

NORMANTON TOWN COUNCIL



MINUTES OF THE PROPERTY COMMITTEE

Held on Monday 29th April 2024 at 1:00pm at Normanton Town Hall

Present: Councillor A Bones – Vice Chairman
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor A Samuels
D Johnston – Town Clerk

Absent: Councillor E Blezard
Councillor S Hudson
Councillor H Jones
Councillor P Sampson
Councillor K Wilson, JP

030. Apologies for Absence

RESOLVED that apologies for absence be recorded on behalf of Councillor E Blezard, Councillor S Hudson, Councillor H Jones, Councillor P Sampson and Councillor K Wilson, JP.

031. Declarations of Interest

There were no declarations of interest recorded.

032. Minutes

RESOLVED that the minutes of a meeting of the Property Committee held on Tuesday 30th January 2024 (Minute Numbers 018-029; Pages 7-9) be received as a true record and signed by the Chairman.

033. Bookings Update

Members were reassured to see that bookings levels for both the Woodhouse Community Centre and Normanton Town Hall were increasing.

RESOLVED that an update on bookings at Normanton Town Hall and Woodhouse Community Centre be received.

DRAFT

034. Income Received

RESOLVED that a report on donations from building users showing income of £668.20 for Normanton Town Hall and £372.00 for Woodhouse Community Centre, be received.

035. Property Committee Budget 2023-24

RESOLVED that the Property Committee Budget showing income of £1,065.20 and expenditure of £58,058.55 be received.

036. Incidents and Accidents

It was reported that there had been no accidents or incidents in the current year and three previously reported accidents in 2023.

RESOLVED that a report on incidents and accidents be received.

037. Martyn's Law

RESOLVED that a briefing note on the implications of Martyn's Law at Council managed buildings be received.

038. Town Hall – Window Cleaning

RESOLVED that the window cleaning contract be awarded to Wipe Clean for the next three years (or until prices are increased) at a cost of £120.00 per visit.

039. Town Hall - Building Control Inspection

RESOLVED that the report of the Building Control Officer following the refurbishment of the Town Hall be received and arrangements be put in place to ensure that the outstanding works are completed as soon as possible.

040. Town Hall – Health & Safety Report

RESOLVED that the Health & Safety report for the Town Hall from Citation be received, and the recommendations be reviewed at the next meeting.

041. Town Hall – Installation of Fused Spur

RESOLVED that a quote for the installation of a fused spur for the water boiler in the ground floor Served kitchen be approved through Innova Electrical at a cost of £200.00 + VAT.

042. Woodhouse Centre - Fire Alarm System

RESOLVED that the recommendations for repairs required on the fire alarm system at Woodhouse Community Centre be approved through Chubb at a cost of £532.03 + VAT.

DRAFT

043. Woodhouse Centre – Burglar Alarm

RESOLVED that a quote for the maintenance of the Burglar Alarm system be approved through Chubb at a cost of £374.07 + VAT.

044. Woodhouse Centre – Health & Safety Report

RESOLVED that the Health & Safety report for the Woodhouse Community Centre from Citation be received, and the recommendations be reviewed at the next meeting.

045. Woodhouse Centre – Decoration

RESOLVED that a quote for the redecoration of the Woodhouse Community Centre be approved through RCW Building Maintenance at a cost of £2,495.00 + VAT.

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