**MINUTES OF A MEETING OF THE PROPERTY MANAGEMENT COMMITTEE**

**Held on Friday 6th December 2019 at 11:00am at Normanton Town Hall**

**Present:** Councillor B. Mayne – Chairman

Councillor Mrs P. Mayne

Councillor Mrs A. Moran

Councillor Mrs C. Moran, BEM

**Absent:** Councillor Mrs E. Blezard, Councillor Mrs H.W. Jones, Councillor Ms J. Medford, Councillor A. Wassell and Councillor K. Wilson

# 19. Welcome and Apologies

The Chairman welcomed everyone to the meeting.

RESOLVED that apologies be received on behalf of Councillor K. Wilson, JP.

RESOLVED that apologies be received and reasons approved on behalf of Councillors Mrs H.W. Jones, Ms J. Medford and A. Wassell.

# 20. Members 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.

# 21. Minutes

RESOLVED that the minutes of a meeting of the Property Management Committee held on Friday 27th September 2019 (Minute Numbers 7 - 18; Pages 3 - 5) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs P. Mayne)

Matters Arising:

14. Clearance of Compound

The plants are growing back – contractor to be asked to return.

15. Town Hall Rates

Following appeal, the business rates have been reduced to £13,803.48 from the original £68,000.00.

17. Land at Station Road

Contact has been made with the developer but no reply has been received. It was agreed that legal advice should be obtained from Geldards regarding rights of access and future disposal of the land.

# 22. Woodhouse Community Centre – Bookings Update

RESOLVED that the report on bookings for the previous 3 months be received.

# 23. Woodhouse Community Centre – Repairs and Maintenance

RESOLVED that the report on repairs and maintenance be received and that:

1. Replacement front doors be ordered through Artisan Doors at a cost of £1541.00;
2. Replacement LED Lights Fittings be installed in the main hall by WDH at a cost of £1107.29; and that
3. Minor repairs including the ladies toilet lock, loose plaster and loose tiles be attended to asap.

# 24. Town Hall – Services and Utilities

There had been much negotiation with WMDC over the cost for utilities and they would not move from their position on the electricity charge of 10%.

The sub meter had been installed in November and members agreed that it was best to draw a line under the issue and move forward.

RESOLVED that the re-charge for utilities be agreed at the following rates:

Water - 15%

Gas - 15%

Electricity - 10% until sub meter installation date.

# 25. Town Hall – Refurbishment Project

A breakdown of costs for the refurbishment project was circulated and members felt that this should be discussed by full Council before proceeding any further.

RESOLVED that the refurbishment project and budget be discussed by full Council in January 2020 and this would be followed up with a meeting with WDMC and the Architect.

# 26. Alice Bacon Memorial Bench

RESOLVED that WMDC be approved to install the path at a cost of £399.00 with all future maintenance falling to WMDC.

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