

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO

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The Town Hall
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To all members of the Property
Committee

Our ref: DJ/hs
Date: 18th October 2023
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Property Committee** to be held on **Monday 23rd October 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 COMMITTEE

Monday 23rd October 2023 at Normanton Town Hall

AGENDA

009.	Apologies for Absence To receive apologies for absence.	
010.	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.	
011.	Minutes To receive and sign the minutes of a meeting of the Property Committee held on Tuesday 18 th July 2023 (Minute Numbers 1-8; Pages 1-3).	ENC A
012.	Town Clerk's Report To receive an update from the Town Clerk on any ongoing matters.	ENC B
013.	Bookings Update To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall in July and August 2023.	ENC C
014.	Income Received To receive an update on the donations received from building users up to the end of August 2023.	ENC D
015.	Normanton Town Hall – Basement Fire Stopping To consider a quote for a full survey of the basement fire stopping requirements.	ENC E
016.	Normanton Town Hall – Replacement Fire Escape Door To consider quotes for a replacement fire escape door for the ground floor.	ENC F
017.	Town Hall Refurbishment To receive an update on the position with the contractor and liquidator.	ENC G