

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO

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To all members of the Property
Committee

Our ref: DJ/hs
Date: 12 July 2023
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Property Committee** to be held on **Tuesday 18th July 2023** at **2.00pm** at 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

A handwritten signature in black ink, appearing to be 'Donna', followed by a small dot.

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO.

PROPERTY MANAGEMENT COMMITTEE

Tuesday 18th July 2023 at Normanton Town Hall

AGENDA

001.	Apologies for Absence To receive apologies for absence.	
002.	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.	
003.	Minutes To receive and sign the minutes of a meeting of the Property Management Committee held on Wednesday 26 th April 2023 (Minute Numbers 10-20; Pages 5-8).	ENC A
004.	Town Clerk's Report To receive an update from the Town Clerk on any ongoing matters.	ENC B
004.	Town Hall – Booking Request To consider a request to book the Town Hall for a full day on a regular basis.	ENC C
005.	Pat Testing To consider quotes for PAT Testing.	
006.	Tables To consider quotes for tables for Community Room 2 and to agree the disposal of the current tables.	
007.	Bookings Update To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall.	ENC D
008.	Town Hall Refurbishment To receive an update on the position with the contractor and liquidator.	