

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF THE PROPERTY COMMITTEE

Monday 23rd October 2023 at 2.00pm at Normanton Town Hall

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

Absent: Councillor H Jones
Councillor A Samuels

009. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillors H Jones and A Samuels.

010. 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.

011. Minutes

RESOLVED that the minutes of a meeting of the Property Committee held on Tuesday 18th July 2023 (Minute Numbers 001-008; Pages 1-3) be received as a true record.

012. Town Clerk's Report

The Town Clerk provided an update on a number of issues including:

- Lift Emergency Call Point has been installed.
- Lift service completed – some water ingress in the lift pit to be investigated.
- Electrical work carried out – update awaited.
- Plumbing work carried out – update awaited.

- Air Conditioning serviced and moving to winter settings.
- Alice Bacon Memorial Bench – repairs being carried out.
- Town Hall benches refurbished and due to be installed soon.
- Final container being returned from storage.
- Additional shelving to be purchased – Delegated Authority to Town Clerk to arrange.
- Leak in basement noted and further investigations to be carried out.
- Flower beds outside the Town Hall to be replanted with shrubs and bedding plants.
- Antisocial behaviour to the rear of Normanton Town Hall – Fencing to be raised again with Corporate Landlord.
- Water supplier to remain with Everflow on a quarterly billing cycle.

RESOLVED that the report be received.

013. Bookings Update

RESOLVED that the update on bookings at Woodhouse Community Centre and Normanton Town Hall in July and August 2023 be received.

014. Income Received

RESOLVED that the update on donations received from building users (Town Hall £332.15 and Community Centre £300.00) up to the end of August 2023 be noted.

015. Normanton Town Hall – Basement Fire Stopping

Members considered a quote for a full survey of the basement fire stopping requirements.

Members were not minded to obtain additional reports and requested that Building Control are asked to inspect the building to give their recommendations.

RESOLVED that the report be received and that Building Control be contacted to inspect the basement works.

016. Normanton Town Hall – Replacement Fire Escape Door

Members considered quotes for a replacement fire escape door for the ground floor.

RESOLVED that a new steel fire escape door with spy hole be installed on the ground floor.

RCW Building Maintenance £1,595.00 + VAT.

017. Town Hall Refurbishment

Members considered a report on the position with the contractor and liquidator. A budget report was also considered which set out works still to be completed.

Members were satisfied with the content of the report.

RESOLVED that the report be received.

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