

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO

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E: enquiries@normantontowncouncil.co.uk



The Town Hall
High Street
Normanton
West Yorkshire
WF6 2DZ

W: normantontowncouncil.co.uk

To all members of the Property
Committee

Our ref: DJ/hs
Date: 24th January 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Property Committee** to be held on **Tuesday 30th January 2024** 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 Johnston', followed by a period.

Mrs Donna Johnston FdA
Town Clerk & RFO.

PROPERTY COMMITTEE

Tuesday 30th January 2024 at Normanton Town Hall

AGENDA

018.	Apologies for Absence To receive apologies for absence.	
019.	Declarations of Interest To receive declarations of Interest.	
020.	Minutes To receive and sign the minutes of a meeting of the Property Committee held on Monday 23 rd October 2023 (Minute Numbers 9-17; Pages 4-6).	ENC A
021.	Town Hall Repairs and Maintenance To consider a series of repairs and maintenance issues at the Town Hall.	ENC B
022.	Bookings Update To receive an update on bookings at Normanton Town Hall and Woodhouse Community Centre.	ENC C
023.	Income Received To receive an update on the donations received from building users.	ENC D
024.	Fire Risk Assessment To review the Fire Risk Assessment and works identified.	ENC E
025.	Incidents and Accidents To receive an update on any incidents and accidents.	ENC F
026.	Fire Alarm System – Woodhouse Community Centre To consider recommendations for repairs required in the fire alarm system at Woodhouse Community Centre.	ENC G
027.	Table Cloths To consider quotes for new table cloths for the Town Hall community rooms.	ENC H
028.	Property Officer To receive an update following the appointment of the temporary Property Officer.	Verbal
029.	Property Committee Budget To review the Property Committee budget to date.	ENC I



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

A

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.

**NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Tuesday 30th January 2024**

NORMANTON TOWN HALL – REPAIRS AND MAINTENANCE

Lift – Annual Service

The lift has been serviced and a small amount of damp concrete in the lift pit was noticed. This is not unusual or a major cause for concern but will continue to be monitored. After the recent heavy rains, the lift pit was no worse than in previous visits. There was no standing water.

Town Hall – Electrical Report

The electricians have been on site on several occasions over the last few weeks carrying out the remaining electrical work. They are due back on 25th January to complete the outstanding works. I am awaiting a report to confirm that the work is now completed.

Town Hall – Plumbing Report

The plumbers are due on site on 25th January, and I am awaiting a report to confirm that the work is now completed.

Building Control

Once the certificates are received from the electricians and plumbers, we will be able to arrange for building control to visit and sign off the works.

Air Conditioning

The over door heater is still not operational and has been broken since July. The engineers came out with a new control unit on 18th January but that didn't resolve the problem and it may now require a new PCB. This has been referred back to Knights for them to order.

Town Hall Benches

The benches have been installed and we are awaiting the final bill.

Basement Storage

The shelving has been purchased at a cost of £216.00 (£72.00 each).

Town Hall Leaks

The leaks in the basement thought to be from some small holes are now believed to be from the pointing in the below ground sections of the basement.

The leaks in the waiting room and Council Chamber have been reported on several occasions to Corporate Landlord. Most recently on 22nd January 2024.

Flower Beds

I obtained a quote from First Impressions for the planting up of the beds which totalled £128.00. This was significantly cheaper and easier than buying the plants from a local garden centre and having them planted up ourselves. This work will be completed when the frost has passed, hopefully in the next few weeks.

Water Boiler

It has been suggested that a water boiler should be installed in the ground floor kitchen to make it easier when serving refreshments at events and for hirers who offer refreshments.

These can be purchased and plugged straight in with just a small amount of plumbing required.

A buffalo 10 litre boiler can provide 130 cups of water per hour and takes 31 minutes to heat up.

Nisbets £429.99 – currently on offer at £379.99

Customer

Support

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 <div><div><div>Normanton Town Hall - Community Room 1</div><div>00:00 - 23:45</div><div>NTC Event</div></div><div><div>Normanton Town Hall - Community Room 2</div><div>00:00 - 23:45</div><div>NTC Event</div></div></div>	28 <div><div><div>Normanton Town Hall - Community Room 3</div><div>11:00 - 13:00</div><div>Age UK Digital Group Training</div></div></div>	29 <div><div><div>Normanton Town Hall - Community Room 1</div><div>13:00 - 16:00</div><div>Kitty's Hut</div></div></div>	30			

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4 <div>Normanton Town Hall - Community Room 1</div> <div>10:00 - 16:00</div> <div>Brig Beetle Club</div>	5 <div>Normanton Town Hall - Community Room 3</div> <div>11:00 - 13:00</div> <div>Age UK Digital Group Training</div>	6 <div>Normanton Town Hall - Community Room 2</div> <div>08:00 - 16:00</div> <div>NTC Event</div> <div>Normanton Town Hall - Community Room 1</div> <div>08:00 - 13:00</div> <div>NTC Event</div>	7 <div>Normanton Town Hall - Community Room 1</div> <div>09:00 - 15:00</div> <div>Thursday Chat Club</div> <div>Normanton Town Hall - Community Room 2</div> <div>10:00 - 12:00</div> <div>U3A</div>	8	9	10
11 <div>Normanton Town Hall - Community Room 2</div> <div>10:00 - 12:00</div> <div>U3A</div> <div>Normanton Town Hall - Community Room 1</div> <div>18:00 - 20:00</div> <div>Labour Group Meeting</div>	12 <div>Normanton Town Hall - Community Room 1</div> <div>09:00 - 13:00</div> <div>NTC Event</div> <div>Normanton Town Hall - Community Room 2</div> <div>09:00 - 13:00</div> <div>NTC Event</div> <div>Normanton Town Hall - Community Room 3</div> <div>11:00 - 13:00</div> <div>Age UK Digital Group Training</div>	13 <div>Normanton Town Hall - Community Room 1</div> <div>13:00 - 16:00</div> <div>Kitty's Hut</div>	14 <div>Normanton Town Hall - Community Room 1</div> <div>19:00 - 20:30</div> <div>Labour Branch Meeting</div>	15	16	17
18	19 <div>Normanton Town Hall - Community Room 3</div> <div>11:00 - 13:00</div> <div>Age UK Digital Group Training</div>	20 <div>Normanton Town Hall - Community Room 1</div> <div>13:00 - 16:00</div> <div>Kitty's Hut</div> <div>Normanton Town Hall - Community Room 2</div> <div>14:00 - 15:00</div> <div>Freeston & Sagars Almhouse Charity</div>	21 <div>Normanton Town Hall - Community Room 2</div> <div>10:00 - 12:00</div> <div>U3A</div>	22	23	24
25	26 <div>Normanton Town Hall - Community Room 3</div> <div>11:00 - 13:00</div> <div>Age UK Digital Group Training</div>	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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		<div>Normanton Town Hall - Community Room 1</div> <div>13:00 - 16:00</div> <div>Kitty's Hut</div>	<div>Normanton Town Hall - Community Room 2</div> <div>10:00 - 12:00</div> <div>U3A</div>			
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<div>Normanton Town Hall - Community Room 2</div> <div>10:00 - 12:00</div> <div>U3A</div>	<div>Normanton Town Hall - Community Room 3</div> <div>11:00 - 13:00</div> <div>Age UK Digital Group Training</div>	<div>Normanton Town Hall - Community Room 1</div> <div>13:00 - 16:00</div> <div>Kitty's Hut</div>	<div>Normanton Town Hall - Community Room 1</div> <div>19:00 - 20:30</div> <div>Labour Branch Meeting</div>			
<div>Normanton Town Hall - Community Room 2</div> <div>14:00 - 16:00</div> <div>Inner Wheel</div>						
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<div>Normanton Town Hall - Community Room 1</div> <div>08:00 - 12:00</div> <div>NTC Event</div>	<div>Normanton Town Hall - Community Room 1</div> <div>08:00 - 12:00</div> <div>NTC Event</div>	<div>Normanton Town Hall - Community Room 1</div> <div>13:00 - 16:00</div> <div>Kitty's Hut</div>	<div>Normanton Town Hall - Community Room 2</div> <div>10:00 - 12:00</div> <div>U3A</div>	<div>Normanton Town Hall - Community Room 1</div> <div>08:00 - 13:00</div> <div>NTC Event</div>		
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<div>Normanton Town Hall - Community Room 1</div> <div>13:00 - 15:00</div> <div>NASCA</div>	<div>Normanton Town Hall - Community Room 3</div> <div>11:00 - 13:00</div> <div>Age UK Digital Group Training</div>					
22	23	24	25	26	27	28
	<div>Normanton Town Hall - Community Room 2</div> <div>11:00 - 13:00</div> <div>Age UK Digital Group Training</div>	<div>Normanton Town Hall - Community Room 1</div> <div>13:00 - 16:00</div> <div>Kitty's Hut</div>				
	<div>Normanton Town Hall - Community Room 3</div> <div>11:00 - 13:00</div> <div>Age UK Digital Group Training</div>					

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29	30	31				
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		<div>1</div> <div>Woodhouse Community Centre</div> <div>10:30 - 14:00</div> <div>Grace Assembly</div> <div>Woodhouse Community Centre</div> <div>17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>2</div> <div>Woodhouse Community Centre</div> <div>09:00 - 15:00</div> <div>Meet 'n' Eats Diner</div> <div>Woodhouse Community Centre</div> <div>17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>3</div> <div>Woodhouse Community Centre</div> <div>09:30 - 11:00</div> <div>Music & Movement</div> <div>Woodhouse Community Centre</div> <div>17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>4</div>	<div>5</div> <div>Woodhouse Community Centre</div> <div>09:00 - 13:00</div> <div>Ad Hoc Booking - Birthday Party</div> <div>Woodhouse Community Centre</div> <div>15:30 - 20:00</div> <div>Grace Assembly</div>
<div>6</div> <div>Woodhouse Community Centre</div> <div>17:00 - 19:30</div> <div>The Well Project</div>	<div>7</div> <div>Woodhouse Community Centre</div> <div>17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>8</div> <div>Woodhouse Community Centre</div> <div>10:30 - 14:00</div> <div>Grace Assembly</div> <div>Woodhouse Community Centre</div> <div>17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>9</div> <div>Woodhouse Community Centre</div> <div>09:00 - 15:00</div> <div>Meet 'n' Eats Diner</div> <div>Woodhouse Community Centre</div> <div>17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>10</div> <div>Woodhouse Community Centre</div> <div>09:30 - 11:00</div> <div>Music & Movement</div> <div>Woodhouse Community Centre</div> <div>17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>11</div>	<div>12</div> <div>Woodhouse Community Centre</div> <div>15:30 - 20:00</div> <div>Grace Assembly</div>
<div>13</div> <div>Woodhouse Community Centre</div> <div>17:00 - 19:30</div> <div>The Well Project</div>	<div>14</div> <div>Woodhouse Community Centre</div> <div>17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>15</div> <div>Woodhouse Community Centre</div> <div>10:30 - 14:00</div> <div>Grace Assembly</div> <div>Woodhouse Community Centre</div> <div>17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>16</div> <div>Woodhouse Community Centre</div> <div>09:00 - 15:00</div> <div>Meet 'n' Eats Diner</div> <div>Woodhouse Community Centre</div> <div>17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>17</div> <div>Woodhouse Community Centre</div> <div>09:30 - 11:00</div> <div>Music & Movement</div> <div>Woodhouse Community Centre</div> <div>17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>18</div>	<div>19</div> <div>Woodhouse Community Centre</div> <div>15:30 - 20:00</div> <div>Grace Assembly</div>
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<div>18</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 19:30</div> <div>The Well Project</div>	<div>19</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>20</div> <div>Woodhouse Community Centre</div> <div>● 10:30 - 14:00</div> <div>Grace Assembly</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>21</div> <div>Woodhouse Community Centre</div> <div>● 09:00 - 15:00</div> <div>Meet 'n' Eats Diner</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>22</div> <div>Woodhouse Community Centre</div> <div>● 09:30 - 11:00</div> <div>Music & Movement</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>23</div>	<div>24</div> <div>Woodhouse Community Centre</div> <div>● 15:30 - 20:00</div> <div>Grace Assembly</div>
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1	2	3	4	5	6	7
	<div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 10:30 - 14:00</div> <div>Grace Assembly</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 09:00 - 15:00</div> <div>Meet 'n' Eats Diner</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 09:30 - 11:00</div> <div>Music & Movement</div> <div>Woodhouse Community Centre</div> <div>● 11:30 - 16:00</div> <div>Yorkshire Ambulance Service</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 09:00 - 20:00</div> <div>Ad Hoc Booking - Birthday Party</div>	<div>Woodhouse Community Centre</div> <div>● 15:30 - 20:00</div> <div>Grace Assembly</div>
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<div>Woodhouse Community Centre</div> <div>● 17:00 - 19:30</div> <div>The Well Project</div>	<div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 10:30 - 14:00</div> <div>Grace Assembly</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 09:00 - 15:00</div> <div>Meet 'n' Eats Diner</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 09:30 - 11:00</div> <div>Music & Movement</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>		<div>Woodhouse Community Centre</div> <div>● 15:30 - 20:00</div> <div>Grace Assembly</div>
15	16	17	18	19	20	21
<div>Woodhouse Community Centre</div> <div>● 17:00 - 19:30</div> <div>The Well Project</div>	<div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 10:30 - 14:00</div> <div>Grace Assembly</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 09:00 - 15:00</div> <div>Meet 'n' Eats Diner</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 09:30 - 11:00</div> <div>Music & Movement</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>		<div>Woodhouse Community Centre</div> <div>● 15:30 - 20:00</div> <div>Grace Assembly</div>
22	23	24	25	26	27	28
<div>Woodhouse Community Centre</div> <div>● 17:00 - 19:30</div> <div>The Well Project</div>	<div>Woodhouse Community Centre</div> <div>● 09:30 - 11:00</div> <div>Music & Movement</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 10:30 - 14:00</div> <div>Grace Assembly</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 09:00 - 15:00</div> <div>Meet 'n' Eats Diner</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>		<div>Woodhouse Community Centre</div> <div>● 15:30 - 20:00</div> <div>Grace Assembly</div>
29	30	31				
<div>Woodhouse Community Centre</div> <div>● 17:00 - 19:30</div> <div>The Well Project</div>	<div>Woodhouse Community Centre</div> <div>● 09:30 - 11:00</div> <div>Music & Movement</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>	<div>Woodhouse Community Centre</div> <div>● 10:30 - 14:00</div> <div>Grace Assembly</div> <div>Woodhouse Community Centre</div> <div>● 17:00 - 20:00</div> <div>Gemini Kickboxing</div>				

NORMANTON TOWN COUNCIL
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2023 and 24-01-2024)

Cost Centre Facilities

Code Number 45 Town Hall Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	05/04/2023			Petty Cash		Cash Receipts	Cash Receipts	E	8.00		8.00
13	19/04/2023			Petty Cash		Cash Receipts	Cash Receipts	E	8.35		8.35
17	26/04/2023			Petty Cash		Cash Receipts	Cash Receipts	E	10.00		10.00
19	27/04/2023			Petty Cash		Cash Receipts	Cash Receipts	E	18.00		18.00
21	12/04/2023			Petty Cash		Cash Receipts	Cash Receipts	E	11.70		11.70
35	18/05/2023			Unity Current		Cheque Receipts	Cheque Receipts	Z	100.00		100.00
36	18/05/2023			Petty Cash		Cash Receipts	Cash Receipts	Z	15.00		15.00
45	07/06/2023			Petty Cash		Cash Receipts	Cash Receipts	Z	40.00		40.00
54	22/06/2023			Petty Cash		Cash Receipts	Cash Receipts	Z	12.10		12.10
73	05/07/2023			Petty Cash		Cash Receipts	Cash Receipts	Z	36.00		36.00
78	20/07/2023			Petty Cash		Cash Receipts	Cash Receipts	Z	15.00		15.00
94	02/08/2023			Petty Cash		Cash Receipts	Cash Receipts	Z	35.00		35.00
123	31/08/2023			Petty Cash		Cash Receipts	Cash Receipts	Z	13.00		13.00
128	06/09/2023			Petty Cash		Cash Receipts	Cash Receipts	Z	32.00		32.00
136	21/09/2023			Petty Cash		Cash Receipts	Cash Receipts	Z	16.24		16.24
149	12/10/2023			Petty Cash		Town Hall Donation	Cash Receipts	Z	22.32		22.32
150	13/10/2023			Petty Cash		Town Hall Donation	Cash Receipts	Z	14.60		14.60
164	01/11/2023			Petty Cash		Town Hall Donation	Kitty's Hut	Z	27.48		27.48
165	02/11/2023			Petty Cash		Town Hall Donation	Thursday Chat Club	Z	13.00		13.00
166	07/11/2023			Petty Cash		Town Hall Donation	Jessica Flood	Z	25.00		25.00
183	07/12/2023			Unity Current		Town Hall Donation	Thursday Chat Club	Z	20.00		20.00
186	13/12/2023			Unity Current		Town Hall Donation	Kitty's Hut	Z	28.41		28.41
Subtotal for Code: Town Hall Hire									£521.20		£521.20
Subtotal for Cost Centre: Facilities									521.20		521.20
TOTALS									£521.20		£521.20

NORMANTON TOWN COUNCIL
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2023 and 24-01-2024)

Cost Centre Facilities

Code Number 46 Community Centre Hire

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
62	27/06/2023			Unity Current		Woodhouse - Election Fee	Wakefield Council	Z	250.00		250.00
69	11/07/2023			Petty Cash		Cash Receipts	Cash Receipts	Z	25.00		25.00
115	24/08/2023			Petty Cash		Cash Receipts	Cash Receipts	Z	25.00		25.00
185	12/12/2023			Unity Current		Key Deposit	Stroke Association	Z	25.00		25.00
185	12/12/2023			Unity Current		Key Deposit	Stroke Association	Z	-25.00		-25.00
189	20/12/2023			Unity Current		Woodhouse Hire	Prospect House	Z	25.00		25.00
Subtotal for Code: Community Centre Hire									£325.00		£325.00
Subtotal for Cost Centre: Facilities									325.00		325.00
TOTALS									£325.00		£325.00

FIRE RISK ASSESSMENT



Normanton Town Hall (Block A) (L/00058)

**Normanton Town Hall (Block A),
High Street, Normanton, WF6 2DZ**

VALID BETWEEN

23/05/2023 - 23/05/2025

APPROVED BY
APPROVED ON

Richard Lawson
01/06/2023

ASSESSMENT REF.

RB-NMD44M

VERSION

1

0330 660 0460
totalfiresafety.com

Total 
Fire Safety

1 INTRODUCTION

Overview

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1st October 2006, applies to the majority of non-domestic premises. The legislation places certain obligations on the 'Responsible Person or Duty Holder' for the premises, that includes carrying out a suitable and sufficient fire risk assessment by a competent person. The assessment set out in this document is intended to satisfy this requirement. This assessment comes complete with a Certificate of Conformity to the BAFE SP205 Life Safety Fire Risk Assessment scheme.

Enforcement

Your local fire and rescue authority enforces this legislation. They have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment.

Assessment Reviews

The fire risk in any building may be subject to change. Under the Order, part of the duties of the 'responsible person' is to review this assessment periodically and in the event of:

- A fire or near miss occurs
- Failure of fire safety systems (Eg, fire detection or emergency lighting)
- Changes to work processes undertaken in the building
- Alterations to the internal layout of the building
- Introduction, change of use or increase in the storage of hazardous substances
- Significant changes to the type and quantity and / or method of storage of combustible materials
- Significant changes in the number or type of people (Eg, young persons, those with disability)

Managing Fire Safety

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled quickly, effectively and safely or that if a fire does occur and grow, to ensure that everyone in your premises are able to escape to a place of total safety easily and quickly.

British Standards

Relevant British and European standards are referred to in this assessment by number only.

The full titles are set out in Appendix A.

Action Plan

The included action plan has been prepared in response to the significant findings of this fire risk assessment. All actions should be signed off and dated when completed. The priority of each action has been determined depending on the assessment of the risk.

What is a Fire Risk Assessment?

A fire risk assessment is an organised and methodical examination of your premises, the activities carried on there and the likelihood that a fire could start and cause harm.

Who is the Responsible Person?

The 'responsible person or duty holder' is typically the employer and any other person who may have control of any part of the premises, eg, occupier, owner or manager.



CERTIFICATE OF CONFORMITY

LIFE SAFETY FIRE RISK ASSESSMENT



The life safety elements of this fire risk assessment comply with the BAFE SP205 scheme which ensures that we and our risk assessment staff have met the required technical and quality management standards.

Total Fire Safety Limited (BAFE 101154) certify all requirements in the BAFE SP205 scheme in respect of life safety fire risk assessment have been complied with. Any questions can be addressed to the assessor or the quality manager.

ASSESSMENT AND CERTIFICATE REFERENCE
RB-NMD44M

PRODUCED FOR THE RESPONSIBLE PERSON
EQUANS Services Limited - Wakefield

ASSESSED ON, BY
23/05/2023, Annalisa Richards

SPECIFICATION CONFIRMS TO
Our own internal quality system.

APPROVED / VALIDATED ON, BY
01/06/2023, Richard Lawson TIFireE, MIFSM, DipFD (Managing Director)

ASSESSMENT SCOPE
Assessment applies only to the building specified.

START DATE RECOMMENDED REVIEW DATE
23/05/2023 — 23/05/2025

SIGNIFICANT FINDINGS
29 Actions / 19 Controls

Assessed Property

PROPERTY NAME
Normanton Town Hall (Block A) (L/00058)

ADDRESS
Normanton Town Hall (Block A)
High Street
Normanton
WF6 2DZ

PROPERTY REFERENCE
RB-JHSUUZ

FIRE RISK RATING

LIKELIHOOD **MEDIUM**

Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

SEVERITY **MODERATE HARM**

Reasonable risk of fire spread involving multiple occupants which could result in significant injury. Eg, poor construction detailing or breaches to purpose built construction.

RISK **MODERATE**

Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.

ASSESSING / ACCREDITED ORGANISATION
Total Fire Safety Limited
Unit D1, Granary Wharf Business Park, Wetmore Road, Burton upon Trent,
Staffordshire, DE14 1DU
0330 660 0460 — www.totalfiresafety.com



THIRD PARTY CERTIFICATION BODY
NSI, Sentinel House, 5 Reform Road, Maidenhead, SL6 8BY

3 PROPERTY

Address

PROPERTY NAME

Normanton Town Hall (Block A) (L/00058)

PROPERTY REFERENCE

RB-JHSUUZ

OCCUPANT TYPES

Contractors, Customers, Staff, Visitors

ADDRESS

Normanton Town Hall (Block A)
High Street
Normanton
WF6 2DZ

Extended Info

Site Operator

Company Name

EQUANS Wakefield.

Company Address

EQUANS Services Limited Wakefield Council Wakefield One, PO Box 700, Wakefield, WF1 2EB

Responsible Person for this property

EQUANS Wakefield.

The Building

Address

As above.

Number of Floors

3

Construction Information

Detached building consisting of a basement, ground and first floor. Traditional construction with brick wall and pitched roof.

Principle Property Usage

Town hall.

Final Means of Escape

There are sufficient fire exits from the premises of suitable width and within acceptable travel distances. These will allow all persons in the premises to evacuate safely in the event of fire. Emergency exits open outwards in escape direction.

Date of Previous Assessment

07/06/2018



General Description

To enable completion of this fire risk assessment, the relevant information was provided by: Noel Angus.

The person or department responsible locally (on-site) for fire safety is: Noel Angus.

The department responsible externally for fire safety is: EQUANS Services Limited.

The department responsible externally for the maintenance of the building is: EQUANS Services Limited.

The organization assisting the responsible person in undertaking preventative and protective measures is Total Fire Safety.

The Occupants

Total number of people
50

Number of staff onsite
25

Number of members of the public
25

Occupants of Special Risk

Sleeping Occupants
None.

Disabled Occupants
Yes - Disabled persons may use/visit this building.

Young Persons
Yes - Young persons may use/visit this building.

Others
Yes - General members of the public will use this building.

Fire Safety Protection Measures

Fire resistance of structural elements
The buildings structure appears sound from a visual inspection.

Fire Alarm System
Yes - Gent 3302 Fire Alarm system installed to BS5839-1 standard.

Sprinkler Systems
None.

Smoke Vents
None.

Dry or Wet Riser
None.

Portable Fire Fighting Equipment
Yes - Extinguishing equipment installed to BS5306-8 throughout premises.

Emergency lighting
Yes - Emergency lighting fitted to BS5266-1 design standard.

Fire Fighting Lifts
None.

Access Control
Yes - (Opening Hours) Public building open for anyone to enter (manned reception area). However, most areas are restricted with swipe card access requirements.

Security
Yes - (Closed Hours) Intruder alarm system installed.

CCTV
None.



4 SIGNIFICANT FINDINGS

13

13 negative answers

Out of a total of 81

29

29 actions to complete

11 were identified in a previous assessment and reviewed in this assessment

19

19 controls describe existing measures

15 were identified in a previous assessment and reviewed in this assessment

SUMMARY OF ACTIONS

Severity ▸ ▼ Timescale	Best Practice	Trivial Breach
Long Term	1	4
Medium Term	1	23

Prevention

1 Negative Answer
4 Actions 9 Controls

Electrical

- ✓ Fixed installations are periodically inspected and tested
- ✓ Portable appliance testing is carried out
- ✓ There is suitable control over the use of personal electrical appliances
- ✓ There is suitable limitation of trailing leads and adapters
- ✓ All other measures have been taken to prevent fires of electrical origin.

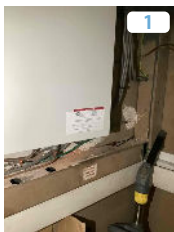
Last maintenance service: 01/2022

Next maintenance service: 01/2027

Fixed electrical installations should be inspected and tested at least once every five years, dependent on the type of installation and business practice, by a qualified person. If any faults are detected these should be remedied as soon as possible. You need a current Electrical Installation Condition Report (EICR) in order to meet your health and safety requirements and comply with Electricity at Work Regulations 1989 in compliance of BS7671.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**



Portable Appliance Testing (PAT) is undertaken regularly. Last service undertaken: 08/2022

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition.



Housekeeping

- ✓ Combustible materials appear to be separated from ignition sources
- ✓ Unnecessary accumulation or inappropriate storage of combustible materials or waste is avoided
- ✓ Gas and electricity intake/meter cupboards are adequately secured and kept clear of combustible materials
- ✓ A responsible person monitors housekeeping standards
- ✓ The overall standard of housekeeping is adequate
- ✓ Hazardous materials are appropriately stored

Arson

- ✓ Basic security against arson by outsiders appears reasonable
- ✓ Refuse bins are secured
- ✓ There is an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders
- ✓ Instances of antisocial behaviour are monitored

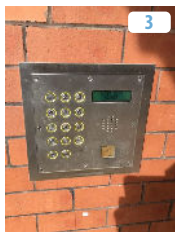
Control measures are in place to reduce the risk of arson.

There are several measures currently in place:

1. Secure boundaries to prevent intruders. This is in the form of fences around the premises that are of adequate height and physical strength.
2. All external doors are securely fastened against access from the outside. This includes fire exits, for which suitable exit devices such as panic bars and thumb turn locks have been provided on the inside of the doors.
3. Access control at the main entrance to ensure that only authorised personnel enter the premises and a staff/contractor signing in book/computer located at the reception area.
4. An intruder alarm system is installed to alert the relevant staff and the police if required (by the alarm receiving centre) if unauthorised access to the premises is gained.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**



Heating & Ventilation

- ✓ There is satisfactory control over the use of portable heaters
- ✓ Fixed heating and ventilation installations are subject to regular maintenance

Records are kept of the inspection and servicing of heating systems including boilers / labels are located on the heating system indicating the last servicing date / time.

Last serviced: 19/04/2023

Under the Gas Safety (Installation and Use) Regulations 1998 (GS(IU)R 98) gas servicing is required by regulation to be undertaken annually. This has been evidenced with a valid servicing record.

LOCATION Boiler house block c heating system but building around to block a.



Cooking

- ✓ All other reasonable measures have been taken to prevent fires as a result of cooking

✓ Suitable extinguishing appliances are available

Install a fire blanket to conform to BS5306-08.
Kitchen areas currently have inadequate fire fighting equipment.

Ground floor kitchen (Wakefield Council side).
First floor kitchen (Wakefield Council side).

REFERENCE RB-W6UXPR

DUE 23/05/2024

CATEGORY Fire Fighting Equipment: Fire Fighting
Equipment: Increase or Amend

TIMESCALE
LONG TERM

SEVERITY
TRIVIAL BREACH

Affix fire blanket to wall.

The blanket would need to be fixed to the wall to allow for the correct operation.

REFERENCE RB-Q4KMF8

DUE 23/05/2024

LOCATION 1st floor kitchen (Normanton town hall
council).

CATEGORY Fire Fighting Equipment: Fire Fighting
Equipment: Increase or Amend

TIMESCALE
LONG TERM

SEVERITY
TRIVIAL BREACH



CO2 extinguisher located within ground floor kitchen.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**



Smoking

- ✓ Smoking is prohibited in appropriate areas
- ✓ There are suitable arrangements for smokers
- ✓ The smoking policy appears to be observed
- ✓ 'No Smoking' signs are displayed in the common areas
- ✓ All other reasonable measures have been taken to prevent fires as a result of smoking

No Smoking signs are displayed throughout the premises. There is a no smoking policy in place and smoking is prohibited on the premises.

Smoking is prohibited by legislation on all public enclosed spaces and working premises.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**



There was no evidence of smoking within the communal area.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**

Contractors & Works

- ✓ There is satisfactory control over works carried out in the building
- ✓ Where appropriate, fire safety conditions are imposed on outside contractors
- ✓ Where appropriate, a permit to work system is used (e.g. for hot work)
- ✓ Suitable precautions are taken by in-house maintenance personnel who carry out works

Contractor signing in book at main reception area.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**

Contractors working on site must have suitable risk assessments, method statements and where applicable hot work permits in place.

Fire Safety Signs & Notices

- ✗ There is a reasonable standard of fire safety signs and notices

Install manual call point signage to meet BS5499 / BS EN ISO 7010 standard, adjacent to the device.
Manual call points do not provide any information to aid their use.

TIMESCALE
LONG TERM

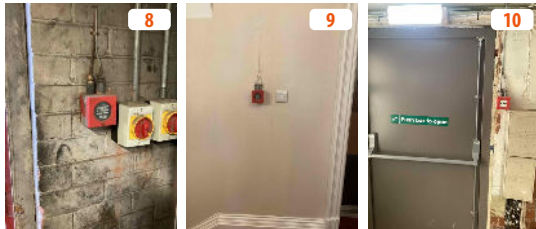
SEVERITY
TRIVIAL BREACH

First floor staircase (Normanton town council side).
Boiler house Block C heating system but building attached to Block A.
Basement (Normanton town hall side).

REFERENCE RB-ZENJZN

DUE 23/05/2024

CATEGORY Signage: Signage: Fire Action Notice



Install mandatory Fire Door Keep Locked Shut signage to meet BS5499 / BS EN ISO 7010 standard on the door.

Fire doors do not display signage.

TIMESCALE
LONG TERM

SEVERITY
TRIVIAL BREACH

REFERENCE RB-9MMJKN

DUE 23/05/2024

LOCATION Ground floor cleaners cupboard (Wakefield Council side).

CATEGORY Signage: Signage: Fire Door



Protection

3 Negative Answers
18 Actions 2 Controls

Means of Escape

- ✓ The construction and glazing on escape routes appear to be suitably fire resisting and in good condition
- ✓ Travel distances to a relative place of safety appear to meet nationally recognised guidelines
- ✓ There are enough fire escapes to support the number of people in the building
- ✓ There are no notable obstructions or trip hazards on escape routes
- ✓ Fire doors on escape routes only open in the direction of travel
- ✗ Fire doors provide suitable protection from fire and smoke
- ✓ Fire doors are fitted with self-closers
- ✓ Fire doors are not being wedged or held open
- ✓ Final exits are not obstructed externally and can be opened easily without needing a key
- ✓ There is suitable provision to support the expected numbers of disabled occupants

Replace the painted intumescent strip and smoke seal to the fire door.

2no. 10x740mm.

3no. 10x1895mm.

Install 6no. fire rated hinges.

Fire door missing intumescent strips and smoke seals.

REFERENCE RB-L85ETG

DUE 23/11/2023

LOCATION Understairs electrical cupboard. (Wakefield Council side).

CATEGORY Maintenance: Maintenance: Fire Doors

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

07/03/19 **First identified in assessment**

23/06/20 **Reviewed and confirmed as not started**

01/06/23 **Reviewed and confirmed as not started**



Replace hinges with 3 no. certified fire rated hinges for each door (currently only 2no. non fire rated hinges installed).

Replace the intumescent strip and smoke seal to the fire door.

2no. 10x2000mm.

1no. 10x760mm.

Install 2no. Fire door keep shut signs.

The fire doors do not have fire rated hinges.

REFERENCE RB-SDLSA9

DUE 23/11/2023

LOCATION Ground floor kitchen. (Wakefield Council side).

CATEGORY Maintenance: Maintenance: Fire Doors

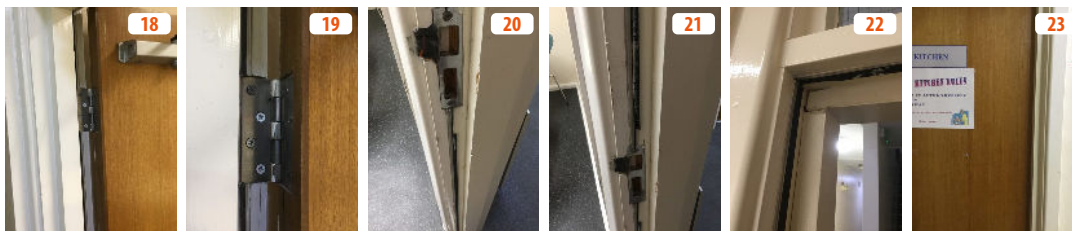
TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

07/03/19 **First identified in assessment**

23/06/20 **Reviewed and confirmed as not started**

01/06/23 **Reviewed and confirmed as not started**



Install intumescent strip and smoke seal to the fire door.

1no. 10x760mm.

2no. 10x1940mm.

Fire door missing intumescent strips and smoke seals.

REFERENCE RB-WPC7VF

DUE 23/11/2023

LOCATION Ground floor G8. (Wakefield Council side).

CATEGORY Maintenance: Maintenance: Fire Doors

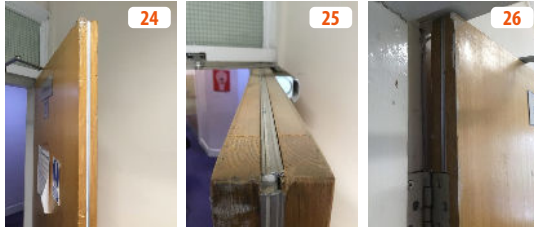
TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

07/03/19 **First identified in assessment**

23/06/20 **Reviewed and confirmed as not started**

01/06/23 **Reviewed and confirmed as not started**



Replace hinges with 3 no. certified fire rated hinges for each door.

Replace damaged intumescent strips.

The fire doors do not have fire rated hinges.

REFERENCE RB-UXRTW5

DUE 23/11/2023

LOCATION Corridor door to rooms F9-F13. (Wakefield Council side).

CATEGORY Maintenance: Maintenance: Fire Doors

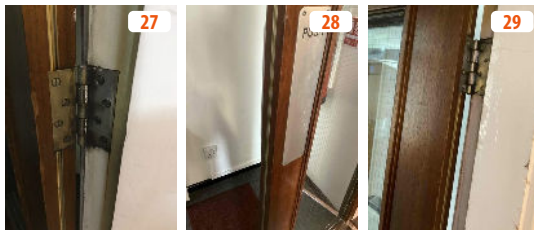
TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

07/03/19 **First identified in assessment**

23/06/20 **Reviewed and confirmed as not started**

01/06/23 **Reviewed and confirmed as not started**



Install intumescent strip and smoke seal to the fire door.

Non compliant issues identified with fire doors.

REFERENCE RB-99C1L5

DUE 23/11/2023

LOCATION First floor kitchen x2 (Wakefield Council side)

CATEGORY Fire Doors: Fire Doors General

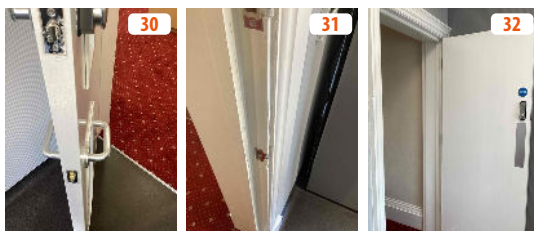
TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

07/03/19 **First identified in assessment**

23/06/20 **Reviewed and confirmed as not started**

01/06/23 **Reviewed and confirmed as not started**



Replace damaged smoke seals with frame.

Replace hinges with 3no. fire rated hinges.

Install 2no. fire door keep shut signs.

Non-compliant issues identified with fire door.

REFERENCE RB-LX7KET

DUE 23/11/2023

LOCATION First floor kitchen F11. (Wakefield Council side).

CATEGORY Fire Doors: Fire Doors General

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as not started**



Install intumescent strip and smoke seal to the fire door.

Non-compliant issues identified with fire door.

REFERENCE RB-JAY7UC

DUE 23/11/2023

LOCATION F6-F7 (Wakefield Council side).

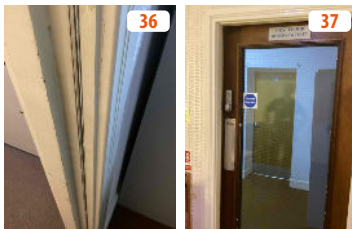
CATEGORY Fire Doors: Fire Doors General

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as not started**



Replace intumescent strip with fire and smoke seals to the fire door - full set.

Non-compliant issues have been identified with the fire door.

REFERENCE RB-JIFRM1

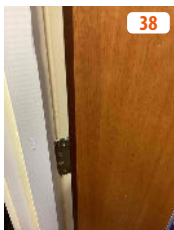
DUE 23/11/2023

LOCATION Ground floor cleaners cupboard. (Wakefield Council side).

CATEGORY Maintenance: Maintenance: Fire Doors

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH



Replace intumescent strip with fire and smoke seals to the fire door - full set.

Non-compliant issues have been identified with the fire door.

REFERENCE RB-WKA17L

DUE 23/11/2023

LOCATION Under stairs cupboard (Wakefield Council side).

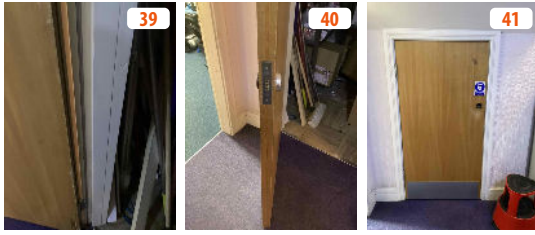
CATEGORY Maintenance: Maintenance: Fire Doors

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

ACTION CONTINUES...

...ACTION CONTINUED



Whilst a number of fire doors were inspected on this visit and non-compliant issues were identified, this is not a full fire door survey and should not be treated as such.

We recommend that a detailed site wide fire door survey is completed by a competent person. This would ensure all non-compliant issues have been identified and a plan of remediation can be undertaken.

Non compliant fire doors have been identified during this assessment

REFERENCE RB-1FLVYN

DUE 23/11/2023

LOCATION Site wide.

CATEGORY Fire Doors: Fire Doors General

TIMESCALE
MEDIUM TERM

SEVERITY
BEST PRACTICE

Realign fire door to achieve a compliant gap between door leaf and frame of between 2-4mm.
Install intumescent strip and smoke seal to the fire door.

Please note: Whilst a number of fire doors were inspected on this visit, non-compliant issues were identified. This is not a full fire door survey and does not indicate all non-compliant issues with each fire door

Non-complaint issues identified with fire door.

REFERENCE RB-5LSUBF

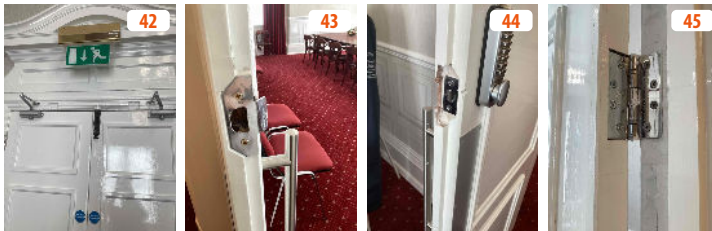
DUE 23/11/2023

LOCATION Chamber hall double doors (Normanton town hall side).

CATEGORY Maintenance: Maintenance: Fire Doors

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH



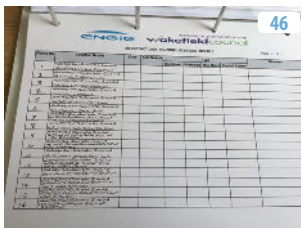
Emergency Escape Lighting

✓ A reasonable standard of emergency escape lighting has been provided

Emergency Lighting is suitable and sufficient for the block and provides satisfactory coverage throughout.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**



Giving Warning

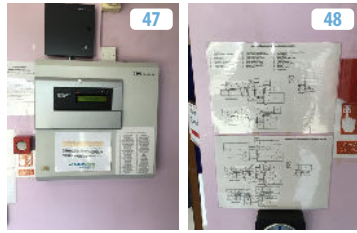
- ✓ A reasonable fire detection and fire alarm system is provided in the common areas, where necessary
- ✓ Where appropriate, a fire alarm zone plan has been provided
- ✓ Where appropriate, there are adequate arrangements for silencing and resetting an alarm condition

- ✓ The means of giving warning in case of fire are adequate

Fire Alarm System and zone chart installed at main entrance of the building.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**



Spread of Fire

- ✓ There is reasonable limitation of linings that may promote fire spread
- ✓ As far as can reasonably be ascertained, there is reasonable fire separation within any roof space
- ✗ Compartmentation is of a reasonable standard

Seal breach in the fire compartment to provide a minimum of 30 minutes fire resistant protection.

200x100mm.

130x80mm.

100x100mm.

80x50mm.

Breaches of fire compartmentation have been identified.

REFERENCE RB-4I8P2M

LOCATION Understairs electrical cupboard. (Wakefield Council side).

DUE 23/11/2023

CATEGORY Fire Compartments: Fire Compartments General

07/03/19 **First identified in assessment**

23/06/20 **Reviewed and confirmed as not started**

01/06/23 **Reviewed and confirmed as not started**



TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

Seal breach in the fire compartment to provide a minimum of 30 minutes fire resistant protection.

Breaches of fire compartmentation have been identified.

REFERENCE RB-JX9GM8

LOCATION Basement area. (Normanton town hall side).

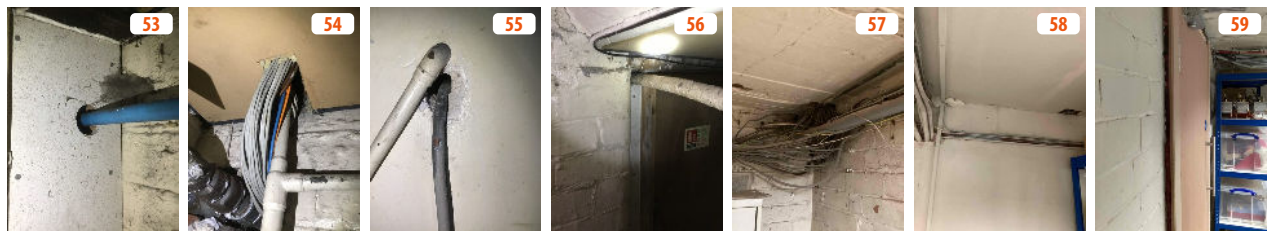
DUE 23/11/2023

CATEGORY Fire Compartments: Fire Compartments General

07/03/19 **First identified in assessment**

23/06/20 **Reviewed and confirmed as not started**

01/06/23 **Reviewed and confirmed as not started**

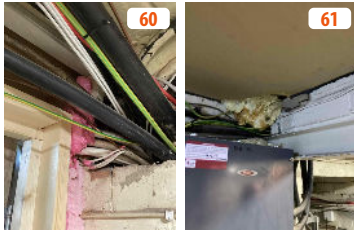


TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

ACTION CONTINUES...

...ACTION CONTINUED



Install a fire rated grilles to provide a minimum of 30 minutes of fire resistance protection.
Grills installed are not fire rated.

REFERENCE RB-5E2MZE

LOCATION Ground floor kitchen area.

DUE 23/11/2023

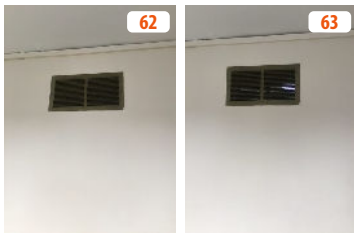
CATEGORY Fire Compartments: Fire Compartments
General

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as not started**



Seal breach in the fire compartment to provide a minimum of 30 minutes fire resistant protection.

Please note: Whilst a number of fire compartments were inspected on this visit, non-compliant issues were identified. This is not a full compartmentation survey and does not indicate all non-compliant issues within each fire compartment
Breaches in fire compartmentation identified.

REFERENCE RB-ES76PQ

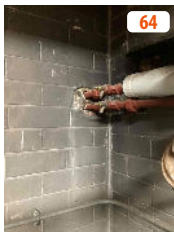
LOCATION Boiler House.

DUE 23/11/2023

CATEGORY Fire Compartments: Fire Compartments
General

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH



Seal breach in the fire compartment to provide a minimum of 30 minutes fire resistant protection.

Breaches in fire compartmentation identified.

REFERENCE RB-W6LVWR

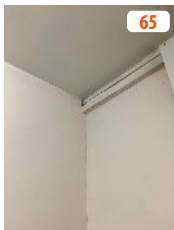
LOCATION Ground floor cleaners cupboard. (Wakefield Council side).

DUE 23/11/2023

CATEGORY Fire Compartments: Fire Compartments
General

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH



Seal breach in the fire compartment to provide a minimum of 30 minutes fire resistant protection.
Breaches in fire compartmentation identified.

REFERENCE RB-K535XW

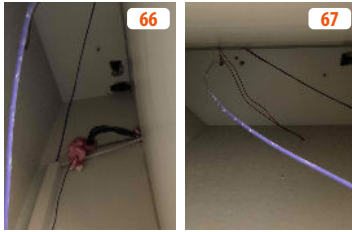
DUE 23/11/2023

LOCATION Studio ground floor (Normanton town hall side).

CATEGORY Fire Compartments: Fire Compartments General

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH



Manual Fire Fighting

- ✓ There is a reasonable provision of manual fire extinguishing appliances
- ✗ All fire extinguishing appliances are readily accessible

It is recommended that the powder extinguisher be replaced with a CO2 alternative.
The discharge of a powder extinguisher within buildings can cause a sudden reduction of visibility and can also impair breathing. This could temporarily jeopardize escape, rescue or other emergency action, for this reason powder extinguishers should generally not be specified for use indoors unless mitigated by a health and safety risk assessment.

REFERENCE RB-YFDM94

DUE 23/05/2024

LOCATION Boiler House.

CATEGORY Fire Fighting Equipment: Fire Fighting Equipment: Increase or Amend

TIMESCALE
LONG TERM

SEVERITY
BEST PRACTICE



Management

9 Negative Answers
7 Actions 8 Controls

Procedures

- ✓ A competent person(s) is appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)
- ✓ There is a suitable record of the fire safety arrangements
- ✓ There are adequate procedures for investigating fire alarm signals
- ✓ Appropriate fire evacuation procedures are in place
- ✓ The procedures in the event of fire are appropriate and properly documented
- ✓ There are suitable arrangements for summoning the fire and rescue service
- ✓ There are suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?
- ✓ There are suitable arrangements for ensuring that the premises have been evacuated
- ✓ There is a suitable fire assembly point(s)
- ✓ There are adequate procedures for evacuation of any disabled people who are likely to present
- ✓ There are routine in-house inspections of fire precautions

The fire assemble point is clearly indicated with the appropriate signage, sufficient distance away from the building, and large enough to accommodate the expected maximum occupancy of the building being evacuated (staff, visitors and users).

The fire assemble point(s) should be located a sufficient distance from the building in the open air at ground level, generally the height of the building distance away, in which persons are in no danger from fire, heat, falling debris/glass and/or smoke and to avoid interference with the fire and rescue service but not so far away as to discourage people from assembling. The areas of the Fire Assembly Points are to be large enough to accommodate the expected maximum occupancy of the building being evacuated (staff, visitors and users).

23/06/20 **First identified in assessment**

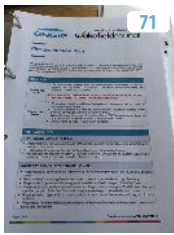
01/06/23 **Reviewed and confirmed as ongoing**



Fire Evacuation Policy / Procedures within the Fire Log Book.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**



Staff policy throughout the building is that staff DO NOT fight fires with the equipment provided, they raise the alarm and evacuate. Only trained individuals should use the fire fighting equipment.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**

In the event of a fire situation, occupants / staff within the building to contact fire and rescue service by dialling 999 or 112.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**

Training & Drills

- ✗ All staff given adequate fire safety instruction and training
- ✗ Staff are given additional training to cover any specific roles and responsibilities
- ✓ When the employees of another employer work in the premises, appropriate information on fire risks and fire safety measures are provided
- ✓ The content of the training provided considered adequate
- ✓ Fire drills are carried out at appropriate intervals

Confirmation required that relevant staff have been provided fire warden/marshal training within the last 3 years.

The Regulatory Reform (Fire Safety) Order 2005 has made fire safety training a legal requirement for staff members. Those with a duty of a fire marshal or warden should be provided with additional fire safety, extinguisher, and evacuation training to support their role. The training should include all the key information regarding fire safety and evacuation procedures in their workplace. Fire Marshals are not provided with adequate training to support their role in evacuating the building.

REFERENCE RB-ZL1C7H

DUE 23/11/2023

CATEGORY Training: Training: Staff Training

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

Confirmation is required that staff have been provided with fire awareness training and refresher training within the last 12 months. Alternatively, introduce fire safety awareness training to all members of staff during their induction, with regular refresher information and updates (annually would be advisable).

Staff working in the building are not provided with fire safety awareness training.

REFERENCE RB-QL6P4

DUE 23/11/2023

CATEGORY Training: Training: Staff Training

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

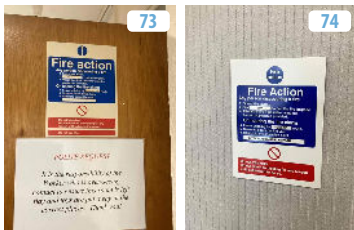
Fire evacuation drills are undertaken at regular intervals, they are carried out yearly. Records are kept within the fire log book, with detailed information of date/time, evacuation time taken and comments/issues including improvement ideas. Yearly evacuation drills are undertaken.

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**



Fire Action Notices displayed throughout the building and Fire Assemble (Muster) Point is clearly indicated.



Fire Safety Management

- ✓ There are suitable records of the fire safety arrangements
- ✓ Procedures in the event of fire are appropriately and properly documented, where appropriate
- ✓ Routine in-house inspections of fire precautions are undertaken

Maintenance & Testing

- ✓ There is adequate maintenance of the workplace
- ✗ Weekly testing and periodic servicing of the fire detection and fire alarm system
- ✗ Monthly and annual testing routines are in place for the emergency escape lighting
- ✓ Annual maintenance of fire extinguishing appliances
- ✗ Routine checks of fire doors, final exit doors and/or security fastenings
- ✓ Inspection of the fixed heating system

<p>Introduce periodic checks and tests on all fire doors, exits and security fastenings. Defective fire doors, final exits and security fastenings.</p> <p>REFERENCE RB-JQ1BJH DUE 23/11/2023</p> <p>CATEGORY Building Management: Building Management General</p> <p>23/06/20 First identified in assessment 01/06/23 Reviewed and confirmed as not started</p>	<p>TIMESCALE MEDIUM TERM</p> <p>SEVERITY TRIVIAL BREACH</p>
<p>It is essential that the system is subject to periodic inspection and servicing of no less than a 6-month interval so that unrevealed faults are identified, preventive measures can be taken to ensure the continued reliability of the system, false alarm problems are identified and suitably addressed, and that the user is made aware of any changes to the building that affect the protection afforded by the system.</p> <p>Periodic inspection and servicing need to be carried out by a competent person with specialist knowledge of fire detection and alarm systems, including knowledge of the causes of false alarms, sufficient information regarding the system and adequate access to spares.</p> <p>There was no evidence that the fire alarm system is being maintained in accordance with the requirements of BS5839 Fire detection and fire alarm systems for buildings.</p> <p>REFERENCE RB-5FA5NN DUE 23/11/2023</p> <p>CATEGORY Maintenance: Maintenance: Fire Alarm</p>	<p>TIMESCALE MEDIUM TERM</p> <p>SEVERITY TRIVIAL BREACH</p>
<p>Appoint an approved contractor to provide maintenance to the emergency lighting system in accordance with the recommendations and requirements of BS 5266-1 Code of practice for the emergency escape lighting of premises.</p> <p>There was no evidence to confirm the emergency lighting system is being maintained to meet BS5266 emergency lighting fire safety standard.</p> <p>REFERENCE RB-2H8WJD DUE 23/11/2023</p> <p>CATEGORY Maintenance: Maintenance: Emergency Lighting</p>	<p>TIMESCALE MEDIUM TERM</p> <p>SEVERITY TRIVIAL BREACH</p>
<p>Introduce monthly testing of the emergency lighting system. Records should be kept in a paper or electronic log book. Any failing luminaries should be rectified immediately.</p> <p>There was no evidence to confirm the emergency lighting system is being tested to meet BS5266 emergency lighting fire safety standard.</p> <p>REFERENCE RB-C9MB2S DUE 23/11/2023</p> <p>CATEGORY Maintenance: Maintenance: Emergency Lighting</p>	<p>TIMESCALE MEDIUM TERM</p> <p>SEVERITY TRIVIAL BREACH</p>

It is recommended that the responsible person carry out visual inspections of all extinguishers and fire safety equipment on a regular basis i.e. at least monthly to determine if the extinguisher has been discharged or damaged. Record findings within the fire log book.

BS5306:3 Code of Practice for Fire Extinguisher Service and Maintenance recommends at least monthly visual inspection.

Inspection should include:

- a) Each extinguisher is correctly located in the designated place.
- b) Each extinguisher is unobstructed and visible.
- c) The operating instructions of each extinguisher are clean and legible and face outwards.
- d) Each extinguisher has not been operated and is not obviously damaged or has any missing parts.
- e) The reading of any pressure gauge or indicator fitted to an extinguisher is within operational and safety limits.
- f) The seals and tamper indicators of each extinguisher are not broken or missing.

REFERENCE RB-GDVBKU

DUE 23/11/2023

CATEGORY Maintenance: Maintenance: Fire Fighting Equipment

TIMESCALE
MEDIUM TERM

SEVERITY
TRIVIAL BREACH

Weekly testing of the Fire Alarm System is regularly undertaken. Last test undertaken: 19/05/2023

23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**



Annual service of the Fire Fighting Equipment. Last undertaken: 12/2022

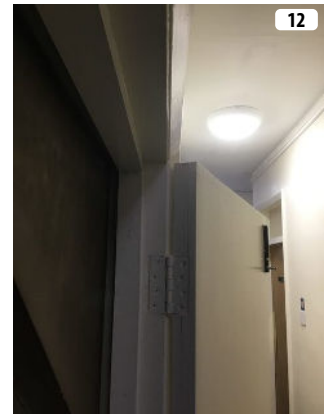
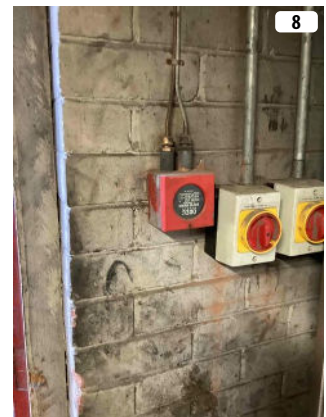
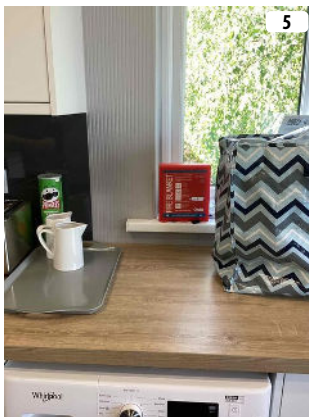
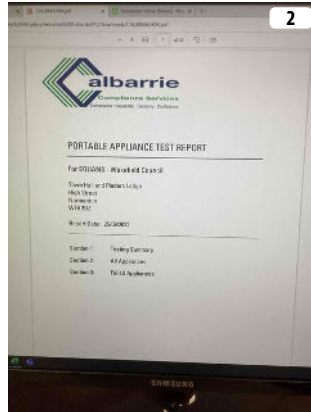
23/06/20 **First identified in assessment**

01/06/23 **Reviewed and confirmed as ongoing**

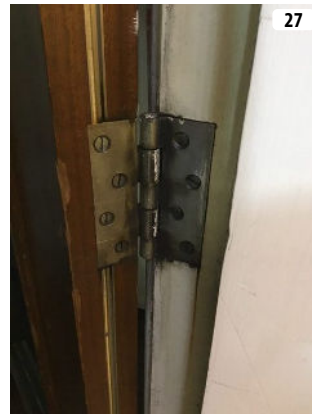
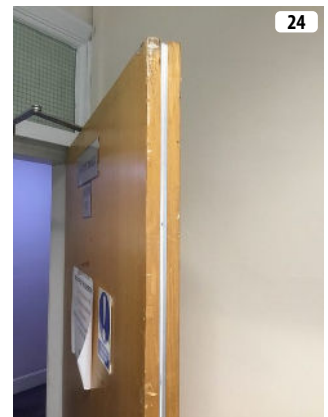
Records

- ✓ Fire drills (where relevant)
- ✗ Fire training (where relevant)
- ✗ Fire alarm tests (where relevant)
- ✓ Appropriate record of false alarms (where relevant)
- ✗ Emergency escape lighting tests
- ✓ Maintenance and testing of other fire protection systems and equipment
- ✗ Fire doors, exits and locking/closing devices are regularly checked for damage that would affect operation or performance

5 PHOTOS



Photos Continued...



Photos Continued...



33



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35



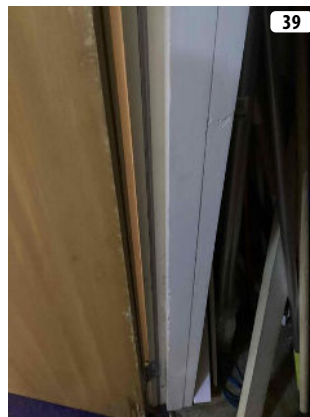
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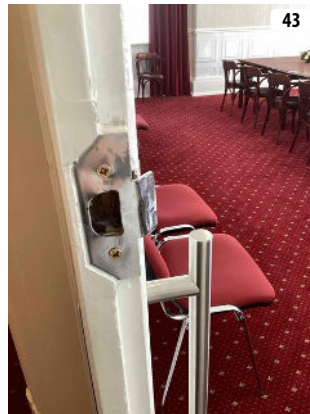
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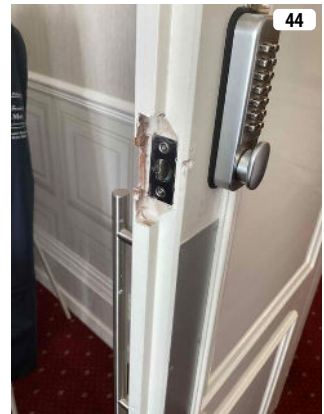
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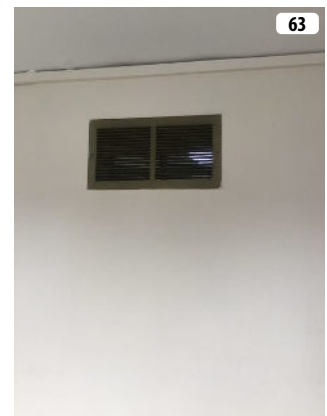
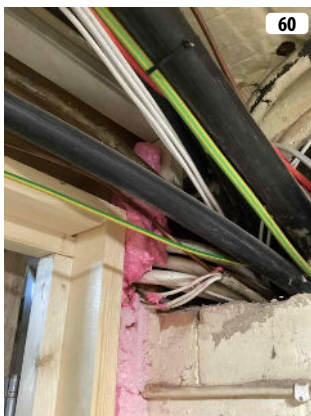
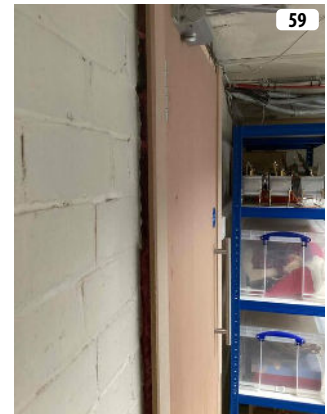
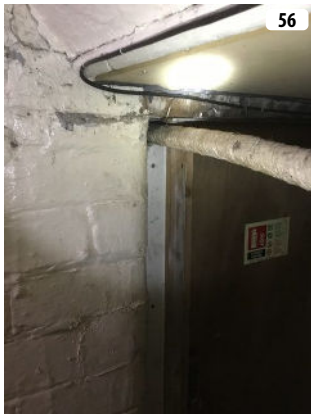
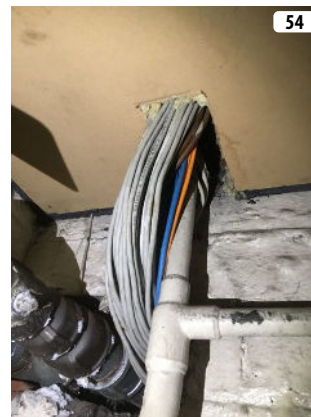
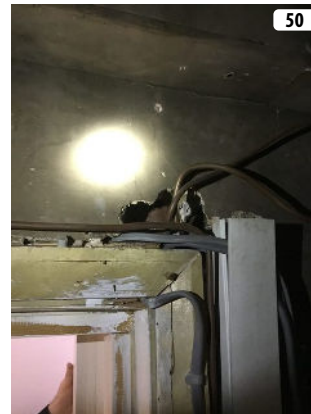
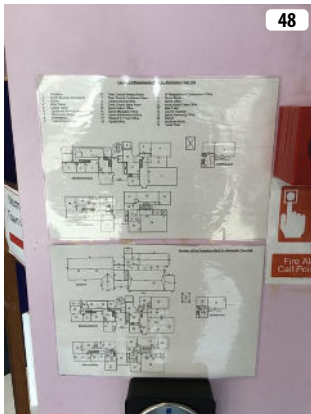
Filing No	Location Details	Zone	Test Switch	Type	Remarks
1	Emergency lighting in the main hall	Zone 1	Test Switch	Combined	
2	Emergency lighting in the main hall	Zone 2	Test Switch	Combined	
3	Emergency lighting in the main hall	Zone 3	Test Switch	Combined	
4	Emergency lighting in the main hall	Zone 4	Test Switch	Combined	
5	Emergency lighting in the main hall	Zone 5	Test Switch	Combined	
6	Emergency lighting in the main hall	Zone 6	Test Switch	Combined	
7	Emergency lighting in the main hall	Zone 7	Test Switch	Combined	
8	Emergency lighting in the main hall	Zone 8	Test Switch	Combined	
9	Emergency lighting in the main hall	Zone 9	Test Switch	Combined	
10	Emergency lighting in the main hall	Zone 10	Test Switch	Combined	
11	Emergency lighting in the main hall	Zone 11	Test Switch	Combined	
12	Emergency lighting in the main hall	Zone 12	Test Switch	Combined	
13	Emergency lighting in the main hall	Zone 13	Test Switch	Combined	
14	Emergency lighting in the main hall	Zone 14	Test Switch	Combined	
15	Emergency lighting in the main hall	Zone 15	Test Switch	Combined	
16	Emergency lighting in the main hall	Zone 16	Test Switch	Combined	

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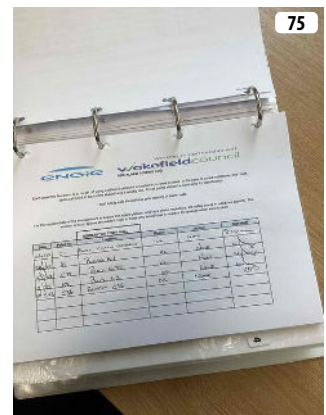
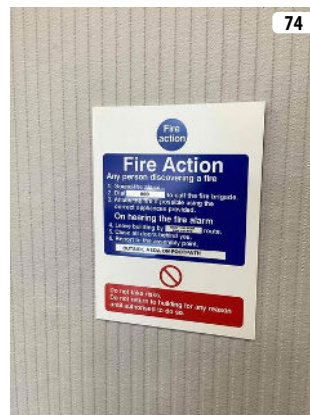
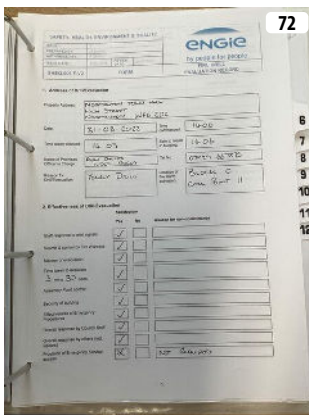
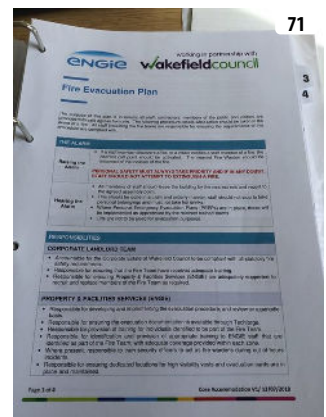
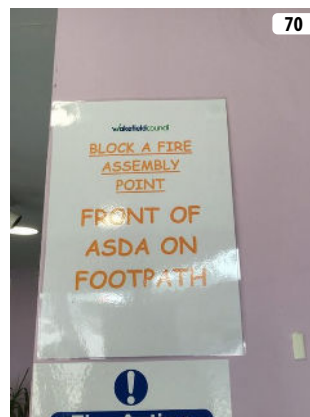
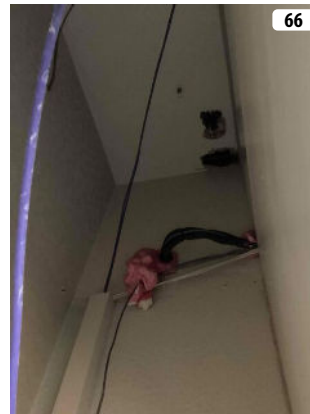


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Photos Continued...



Photos Continued...



6 ACTION PLAN

Prevention

- Install a fire blanket to conform to BS5306-08.

DUE 23/05/2024 BY No One Assigned

NOT STARTED

Long Term

WHY Kitchen areas currently have inadequate fire fighting equipment.

Ground floor kitchen (Wakefield Council side).

First floor kitchen (Wakefield Council side).

REFERENCE RB-W6UXPR

- Affix fire blanket to wall.

DUE 23/05/2024 BY No One Assigned

NOT STARTED

Long Term

WHY The blanket would need to be fixed to the wall to allow for the correct operation.

REFERENCE RB-Q4KMF8

LOCATION 1st floor kirchen (Normanton town hall council).

- Install manual call point signage to meet BS5499 / BS EN ISO 7010 standard, adjacent to the device.

DUE 23/05/2024 BY No One Assigned

NOT STARTED

Long Term

WHY Manual call points do not provide any information to aid their use.

First floor staircase (Normanton town council side.).

Boiler house Block C heating system but building attached to Block A.

Basement (Normanton town hall side).

REFERENCE RB-ZENJZN

- Install mandatory Fire Door Keep Locked Shut signage to meet BS5499 / BS EN ISO 7010 standard on the door.

DUE 23/05/2024 BY No One Assigned

NOT STARTED

Long Term

WHY Fire doors do not display signage.

REFERENCE RB-9MMJKN

LOCATION Ground floor cleaners cupboard (Wakefield Council side).

Protection

- Replace the painted intumescent strip and smoke seal to the fire door.

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

2no. 10x740mm.

3no. 10x1895mm.

Install 6no. fire rated hinges.

WHY Fire door missing intumescent strips and smoke seals.

REFERENCE RB-L8SETG

LOCATION Understairs electrical cupboard. (Wakefield Council side).



- Replace hinges with 3 no. certified fire rated hinges for each door (currently only 2no. non fire rated hinges installed).

Replace the intumescent strip and smoke seal to the fire door.

2no. 10x2000mm.

1no. 10x760mm.

Install 2no. Fire door keep shut signs.

WHY The fire doors do not have fire rated hinges.

REFERENCE RB-SDLSA9

LOCATION Ground floor kitchen. (Wakefield Council side).

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- Install intumescent strip and smoke seal to the fire door.

1no. 10x760mm.

2no. 10x1940mm.

WHY Fire door missing intumescent strips and smoke seals.

REFERENCE RB-WPC7VF

LOCATION Ground floor G8. (Wakefield Council side).

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- Replace hinges with 3 no. certified fire rated hinges for each door.

Replace damaged intumescent strips.

WHY The fire doors do not have fire rated hinges.

REFERENCE RB-UXRTW5

LOCATION Corridor door to rooms F9-F13. (Wakefield Council side).

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- Install intumescent strip and smoke seal to the fire door.

WHY Non compliant issues identified with fire doors.

REFERENCE RB-99C1L5

LOCATION First floor kitchen x2 (Wakefield Council side)

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- Replace damaged smoke seals with frame.

Replace hinges with 3no. fire rated hinges.

Install 2no. fire door keep shut signs.

WHY Non-compliant issues identified with fire door.

REFERENCE RB-LX7KET

LOCATION First floor kitchen F11. (Wakefield Council side).

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- Install intumescent strip and smoke seal to the fire door.

WHY Non-compliant issues identified with fire door.

REFERENCE RB-JAY7UC

LOCATION F6-F7 (Wakefield Council side).

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term



- Replace intumescent strip with fire and smoke seals to the fire door - full set.

WHY Non-compliant issues have been identified with the fire door.
 REFERENCE RB-JIFRM1
 LOCATION Ground floor cleaners cupboard. (Wakefield Council side).

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- Replace intumescent strip with fire and smoke seals to the fire door - full set.

WHY Non-compliant issues have been identified with the fire door.
 REFERENCE RB-WKA17L
 LOCATION Under stairs cupboard (Wakefield Council side).

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- Whilst a number of fire doors were inspected on this visit and non-compliant issues were identified, this is not a full fire door survey and should not be treated as such.

We recommend that a detailed site wide fire door survey is completed by a competent person. This would ensure all non-compliant issues have been identified and a plan of remediation can be undertaken.

WHY Non compliant fire doors have been identified during this assessment
 REFERENCE RB-1FLVYN
 LOCATION Site wide.

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- Realign fire door to achieve a compliant gap between door leaf and frame of between 2-4mm.
 Install intumescent strip and smoke seal to the fire door.

Please note: Whilst a number of fire doors were inspected on this visit, non-compliant issues were identified. This is not a full fire door survey and does not indicate all non-compliant issues with each fire door

WHY Non-complaint issues identified with fire door.
 REFERENCE RB-SLSUBF
 LOCATION Chamber hall double doors (Normanton town hall side).

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- Seal breach in the fire compartment to provide a minimum of 30 minutes fire resistant protection.

200x100mm.
 130x80mm.
 100x100mm.
 80x50mm.

WHY Breaches of fire compartmentation have been identified.
 REFERENCE RB-4I8P2M
 LOCATION Understairs electrical cupboard. (Wakefield Council side).

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term



- Seal breach in the fire compartment to provide a minimum of 30 minutes fire resistant protection.

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

WHY Breaches of fire compartmentation have been identified.
 REFERENCE RB-JX9GM8
 LOCATION Basement area. (Normanton town hall side).

- Install a fire rated grilles to provide a minimum of 30 minutes of fire resistance protection.

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

WHY Grills installed are not fire rated.
 REFERENCE RB-5E2MZE
 LOCATION Ground floor kitchen area.

- Seal breach in the fire compartment to provide a minimum of 30 minutes fire resistant protection.

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

Please note: Whilst a number of fire compartments were inspected on this visit, non-compliant issues were identified. This is not a full compartmentation survey and does not indicate all non-compliant issues within each fire compartment

WHY Breaches in fire compartmentation identified.
 REFERENCE RB-ES76PQ
 LOCATION Boiler House.

- Seal breach in the fire compartment to provide a minimum of 30 minutes fire resistant protection.

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

WHY Breaches in fire compartmentation identified.
 REFERENCE RB-W6LVWR
 LOCATION Ground floor cleaners cupboard. (Wakefield Council side).

- Seal breach in the fire compartment to provide a minimum of 30 minutes fire resistant protection.

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

WHY Breaches in fire compartmentation identified.
 REFERENCE RB-K535XW
 LOCATION Studio ground floor (Normanton town hall side).

- It is recommended that the powder extinguisher be replaced with a CO2 alternative.

DUE 23/05/2024 BY No One Assigned

NOT STARTED

Long Term

WHY The discharge of a powder extinguisher within buildings can cause a sudden reduction of visibility and can also impair breathing. This could temporarily jeopardize escape, rescue or other emergency action, for this reason powder extinguishers should generally not be specified for use indoors unless mitigated by a health and safety risk assessment.
 REFERENCE RB-YFDM94
 LOCATION Boiler House.



Management

- Confirmation required that relevant staff have been provided fire warden/marshal training within the last 3 years.

The Regulatory Reform (Fire Safety) Order 2005 has made fire safety training a legal requirement for staff members. Those with a duty of a fire marshal or warden should be provided with additional fire safety, extinguisher, and evacuation training to support their role. The training should include all the key information regarding fire safety and evacuation procedures in their workplace.

WHY Fire Marshals are not provided with adequate training to support their role in evacuating the building.
REFERENCE RB-ZL1C7H

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- Confirmation is required that staff have been provided with fire awareness training and refresher training within the last 12 months. Alternatively, introduce fire safety awareness training to all members of staff during their induction, with regular refresher information and updates (annually would be advisable).

WHY Staff working in the building are not provided with fire safety awareness training.
REFERENCE RB-QL6P4

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- Introduce periodic checks and tests on all fire doors, exits and security fastenings.

WHY Defective fire doors, final exits and security fastenings.
REFERENCE RB-JQ1BJH

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

- It is essential that the system is subject to periodic inspection and servicing of no less than a 6-month interval so that unrevealed faults are identified, preventive measures can be taken to ensure the continued reliability of the system, false alarm problems are identified and suitably addressed, and that the user is made aware of any changes to the building that affect the protection afforded by the system.

Periodic inspection and servicing need to be carried out by a competent person with specialist knowledge of fire detection and alarm systems, including knowledge of the causes of false alarms, sufficient information regarding the system and adequate access to spares.

WHY There was no evidence that the fire alarm system is being maintained in accordance with the requirements of BS5839 Fire detection and fire alarm systems for buildings.
REFERENCE RB-SFA5NN

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term



- Appoint an approved contractor to provide maintenance to the emergency lighting system in accordance with the recommendations and requirements of BS 5266-1 Code of practice for the emergency escape lighting of premises.

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

WHY There was no evidence to confirm the emergency lighting system is being maintained to meet BS5266 emergency lighting fire safety standard.
REFERENCE RB-2H8WJD

- Introduce monthly testing of the emergency lighting system. Records should be kept in a paper or electronic log book. Any failing luminaries should be rectified immediately.

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

WHY There was no evidence to confirm the emergency lighting system is being tested to meet BS5266 emergency lighting fire safety standard.
REFERENCE RB-C9MB2S

- It is recommended that the responsible person carry out visual inspections of all extinguishers and fire safety equipment on a regular basis i.e. at least monthly to determine if the extinguisher has been discharged or damaged. Record findings within the fire log book.

DUE 23/11/2023 BY No One Assigned

NOT STARTED

Medium Term

WHY BS5306:3 Code of Practice for Fire Extinguisher Service and Maintenance recommends at least monthly visual inspection. Inspection should include:

- Each extinguisher is correctly located in the designated place.
- Each extinguisher is unobstructed and visible.
- The operating instructions of each extinguisher are clean and legible and face outwards.
- Each extinguisher has not been operated and is not obviously damaged or has any missing parts.
- The reading of any pressure gauge or indicator fitted to an extinguisher is within operational and safety limits.
- The seals and tamper indicators of each extinguisher are not broken or missing.

REFERENCE RB-GDVBKU



APPENDIX A – BRITISH STANDARDS

British and other standards that may be referred to in this assessment

Emergency lighting

BS 5266-1 Code of practice for the emergency lighting of premises

Fire safety signage

BS5499-4 Safety signs, including fire safety signs. Code of practice for escape route signing

BS5499-10 Safety signs, including fire safety signs. Code of practice for the use of safety signs, including fire safety signs

Fire detection and alarm systems

BS 5839-1 Code of practice for system design, installation, commissioning and maintenance

BS 5839-6 Code of practice for the design, installation and maintenance in dwellings

Fire extinguishing installations and equipment

BS 5306-3 Maintenance of portable fire extinguishers – Code of practice

BS 5306-8 Selection and installation of portable fire extinguishers – Code of practice

BS 7937 Specification for portable extinguishers for use on cooking oil fires (Class F)

Electrical installations

BS 7671 Requirements for electrical installations (IET Wiring Regulations)

Fire doors

BS 8214 Code of practice for fire door assemblies with non-metallic leaves

BS EN 1154 Controlled door closing devices

Fire protection measures

BS7273-1 Electrical actuation of gaseous total flooding extinguishing systems

BS7273-4 Actuation of release mechanisms for doors

Gaseous fire-extinguishing systems

BS ISO 14520-1 Physical properties and system design - General requirements

BS EN 15004-1 Design, installation and maintenance

Lightning protection

BS 62305-1 General Principles

Building materials and structures

BS 476 Fire tests

Further guidance on fire safety risk assessment is available from the Communities and Local Government web site: www.communities.gov.uk

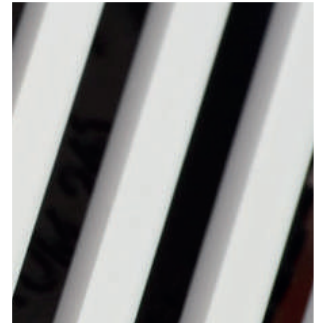
APPENDIX B - DISCLAIMER

- 1.** This report, and the underlying work on which it is based, has been prepared and is submitted in accordance with the contract with the client and is intended solely for use by the client.
- 2.** Total Fire Safety Limited warrants that the report has been prepared with all reasonable skill and care. Total Fire Safety Limited will accept liability for deficiencies in any report caused by its breach of contract or negligence. Negligence shall be as defined as in Section 1(1) of the Unfair Contract Terms Act 1977. Except in the case of death or personal injury arising from the negligence of Total Fire Safety Limited, liability of Total Fire Safety Limited for breach of contract or negligence or otherwise in relation to the preparation of the report shall in no case exceed the fee paid by the Client for the report. Total Fire Safety Limited shall in no circumstances be liable for any other loss, charges, damages, indirect or consequential loss (including loss of profit) or expenses of any kind. The Client acknowledges that all possible circumstances in which the report may have some relevance cannot be foreseen at the time the report is prepared. The Client also acknowledges that Total Fire Safety Limited would not be able to provide the Report for the agreed fee if Total Fire Safety Limited were obliged to accept all far reaching responsibilities.
- 3.** The scope of any report produced by Total Fire Safety Limited shall be limited to matters specifically identified in the Proposal or indicated in the report. Except where Total Fire Safety Limited has otherwise agreed in writing, Total Fire Safety Limited shall not be liable for any reliance placed on a report by any person other than the Client or for any reliance placed on a report which is not specified in or envisaged by the Proposal. Total Fire Safety Limited shall not be liable for any loss caused by a report where such loss arises as a result of the provision to Total Fire Safety Limited of false, misleading or incomplete information by the Client or as a result of the act or omissions of any other person.
- 4.** Any report shall only be valid and may only be relied upon for the period stated in the report. Total Fire Safety Limited accepts no responsibility for the accuracy of information contained in the report after the stated period of validity. Where so indicated by Total Fire Safety Limited any report is to be regarded as expressing the opinion only of Total Fire Safety Limited and is not to be relied upon as being factually correct.
- 5.** This assessment meets the requirements of BAFE SP205 – Life Safety Fire Risk Assessment. A separate Certification of Conformity accompanies this assessment.





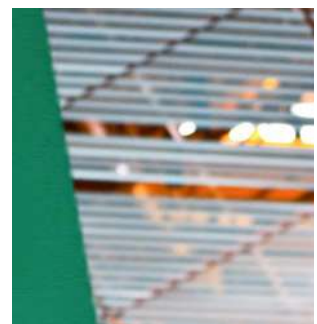
ADDRESS
Total Fire Safety Limited
Unit D1, Granary
Wharf Business Park
Wetmore Road
Burton on Trent
DE14 1DU



Total Fire Safety provides a comprehensive range of management services including consultancy, training, fire door surveys and project management of passive fire prevention installations. Products include fire doors, fire stopping solutions and signage.



TELEPHONE
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WEBSITE
www.totalfiresafety.com



No	Action	Location	Reference	Due By	Completed	Notes
1	Affix Fire Blanket to Wall	FF Staff Room	RB-Q4KMF8	23.05.24	01.12.23	Completed by RCW
2	Install Manual CallPoint Signage	Top of Stairs,Front Door, Basement x 2	RB-ZENJZN	23.04.24		Ordered 02.01.24
3	Install Intumescent Stripand Smoke Seal to Fire Doors	FF Staff Room, FF Cllrs Room, FF Ladies	RB-99C1L5	23.11.23		
4	Realign Fire Door to achieve a compliant gap between doorleaf and frame of 2mm-4mm. Install intumescent stripand smoke seal.	Council Chamber Doors	RB-5LSUBF	23.11.23		
5	Seal breaches in the fire compartment to provide a minimum of 30 minutes fire resistant protection.	Basement - Various. Images 53-61	RB-JX9GM8	23.11.23		
6	Seal breach in fire compartment to provide a minimum of 30 minutes fire resistant protection.	TNP Cuboard	RB-K535XW	23.11.23		
7	Fire Warden/Marshall Training		RB-ZL1C7H	23.11.23		Training arranged - To be completed by 31.01.24
8	Fire Awareness Training		RB-QTL6P4	23.11.23		Training arranged - To be completed by 31.01.24
9	Checks on fire doors,exits and fastenings		RB-JQ1BJH	23.11.23		Allocated to JW from 17.01.24
10	Monthly testing of emergency lighting		RB-C9MB2S	23.11.23		Allocated to JW from 17.01.24
11	Fire Extinguisher Checks		RB-GDVBUK	23.11.23		Allocated to JW from 17.01.24

Incident record

Record no : NOR121289
Injury type : Cut/Scratch/Abrasion
Date : 24/01/24

About the affected party

Injured party : Member of Public (including children)
Name :
Job role : Retired
Date of birth :
Home address :
Town : Normanton
County : West Yorkshire
Postcode :
Telephone number :
Gender : Female

Person reporting

Incident reported by : Donna Johnston
Site : Normanton Town Council
Work address : Town Hall, High Street
Town/city : Normanton
County : West Yorkshire
Postcode : WF6 2DZ

About the incident

Incident type : Another kind of accident

Injury type : Cut/Scratch/Abrasion

Injured parts of body : Finger or fingers

How did the incident happen? : The lady was pulling her chair in towards the table when she cut her middle finger (right hand) on the underside of the chair.

Describe any injuries sustained : Cut to right middle finger

When did the incident happen? : 07/12/2023 12:00:01 PM

When was the incident reported? : 07/12/2023 12:30:01 PM

Where did the incident happen? : Normanton Town Council
Town Hall, High Street

Town : Normanton

County : West Yorkshire

Postcode : WF6 2DZ

Where on the premises did the incident happen? : Community Room 1

Was the incident covered by CCTV? : No

What was the condition of the area? : The area was set up for the Thursday Chat Club (Christmas lunch). There were no noticeable defects on the chairs and all chairs were new in the last twelve months.

Has there been any enforcement intervention? : No

Enforcement Intervention by :

Did the injured/affected person require medical assistance? : Yes

Please provide details of medical assistance required : The cut required cleaning and a plaster

Were there any witnesses? : No

What actions were taken/have been taken in relation to this incident? : The accident book was completed. The chair was inspected after the session concluded.

Was the relevant Risk Assessment updated? : No

Recommendation No: 32786150

CUSTOMER ADDRESS
NORMANTON TOWN COUNCIL TOWN HALL HIGH STREET NORMANTON WEST YORKSHIRE WF6 2DZ

SITE ADDRESS
NORMANTON TOWN COUNCIL WOODHOUSE COMMUNITY CENTRE QUEEN ELIZABETH DRIVE NORMANTON WEST YORKSHIRE WF6 2LY

CUSTOMER NUMBER	51084501	SITE NUMBER	51144615	ENGINEER NUMBER	50004949	ENGINEER NAME	Thornes Ben
CONTRACT NUMBER	2464459	ORDER NUMBER	32783673	ORDER TYPE	WB	INSPECTION DATE	25/10/2023

RECOMMENDATION

Quantity	Reason	Part Number	Part Description	Price Each	Total Price
1.0000	Replacement	201FF851371N	FULLEON SOUNDER RED DEEP BASE	81.48	81.48
1.0000	Replacement	201FC02	STANDARD ADDITIONAL HOURS	95.57	95.57
Total					£ 177.05

All prices subject to additional VAT where ever applicable.

REMARKS

[!ESSENTIAL!]REPLACE BROKEN SOUNDER Please quote to Donna enquiries@normantontowncouncil.co.uk

Recommendation No: 32564659

CUSTOMER ADDRESS
NORMANTON TOWN COUNCIL TOWN HALL HIGH STREET NORMANTON WEST YORKSHIRE WF6 2DZ

SITE ADDRESS
NORMANTON TOWN COUNCIL WOODHOUSE COMMUNITY CENTRE QUEEN ELIZABETH DRIVE NORMANTON WEST YORKSHIRE WF6 2LY

CUSTOMER NUMBER	51084501	SITE NUMBER	51144615	ENGINEER NUMBER	50004949	ENGINEER NAME	Thornes Ben
CONTRACT NUMBER	2464459	ORDER NUMBER	32541134	ORDER TYPE	WM	INSPECTION DATE	14/07/2023

RECOMMENDATION

Quantity	Reason	Part Number	Part Description	Price Each	Total Price
2.0000	Replacement	201FF850287N	S65 DIODE BASE	61.29	122.58
2.0000	Replacement	201FF850673N	S65 OPTICAL DETECTOR	138.63	277.26
1.0000	Replacement	201FC02	STANDARD ADDITIONAL HOURS	91.86	91.86
Total					£ 491.70

All prices subject to additional VAT where ever applicable.

REMARKS

[!ESSENTIAL!]Issues Identified: 2x ionisation detectors failed to operate and requires replacing to detect a fire in the store room & on the stage area. Quote includes parts, labour and commission of replacement 2x detectors. A quote has been issued & will be sent to Donna djohnston@normantontowncouncil.co.uk

NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Tuesday 30th January 2024

TABLE CLOTHS

The table cloths were bought approximately 4-5 years ago and over time have become pulled and now have holes in them.

There have been some issues with the fabric of the current table cloths which pulls very easily on the corners of the tables.

We are increasingly needing to provide table cloths for our own events as well as for hirers and it would look better if these were in good condition.

We have had some fabric samples sent from 'Richard Haworth' who provide table linens to the catering industry.

Because our tables aren't a 'standard' size for tablecloths, I will need to get the closest match which will be 230cm x 132cm.

This will offer between a 20cm and 40cm overhang on the small tables and 28cm and 23cm overhang on the large tables.

The recommended overhang is 30cm.

The 'Amalfi' table cloths (230cm x 132cm) are priced at £27.88 each but a discount is offered for purchases of five or more which would bring the cost down to £17.42.
The total cost would therefore be £432.50.

It may be worth buying one table cloth initially to see how they wash and wear before we commit, in which case the total cost would be £445.96.

NORMANTON TOWN COUNCIL

Summary of Receipts and Payments

24 January 2024 (2023 - 2024)

Cost Centre 5

PROPERTY COMMITTEE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Telephone / Internet				2,100.00	1,191.14	908.86	908.86 (43%)
45	Hire NTH		521.20	521.20				521.20 (N/A)
46	Hire WCC	1,000.00	325.00	-675.00				-675.00 (-67%)
47	Deposits							(N/A)
55	Town Hall Refurb				42,971.62	9,758.74	33,212.88	33,212.88 (77%)
56	Business Rates				17,000.00	12,175.60	4,824.40	4,824.40 (28%)
57	Utilities							(N/A)
58	Defibrillator				250.00	699.85	-449.85	-449.85 (-179%)
59	Hygiene Services				2,700.00	1,922.31	777.69	777.69 (28%)
60	Repairs & Maint NTH				6,000.00	2,587.32	3,412.68	3,412.68 (56%)
61	Repairs & Maint WCC				5,250.00	3,165.78	2,084.22	2,084.22 (39%)
62	Waste Removal				900.00	657.40	242.60	242.60 (26%)
63	Garages	594.00	56.00	-538.00				-538.00 (-90%)
64	Cleaning				1,150.00	1,309.23	-159.23	-159.23 (-13%)
65	Norwood St O/S				1,000.00	29.63	970.37	970.37 (97%)
72	Utilities NTH				4,000.00		4,000.00	4,000.00 (100%)
73	Utilities WCC				4,000.00	2,649.73	1,350.27	1,350.27 (33%)
101	Lease NTH				1.00		1.00	1.00 (100%)
108	Lease WCC				1.00	1.00		(0%)
SUB TOTAL		1,594.00	902.20	-691.80	87,323.62	36,147.73	51,175.89	50,484.09 (56%)

Summary

NET TOTAL	1,594.00	902.20	-691.80	87,323.62	36,147.73	51,175.89	50,484.09 (56%)
V.A.T.					3,696.31		
GROSS TOTAL		902.20			39,844.04		

NORMANTON TOWN COUNCIL
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 24-01-2024)

Cost Centre PROPERTY COMMITTEE**Code Number 28 Telephone / Internet**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	21/04/2023	Q644717		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	44.98	9.00	53.98
67	02/05/2023	87060 / 87733		Unity Current		Telephone & Broadband	NGC Networks	S	82.71	16.54	99.25
73	23/05/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	47.39	9.48	56.87
76	30/05/2023			Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
141	21/06/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	48.01	9.60	57.61
143	30/06/2023			Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
181	21/07/2023	Q646140		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	43.83	8.77	52.60
183	31/07/2023	90277/89685		Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
208	22/08/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	46.83	9.37	56.20
211	30/08/2023	91143 / 90539		Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
269	21/09/2023	Q647290		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	45.77	9.15	54.92
380	02/10/2023			Unity Current		Telephone & Broadband	NGC Networks	S	74.23	14.85	89.08
380	02/10/2023			Unity Current		Telephone & Broadband	NGC Networks	S	12.46	2.49	14.95
383	10/10/2023			Unity Current		Telephone & Broadband	NGC Networks	S			
387	23/10/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	46.21	9.24	55.45
389	30/10/2023			Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
399	22/11/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	45.27	9.05	54.32
400	30/11/2023			Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
476	21/12/2023			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	46.76	9.35	56.11
477	29/12/2023			Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
Subtotal for Code: Telephone / Internet									£1,191.14	£238.20	£1,429.34

Code Number 55 Town Hall Refurb

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
25	16/05/2023	SI-2309		Unity Current		M&E Consultant	Shearstone Mechanical Ltd	S	950.00	190.00	1,140.00
40	23/05/2023	41705		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	42.00	6.00	48.00
48	28/04/2023	4		Unity Current		Plumbing Report	RJ Plumbing and Gas Services Ltd	S	750.00	150.00	900.00
50	28/04/2023	41567		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	42.00	6.00	48.00
122	13/06/2023	1291/052023		Unity Current		Quantity Surveyor Fees	Tim Howe Consultancy Ltd	Z	1,000.00		1,000.00
130	13/06/2023	41825		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	40.00	8.00	48.00
147	28/06/2023			Lloyds		Desk and Clocks	IKEA	S	112.50	22.50	135.00
162	21/07/2023	CA - 00226		Unity Current		Steps and Cladding	Rayner & Son	S	670.00	134.00	804.00
163	26/07/2023	CA - 41965		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	40.00	8.00	48.00
170	26/07/2023	CA - 7093		Unity Current		Lift Emergency Phone	Pinnacle Elevators	S	450.00	90.00	540.00
190	27/07/2023	445086		Lloyds		Folding Table	Gopak Ltd	S	1,277.46	255.49	1,532.95
191	21/07/2023	25978926		Lloyds		Kitchen Equipment	Nisbets	S	92.10	18.42	110.52
202	09/08/2023	CA		Unity Current		Ramp and Steps Remedial Work	JM Developments	Z	950.00		950.00
221	04/08/2023	CA		Lloyds		Catering Supplies	Nisbets	S	262.59	52.52	315.11

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224	08/08/2023	CA		Lloyds		Catering Supplies	Nisbets	S	-225.91	-45.18	-271.09
248	20/09/2023	1305/082023		Unity Current		Quantity Surveyor Fees	Tim Howe Consultancy Ltd	Z	1,100.00		1,100.00
259	20/09/2023	42112		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	40.00	8.00	48.00
284	10/10/2023	42370		Unity Current		Storage	The Yorkshire Removal Company Ltd	S	40.00	8.00	48.00
332	10/10/2023	10357		Unity Current		Replacement Locks	RCW Building Solutions	S	805.00	161.00	966.00
466	13/12/2023			Unity Current		Waste Removal	RCW Building Solutions	S	100.00	20.00	120.00
483	05/01/2024	10366		Unity Current		Lock and Door Alterations	RCW Building Solutions	S	670.00	134.00	804.00
484	05/01/2024	10367		Unity Current		Window Repairs	RCW Building Solutions	S	310.00	62.00	372.00
504	23/01/2024	2023 - 2024/9		Lloyds		Shelving	BigDug	S	241.00	48.20	289.20
Subtotal for Code: Town Hall Refurb									£9,758.74	£1,336.95	£11,095.69

Code Number 56 Business Rates

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
69	03/05/2023	888511506921		Unity Current		Business Rates	Wakefield Council	Z	10,104.75		10,104.75
70	03/05/2023	888511367849		Unity Current		Business Rates	Wakefield Council	Z	2,070.85		2,070.85
Subtotal for Code: Business Rates									£12,175.60		£12,175.60

Code Number 58 Defibrillator

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
132	14/06/2023	I268187		Lloyds		Defibrillator Pads	WEL Medical Ltd	S	59.95	11.99	71.94
222	07/08/2023	CA - 265020		Lloyds		Defibrillator Cabinet	WEL Medical Ltd	S	520.00	104.00	624.00
229	29/08/2023	CA - 270370		Lloyds		Defibrillator Pads	WEL Medical Ltd	S	119.90	23.98	143.88
Subtotal for Code: Defibrillator									£699.85	£139.97	£839.82

Code Number 59 Hygiene Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
43	11/04/2023	VI/1492781		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
133	13/06/2023			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
178	10/07/2023	VI/1492781		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
271	13/09/2023			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
382	10/10/2023			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
479	13/12/2023			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
Subtotal for Code: Hygiene Services									£1,922.31	£384.45	£2,306.76

Code Number 60 Repairs & Maint NTH

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
49	28/04/2023	INV-33236		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
102	08/05/2023			Lloyds		DIY Goods	Asda	S	3.54	0.71	4.25
123	13/06/2023	INV-33488		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
168	26/07/2023	CA - 7059		Unity Current		Lift Service	Pinnacle Elevators	S	880.00	176.00	1,056.00
260	20/09/2023	INV-33835		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
285	10/10/2023	INV-34122		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
314	06/09/2023			Lloyds		Maintenance Supplies	Screwfix	S	11.91	2.38	14.29
339	12/10/2023			Petty Cash		Key Cutting	Timpson	S	16.67	3.33	20.00

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405	03/11/2023	27827928		Lloyds		Catering Supplies	Nisbets	S	210.21	42.04	252.25
413	11/11/2023			Lloyds		Hazard Tape	Screwfix	S	3.32	0.67	3.99
433	11/12/2023			Petty Cash		Lightbulbs	Screwfix	S	6.35	1.27	7.62
434	11/12/2023			Petty Cash		Lightbulbs	Screwfix	S	5.32	1.06	6.38
446	13/12/2023			Unity Current		Air Conditioning Service	Knight Engineers Ltd	S	850.00	170.00	1,020.00
447	13/12/2023			Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
Subtotal for Code: Repairs & Maint NTH									£2,587.32	£517.46	£3,104.78

Code Number 61 Repairs & Maint WCC

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
195	09/08/2023	CA		Unity Current		Fire Alarm Service	Chubb Fire & Security	S	231.97	46.39	278.36
212	24/08/2023	CA		Unity Current		Salaries & Wages	Employees	Z	12.00		12.00
227	12/08/2023	CA		Lloyds		Carbon Monoxide Detector	TESCO	S	16.67	3.33	20.00
266	30/09/2023			Unity Current		Salaries & Wages	Employees	Z	12.00		12.00
281	10/10/2023	10352		Unity Current		Toilet Repairs	RCW Building Solutions	S	580.00	116.00	696.00
283	10/10/2023	10350		Unity Current		Boiler Service	RCW Building Solutions	S	110.00	22.00	132.00
292	10/10/2023			Unity Current		Legionella Testing	Expert Water Services	S	360.00	72.00	432.00
297	10/10/2023	10356		Unity Current		Boiler Call Out	RCW Building Solutions	S	80.00	16.00	96.00
314	06/09/2023			Lloyds		Maintenance Supplies	Screwfix	S	6.66	1.33	7.99
321	25/09/2023			Lloyds		DIY Goods	Screwfix	S	11.34	2.27	13.61
352	14/11/2023	10123723		Unity Current		Fire Alarm Service	Chubb Fire & Security	S	163.90	32.78	196.68
406	07/11/2023	A11133484207		Lloyds		Padlock	Screwfix	S	26.24	5.25	31.49
445	13/12/2023			Unity Current		Door Repairs	RCW Building Solutions	S	120.00	24.00	144.00
451	13/12/2023			Unity Current		Carpet Repairs	RCW Building Solutions	S	135.00	27.00	162.00
485	05/01/2024	10368		Unity Current		Door Repairs	RCW Building Solutions	S	95.00	19.00	114.00
486	05/01/2024	10369		Unity Current		Gritting Car Park	RCW Building Solutions	S	255.00	51.00	306.00
487	05/01/2024	10370		Unity Current		Lighting and Ceiling Repairs	RCW Building Solutions	S	950.00	190.00	1,140.00
Subtotal for Code: Repairs & Maint WCC									£3,165.78	£628.35	£3,794.13

Code Number 62 Waste Removal

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	14/04/2023	91314652489		Unity Current		Recycling Bin - NTH	Wakefield Council	Z	78.00		78.00
8	14/04/2023	91314652470		Unity Current		Wheelie Bin - CC	Wakefield Council	Z	504.40		504.40
93	04/05/2023	45312		Lloyds		Skip Hire	Pickup Skips	S	75.00	15.00	90.00
Subtotal for Code: Waste Removal									£657.40	£15.00	£672.40

Code Number 64 Cleaning

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
20	16/05/2023	101508		Unity Current		Cleaning / Stationery Supplies	D3 Office Group	S	73.29	14.66	87.95
64	15/05/2023			Petty Cash		Cleaning Supplies	Asda	S	8.25	1.65	9.90
117	13/06/2023	104660		Unity Current		Cleaning / Stationery Supplies	D3 Office Group	S	739.71	147.94	887.65
121	04/06/2023			Petty Cash		Cleaning Supplies	Asda	S	10.00	2.00	12.00
125	05/06/2023			Lloyds		Iron and Ironing Board	Asda	S	84.17	16.83	101.00

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137	30/06/2023		Petty Cash	Cleaning Supplies	Asda	S	4.58	0.92	5.50
154	11/07/2023	106820	Unity Current	Cleaning Supplies	D3 Office Group	S	35.48	7.10	42.58
201	09/08/2023	CA 111132	Unity Current	Cleaning Supplies	D3 Office Group	S	37.46	7.49	44.95
215	01/08/2023	CA	Petty Cash	Cleaning Supplies	TESCO	Z	4.00		4.00
217	01/08/2023	CA	Petty Cash	Cleaning / Refreshments	Asda	S	2.75	0.55	3.30
287	10/10/2023	115653	Unity Current	Cleaning Supplies	D3 Office Group	S	261.20	52.24	313.44
331	28/09/2023		Petty Cash	Newspapers / Cleaning	Asda	S	4.17	0.83	5.00
422	06/11/2023		Petty Cash	Cleaning Supplies	Asda	S	2.50	0.50	3.00
440	06/12/2023		Lloyds	Cleaning Supplies	TESCO	S	41.67	8.33	50.00
Subtotal for Code: Cleaning							£1,309.23	£261.04	£1,570.27

Code Number 65 Norwood St O/S

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
312	30/09/2023			Unity Current		Employee Expenses	Employees	Z	17.56		17.56
314	06/09/2023			Lloyds		Maintenance Supplies	Screwfix	S	5.41	1.08	6.49
314	06/09/2023			Lloyds		Maintenance Supplies	Screwfix	S	6.66	1.33	7.99
Subtotal for Code: Norwood St O/S							£29.63	£2.41	£32.04		

Code Number 73 Utilities WCC

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
44	14/04/2023	KI-0D421A68-(Unity Current		Utilities	Octopus Energy Ltd	L	299.49	14.97	314.46
71	11/05/2023	KI-OD421A68-		Unity Current		Utilities	Octopus Energy Ltd	L	335.09	16.76	351.85
74	26/05/2023			Unity Current		Water Bill	Everflow Water	Z	62.73		62.73
138	16/06/2023			Unity Current		Water Bill	Everflow Water	Z	170.38		170.38
182	17/07/2023	2369788		Unity Current		Water Bill	Everflow Water	Z	31.14		31.14
204	16/08/2023	2435437		Unity Current		Water Bill	Everflow Water	Z	28.07		28.07
385	17/10/2023			Unity Current		Utilities	Octopus Energy Ltd	L	795.74	39.78	835.52
393	15/11/2023			Unity Current		Utilities	Octopus Energy Ltd	L	532.77	81.25	614.02
469	15/12/2023			Unity Current		Utilities	Octopus Energy Ltd	L	2.51	0.13	2.64
469	15/12/2023			Unity Current		Utilities	Octopus Energy Ltd	L	391.81	19.59	411.40
Subtotal for Code: Utilities WCC							£2,649.73	£172.48	£2,822.21		

Code Number 108 Lease WCC

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
403	01/11/2023			Unity Current		Rent of Land - WCC	WDH	E	1.00		1.00
Subtotal for Code: Lease WCC							£1.00		£1.00		
Subtotal for Cost Centre: PROPERTY COMMITTEE							36,147.73	3,696.31	39,844.04		

TOTALS £36,147.73 £3,696.31 £39,844.04