge had been put forward by our representatives and a response was now awaited from the liquidator.

It was reported that the disputed invoice relating to the flood in the basement had been referred to our legal team via our insurers and they were in contact with the contractor's representatives.

RESOLVED that the reports be received.

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