

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA  
Town Clerk & RFO

T: 01924 893794

E: [enquiries@normantontowncouncil.co.uk](mailto:enquiries@normantontowncouncil.co.uk)



The Town Hall  
High Street  
Normanton  
West Yorkshire  
WF6 2DZ

W: [normantontowncouncil.co.uk](http://normantontowncouncil.co.uk)

To all members of the Property  
Committee

Our ref: DJ/hs  
Date: 20<sup>th</sup> June 2024  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Property Committee** to be held on **Tuesday 25<sup>th</sup> June 2024** at **1.00pm** 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', written in a cursive style.

Mrs Donna Johnston FdA  
Town Clerk & RFO.

# PROPERTY COMMITTEE

Tuesday 25<sup>th</sup> June 2024 at 1:00pm at Normanton Town Hall

## AGENDA

<b>001.</b>	<b>Appointment of Chairman</b> To formally appoint the Chairman of the Property Committee.  The proposal from Council is that Councillor B Mayne continues their role as Chairman for the current municipal year.	
<b>002.</b>	<b>Appointment of Vice Chairman</b> To formally appoint the Vice Chairman of the Property Committee.  The proposal from Council is that Councillor A Bones continues their role as Vice Chairman for the current municipal year.	
<b>003.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>004.</b>	<b>Declarations of Interest</b> To receive declarations of Interest.	
<b>005.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Property Committee held on Monday 29 <sup>th</sup> April 2024 (Minute Numbers 30-45; Pages 10-12).	<b>A</b>
<b>006.</b>	<b>Bookings Update</b> To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall.	<b>B</b>
<b>007.</b>	<b>Incidents and Accidents</b> To receive an update on any incidents and accidents.	<b>C</b>
<b>008.</b>	<b>Property Committee Budget 2024-25</b> To review the Property Committee budget for the 2024-25 financial year.	<b>D</b>
<b>009.</b>	<b>Electrical Fixed Wiring Testing – Woodhouse Community Centre</b> To consider quotes for fixed wiring testing at Woodhouse Community Centre.	<b>E</b>

<b>010.</b>	<b>Pointing of Exterior Wall – Woodhouse Community Centre</b> To consider quotes for the re-pointing of the exterior walls in various locations around the building.	<b>F</b>
<b>011.</b>	<b>Inspection Report – Woodhouse Community Centre</b> To receive an inspection report for the Woodhouse Community Centre.	<b>G</b>
<b>012.</b>	<b>Capping of Fire Escape Ramp – Woodhouse Community Centre</b> To consider quotes and recommendations for the capping of the ramp wall at Woodhouse Community Centre.	<b>H</b>
<b>013.</b>	<b>Town Hall – Remedial Works</b> To receive an update on the remedial works outlined by Building Control.	<b>I</b>
<b>014.</b>	<b>Written Motion – CCTV at Normanton Town Hall</b> To consider a written motion in relation to the installation of CCTV at Normanton Town Hall.	<b>J</b>
<b>015.</b>	<b>Inspection Report – Normanton Town Hall</b> To receive an inspection report for Normanton Town Hall.	<b>K</b>
<b>016.</b>	<b>Recommendations from Internal Audit</b> To consider the recommendations put forward by the Internal Auditor that specifically relate to the Property Committee.	<b>L</b>
<b>017.</b>	<b>Welcome to Normanton Sign</b> To receive an inspection report for the Welcome to Normanton Sign at Normanton Station.	<b>M</b>
<b>018.</b>	<b>Alice Bacon Memorial</b> To receive an inspection report for the Alice Bacon Memorial located at Queen Street.	<b>N</b>
<b>019.</b>	<b>Town Hall Benches</b> To receive an inspection report for the benches installed outside Normanton Town Hall.	<b>O</b>
<b>020.</b>	<b>Norwood Street Open Space</b> To receive an inspection report for the open space located at Norwood Street.	<b>P</b>

# NORMANTON TOWN COUNCIL



## MINUTES OF THE PROPERTY COMMITTEE

Held on Monday 29<sup>th</sup> 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 30<sup>th</sup> 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.

**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.

**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.

# 01/04/2024 – 30/04/2024

Grid by Agenda ▾ ✎ Booking... ▾

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<p>1</p> <p>Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play</p> <p>Woodhouse Community Centre ● 17:00 - 19:30 The Well Project</p>	<p>2</p> <p>Woodhouse Community Centre ● 09:30 - 11:00 Music &amp; Movement</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>3</p> <p>Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>4</p> <p>Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>5</p> <p>Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>6</p>	<p>7</p> <p>Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly</p>
<p>8</p> <p>Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play</p> <p>Woodhouse Community Centre ● 17:00 - 19:30 The Well Project</p>	<p>9</p> <p>Woodhouse Community Centre ● 09:30 - 11:00 Music &amp; Movement</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>10</p> <p>Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>11</p> <p>Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>12</p> <p>Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>13</p>	<p>14</p> <p>Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly</p>
<p>15</p> <p>Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play</p> <p>Woodhouse Community Centre ● 17:00 - 19:30 The Well Project</p>	<p>16</p> <p>Woodhouse Community Centre ● 09:30 - 11:00 Music &amp; Movement</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>17</p> <p>Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>18</p> <p>Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>19</p> <p>Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>20</p>	<p>21</p> <p>Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly</p>
<p>22</p> <p>Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play</p> <p>Woodhouse Community Centre ● 17:00 - 19:30 The Well Project</p>	<p>23</p> <p>Woodhouse Community Centre ● 09:30 - 11:00 Music &amp; Movement</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>24</p> <p>Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>25</p> <p>Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>26</p> <p>Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>27</p> <p>Woodhouse Community Centre ● 11:00 - 15:00 Emma Barnes</p>	<p>28</p> <p>Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly</p>
<p>29</p> <p>Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play</p> <p>Woodhouse Community Centre ● 17:00 - 19:30 The Well Project</p>	<p>30</p> <p>Woodhouse Community Centre ● 09:30 - 11:00 Music &amp; Movement</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>					



01/05/2024 – 31/05/2024

Grid by Agenda



Booking...

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	2 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	3 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	4 Woodhouse Community Centre ● 09:00 - 17:00 Sami Unwin	5 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
6 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	7 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	8 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	9 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	10 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 11:00 - 13:00 Private Dance Practice Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	11	12 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
13 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	14 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	15 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	16 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	17 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 11:00 - 13:00 Private Dance Practice Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	18 Woodhouse Community Centre ● 10:00 - 14:30 Ad Hoc Booking - Birthday Party	19 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
20 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	21 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 11:30 - 16:30 Yorkshire Ambulance Service Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	22 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	23 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	24 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 11:00 - 13:00 Private Dance Practice Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	25	26 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly





Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31		
<p>Woodhouse Community Centre</p> <ul style="list-style-type: none"> <li>● 09:30 - 15:00</li> </ul> <p>Exclusive Events - Soft Play</p> <hr/> <p>Woodhouse Community Centre</p> <ul style="list-style-type: none"> <li>● 17:00 - 19:30</li> </ul> <p>The Well Project</p>	<p>Woodhouse Community Centre</p> <ul style="list-style-type: none"> <li>● 09:30 - 11:00</li> </ul> <p>Music &amp; Movement</p> <hr/> <p>Woodhouse Community Centre</p> <ul style="list-style-type: none"> <li>● 17:00 - 20:00</li> </ul> <p>Gemini Kickboxing</p>	<p>Woodhouse Community Centre</p> <ul style="list-style-type: none"> <li>● 10:30 - 14:00</li> </ul> <p>Grace Assembly</p> <hr/> <p>Woodhouse Community Centre</p> <ul style="list-style-type: none"> <li>● 17:00 - 20:00</li> </ul> <p>Gemini Kickboxing</p>	<p>Woodhouse Community Centre</p> <ul style="list-style-type: none"> <li>● 09:00 - 15:00</li> </ul> <p>Meet 'n' Eats Diner</p> <hr/> <p>Woodhouse Community Centre</p> <ul style="list-style-type: none"> <li>● 17:00 - 20:00</li> </ul> <p>Gemini Kickboxing</p>	<p>Woodhouse Community Centre</p> <ul style="list-style-type: none"> <li>● 09:30 - 10:30</li> </ul> <p>Baby Massage</p> <hr/> <p>Woodhouse Community Centre</p> <ul style="list-style-type: none"> <li>● 11:00 - 13:00</li> </ul> <p>Private Dance Practice</p> <hr/> <p>Woodhouse Community Centre</p> <ul style="list-style-type: none"> <li>● 17:00 - 20:00</li> </ul> <p>Gemini Kickboxing</p>		



# 01/06/2024 – 30/06/2024

Grid by Agenda



Booking...

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
3 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	4 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	5 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	6 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	7 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	8 Woodhouse Community Centre ● 08:00 - 20:30 Ad Hoc Booking - Birthday Party	9 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
10 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	11 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	12 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	13 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	14 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	15	16 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
17 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	18 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	19 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	20 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	21 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	22 Woodhouse Community Centre ● 13:00 - 15:00 Loveworld Inc	23 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
24 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	25 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	26 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	27 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	28 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	29 Woodhouse Community Centre ● 13:00 - 15:00 Loveworld Inc	30 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly



# 01/04/2024 – 30/04/2024

Grid by Agenda



Booking...

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<p>1</p> <p>Normanton Town Hall - Community Room 1 08:00 - 16:00 UNAVAILABLE</p> <p>Normanton Town Hall - Community Room 2 08:00 - 16:00 UNAVAILABLE</p>	<p>2</p> <p>Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training</p>	<p>3</p> <p>Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut</p>	<p>4</p>	<p>5</p>	<p>6</p>	<p>7</p>
<p>8</p> <p>Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A</p> <p>Normanton Town Hall - Community Room 2 14:00 - 16:00 Inner Wheel</p>	<p>9</p> <p>Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training</p>	<p>10</p> <p>Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut</p>	<p>11</p> <p>Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A</p>	<p>12</p>	<p>13</p>	<p>14</p>
<p>15</p> <p>Normanton Town Hall - Community Room 1 13:00 - 15:00 NASCA</p>	<p>16</p> <p>Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training</p>	<p>17</p> <p>Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut</p>	<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p>
<p>22</p> <p>Normanton Town Hall - Community Room 2 12:00 - 16:00 UNAVAILABLE</p>	<p>23</p> <p>Normanton Town Hall - Community Room 1 08:00 - 16:00 NTC Event</p> <p>Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training</p>	<p>24</p> <p>Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut</p>	<p>25</p> <p>Normanton Town Hall - Community Room 1 09:00 - 12:00 Thursday Chat Club</p> <p>Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A</p>	<p>26</p>	<p>27</p>	<p>28</p>
<p>29</p>	<p>30</p> <p>Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training</p>					



01/05/2024 - 31/05/2024

Grid by Agenda Booking...

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	2	3	4	5
6 Normanton Town Hall - Community Room 1 08:00 - 16:00 UNAVAILABLE Normanton Town Hall - Community Room 2 08:00 - 16:00 UNAVAILABLE	7 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	8	9 Normanton Town Hall - Community Room 1 19:00 - 20:30 Labour Branch Meeting	10 Normanton Town Hall - Community Room 2 19:00 - 21:00 Pontefract & Castleford District Scouts	11	12
13 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A Normanton Town Hall - Community Room 2 14:00 - 16:00 Inner Wheel	14 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	15 Normanton Town Hall - Community Room 2 11:00 - 13:00 Freeston & Sagars Almhouse Charity Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	16	17	18	19
20 Normanton Town Hall - Community Room 1 13:00 - 15:00 NASCA	21 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	22 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	23 Normanton Town Hall - Community Room 1 09:00 - 12:00 Thursday Chat Club Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A	24	25	26



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31		
Normanton Town Hall - Community Room 1 ● 08:00 - 16:00 UNAVAILABLE	Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training	Normanton Town Hall - Community Room 1 ● 13:00 - 16:00 Kitty's Hut				
Normanton Town Hall - Community Room 2 ● 08:00 - 16:00 UNAVAILABLE						



01/06/2024 – 30/06/2024

Grid by Agenda Booking...

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4 Normanton Town Hall - Community Room 1 10:00 - 11:00 NTC Event Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	5 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	6 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A	7	8	9
10 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A Normanton Town Hall - Community Room 2 14:00 - 16:00 Inner Wheel	11 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	12 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	13	14	15	16
17 Normanton Town Hall - Community Room 1 13:00 - 15:00 NASCA	18 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	19 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	20 Normanton Town Hall - Community Room 1 09:00 - 12:00 Thursday Chat Club Normanton Town Hall - Community Room 2 10:00 - 11:00 U3A	21	22	23
24	25 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	26 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	27	28	29	30



**NORMANTON TOWN COUNCIL  
PROPERTY COMMITTEE**  
Tuesday 25<sup>th</sup> June 2024

**INCIDENTS AND ACCIDENTS**

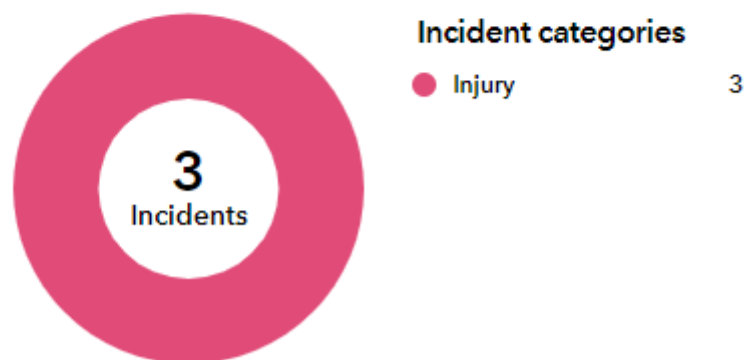
There have been no further incidents or accidents at the Town Hall or Woodhouse Centre since the last meeting.

## Incidents

Incidents This Year

There are no incidents recorded for the year

Incidents Last Year



Committed Spend

Cost Centre 5 (Between 01/04/2024 and 31/03/2025)

PROPERTY CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
2	Income - Hire NTH	250.00	70.00	-180.00						-180.00 (-72%)
3	Income - Hire WCC	250.00	262.50	12.50						12.50 (5%)
4	Income - Garage Plot R	638.00	58.00	-580.00						-580.00 (-90%)
8	Income - Deposit (WCC									(N/A)
28	Telephone / Internet				1,980.00	375.63		375.63	1,604.37	1,604.37 (81%)
47	Deposits									(N/A)
55	Town Hall Refurb				35,000.00		500.00	500.00	34,500.00	35,000.00 (100%)
56	Business Rates				13,000.00	12,175.60		12,175.60	824.40	824.40 (6%)
58	Defibrillator				250.00				250.00	250.00 (100%)
59	Hygiene Services				2,564.00	435.51		435.51	2,128.49	2,128.49 (83%)
60	Repairs & Maint NTH				6,600.00	131.65	874.49	1,006.14	5,593.86	6,468.35 (98%)
61	Repairs & Maint WCC				5,775.00	5.42	3,637.98	3,643.40	2,131.60	5,769.58 (99%)
62	Waste Removal				724.00	577.97		577.97	146.03	146.03 (20%)
63	Garages				500.00				500.00	500.00 (100%)
64	Cleaning				1,600.00	605.28		605.28	994.72	994.72 (62%)
65	Norwood St O/S				1,000.00	6.52		6.52	993.48	993.48 (99%)
72	Utilities NTH				4,000.00				4,000.00	4,000.00 (100%)
73	Utilities WCC				4,000.00	873.02		873.02	3,126.98	3,126.98 (78%)
101	Lease NTH				1.00				1.00	1.00 (100%)
108	Lease WCC				1.00				1.00	1.00 (100%)
113	Alice Bacon Bench						1,500.00	1,500.00	-1,500.00	(N/A)
114	Train Station Sign					4.97		4.97	-4.97	-4.97 (N/A)
<b>SUB TOTAL</b>		<b>1,138.00</b>	<b>390.50</b>	<b>-747.50</b>	<b>76,995.00</b>	<b>15,191.57</b>	<b>6,512.47</b>	<b>21,704.04</b>	<b>55,290.96</b>	<b>61,055.93</b> <b>(78%)</b>

Summary

<b>NET TOTAL</b>	<b>1,138.00</b>	<b>390.50</b>	<b>-747.50</b>	<b>76,995.00</b>	<b>15,191.57</b>	<b>6,512.47</b>	<b>21,704.04</b>	<b>55,290.96</b>	<b>61,055.93</b> <b>(78%)</b>
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**NORMANTON TOWN COUNCIL**  
**PROPERTY COMMITTEE**  
Tuesday 25<sup>th</sup> June 2024

**ELECTRICAL FIXED WIRING TESTING**

Members are asked to consider quotes for the fixed wiring testing which is due to be carried out every five years.

<b>Contractor</b>	<b>Cost</b>
1	£180.00 + VAT Duration of inspection and test 3-4 hours
2	£450.00 + VAT Duration of inspection and test 1.5 days including half a day preparing the certificate.
3	£300.00 No duration indicated
4	£ TBC

**NORMANTON TOWN COUNCIL**  
**PROPERTY COMMITTEE**  
Tuesday 25<sup>th</sup> June 2024

**POINTING OF EXTERIOR WALL**

Members are asked to consider quotes for the re-pointing of various sections of exterior walls at Woodhouse Community Centre.

<b>Contractor</b>	<b>Cost</b>
1	£1,000.00 To grind and point front of the wall and to patch up pointing on the building.
2	£1,991.00 + VAT To grind and re-point the brickwork where the mortar is missing and is in a poor state of repair to approximately 15-20m2 area in total.
3	£ TBC

<b>WOODHOUSE BUILDING CHECKLIST</b>	
DATE:	12 <sup>th</sup> June 2024
COMPLETED BY:	D Johnston

<b>ENTRANCE</b>	
Decoration	Decoration is booked in July.
Door and Lock	A new door stop has been installed to enable the door to be held open.
Lighting	
Sockets / Switches	
Fire Alarm	
Burglar Alarm	Initial visit awaited from Chubb
Flooring	The flooring is in reasonable condition with no noticeable trip hazards.
<b>DISABLED TOILET</b>	
Decoration	Decoration is booked in July.
Main Door	
Sink	
Toilets	
Door lock	
Lighting	
Soap Dispenser	
Paper Towel Dispenser	
Loo Roll Holder	
Windows	
Flooring	
Handrails	
Changing Mat	
<b>LADIES TOILETS</b>	
Decoration	Decoration is booked in July.
Main Door	
Cubicle Doors	
Sinks	
Toilets / Urinals	
Door locks	
Lighting	
Soap Dispensers	
Paper Towel Dispenser	
Loo Roll Holders	
Windows	

Flooring	
<b>GENTS TOILETS</b>	
Decoration	Decoration is booked in July.
Main Door	
Cubicle Door	
Sinks	
Toilet / Urinal	
Door locks	
Lighting	
Soap Dispenser	
Paper Towel Dispenser	
Loo Roll Holder	
Windows	
Flooring	
<b>KITCHEN</b>	
Decoration	Decoration is booked in July.
Fridge	
Cupboards	Drawer front under the sink has been re-fixed.
Door handles	
Bin	
Kettle /Boiler	
Window	
Clutter	There is clutter around the kitchen and in drawers / Cupboards.
First Aid Kit	It was reported that plasters are required.
Eye Wash Kit	
Sink / Drainer	
Tap	
<b>MAIN HALL</b>	
Decoration	Decoration is booked in July.
Flooring	
Lighting	
Windows	
Sockets / Switches	
Blinds	Roller blind near the piano was recently repaired.
<b>STORE 1</b>	
Decoration	Decoration is booked in July.
Flooring	
Lighting	
Windows	

Sockets /Switches	
Clutter	
Gas Meter Accessible	
<b>STORE 2</b>	
Decoration	Decoration is booked in July.
Flooring	
Lighting	
Windows	
Sockets /Switches	
Clutter	The store room is very cluttered in the back and could benefit from shelving and clearing out.
Fly Killer	
<b>FIRE ESCAPE</b>	
Door	
Locks	
Debris on ramp	
Wall on ramp	
Handrail on ramp	
<b>GROUND</b>	
Key Box	Installed in May.
Trip Hazards	
Grass Cutting	
Litter	
Fence	
Gates	
Gate Locks	
Grit Bucket	
Bin	
Letterbox	
Trees	
Bollards	
Roof	
Window grilles	
Walls	
Lights	
Guttering	Guttering requires clearing
Signage	Signage is faded and needs to be replaced.

**NORMANTON TOWN COUNCIL**  
**PROPERTY COMMITTEE**  
Tuesday 25<sup>th</sup> June 2024

**CAPPING OF FIRE ESCAPE RAMP**

Members are asked to consider if the brick wall of the fire escape ramp needs to be capped with coping stones.

<b>Contractor</b>	<b>Cost</b>
1	£600.00 Combined quote with pointing work.
2	Declined to quote as they did not feel that the work was required. It was felt that without appropriate tying to the lower brickwork, they would fall off / lift.
3	£ TBC

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**NORMANTON TOWN COUNCIL**  
**PROPERTY COMMITTEE**  
Tuesday 25<sup>th</sup> June 2024

**TOWN HALL – REMEDIAL WORKS**

Following the inspection by Building Control, contact has been made with a number of contractors with a view to getting a price to carry out the outstanding works.

Contractor 1 submitted a tender to carry out the works initially and has thanked us for the opportunity to quote for the remedial works but unfortunately, due to workload, will not be able to quote on this occasion.

Contractor 2 has sent an automated response advising that someone will be back in touch.

Contractor 3 has visited site for a full walkaround to look at each of the jobs required. This took around two hours to complete. They have then followed up with another visit with their electrician to get their input on the work.

They have raised some queries in relation to fire boarding in the basement and lift shaft which require clarification from building control, and these have been addressed and forwarded to the contractor.

**NORMANTON TOWN COUNCIL**  
**PROPERTY COMMITTEE**  
Tuesday 25<sup>th</sup> June 2024

**WRITTEN MOTION – CCTV AT NORMANTON TOWN HALL**

A written motion has been received from Councillor M Jennings.

Committee: Property Committee

Date of Meeting: Tuesday 25<sup>th</sup> June 2024

**Background Information:**

Following a recent incident at the Town Hall and the potential for staff safety being compromised, I would like the Property Committee to consider the installation of wireless CCTV cameras at key locations including the entrance, stair core and office vestibule.

The grounds for this installation would be for the prevention and detection of crime.

Wireless CCTV options won't interfere with the structure of the building but are capable of capturing images that can assist in the prevention of crime and enhance the safety of our staff.

A policy for the use of CCTV would need to be adopted to comply with data protection rules.

**Costs:**

Quotes would need to be obtained.

**Budget:**

The costs of the supply and installation could be met from the Town Hall maintenance budget if sufficient surplus is available. Alternatively, with the consent of the Finance Committee, the general reserve could be used.

**Recommendation:**

That the Property Committee resolves to support the proposal and obtain quotes for the installation of wireless CCTV cameras.



<b>NORMANTON TOWN HALL BUILDING CHECKLIST</b>	
DATE:	12 <sup>th</sup> June 2024
COMPLETED BY:	D Johnston

<b>ENTRANCE</b>	
Decoration	
Exterior Door and Locks	Behind doors needs sweeping
Sliding Door and Locks	
Buzzer top and bottom	
Internal Doors	
Signage	
Lighting	Cobwebs to be cleaned
Sockets / Switches	
Flooring	
Fire Extinguishers	
Air Con	
Lift	
Lift Store Cupboard	
Link Corridor to WMDC	Evidence of damp and a musty smell present
<b>WAITING ROOM</b>	
Decoration	
Doors	Manifestation missing
Windows	
Blinds	
Lighting	
Clock	
Tables	
Chairs	
Flooring	
Post Cupboard	
Noticeboard	Awaited
Information / Leaflets	
Contractor Signing In Book	
Bin	
Sockets / Switches	
Air Con	
<b>DISABLED TOILET</b>	
Decoration	Brown marks on wallpaper / Old loo roll holder space to be painted
Door	

Sink	
Hot Water	Not very hot
Toilets	
Door lock	
Lighting	
Soap Dispenser	
Paper Towel Dispenser	
Loo Roll Holder	
Windows	
Flooring	
Handrails	
Ceiling Tiles	
Alarm	
Changing Unit	Sign missing from front- to be reattached
Bin	
Heater	
Sanitary Bin	
<b>COMMUNITY ROOM 1</b>	
Decoration	
Doors	
Windows	
Blinds	
Lighting	
Clock	
Tables	
Chairs	
Flooring	
Burglar Alarm	
Fire Extinguishers	
Bin	
Air Con	
Sockets / Switches	
<b>COMMUNITY ROOM 2</b>	
Decoration	
Doors	
Windows	
Blinds	
Lighting	
Clock	
Tables	

Chairs	
Flooring	
Fire Extinguishers	
Bin	
Ceiling Tiles	
Air Con	
Table Store Room	
Entrance Vestibule	
Fire Escape Door	
Sockets / Switches	
<b>COMMUNITY ROOM 3</b>	
Decoration	
Doors	
Windows	Manifestation missing
Lighting	
Clock	Clock required
Tables	
Chairs	Old chairs to be replaced with burgundy
Flooring	
Fire Extinguishers	NONE present
Sink	
Ceiling Tiles	
Hot Water	
Cupboards	
Kettle	
Bin	
Air Con	
Fridge	
Sockets / Switches	
<b>TALKING NEWSPAPER</b>	
Decoration	
Doors	Manifestation missing
Ceiling Tiles	
Windows	
Lighting	
Clock	Clock required
Tables	
Chairs	Old chairs to be replaced with burgundy
Flooring	
Fire Extinguishers	NONE present

Bin	
Air Con	
Sockets / Switches	
<b>SERVERY</b>	
Decoration	
Doors	
Lighting	
Flooring	
Ceiling Tiles	
Work Surfaces	
Shelving	
Cupboards	
Heater	
Tea Boiler	Installation awaited
Sinks / Taps	
Hot Water	
Bin	
Shutters	
Fridges	
Sockets / Switches	
<b>SERVERY CORRIDOR</b>	
Decoration	
Doors	
Lighting	
Flooring	Dirt and paint remaining from the build – deep clean required
Ceiling Tiles	
Heater	
Sockets / Switches	
<b>UNISEX TOILET (Left)</b>	
Decoration	
Door	
Sink	
Hot Water	
Toilet	
Door lock	
Lighting	
Soap Dispenser	
Paper Towel Dispenser	
Loo Roll Holder	

Flooring	
Ceiling Tiles	
Handrails	
Bin	
Sanitary Bin	
<b>UNISEX TOILET (Right)</b>	
Decoration	
Door	
Sink	
Hot Water	
Toilet	
Door lock	
Lighting	
Soap Dispenser	
Paper Towel Dispenser	
Loo Roll Holder	
Flooring	
Ceiling Tiles	
Handrails	
Bin	
Sanitary Bin	
<b>STAIRCASE</b>	
Decoration	
Flooring	
Stained Glass Windows	
Handrail	
Disabled Call Point	
Disabled Refuge	
Sockets / Switches	
Air Con	
<b>COUNCIL CHAMBER</b>	
Decoration	Ceiling damaged by ingress of water – reported to WMDC
Doors	
Windows	
Lighting	
Clock	
Table	
Chairs	
Flooring	

Fire Extinguishers	NONE present
Bin	To be purchased
Air Con	
Curtains	
Balcony	Flooded – bucket of wires to be disposed of.
Sockets / Switches	
<b>SAFE KITCHEN</b>	
Decoration	
Doors	
Windows	Old table cloths to be disposed of.
Lighting	
Flooring	
Work Surfaces	
Cupboards	
Sinks / Taps	
Hot Water	
Bin	
Ceiling Tiles	
Fridge	Not plugged in
Sockets / Switches	
<b>COUNCILLORS KITCHEN</b>	
Decoration	
Doors	
Windows	
Lighting	
Flooring	
Work Surfaces	
Cupboards	
Sinks / Taps	
Hot Water	
Bin	
Tea Boiler	
Microwave / Toaster	
Table	
Chairs	
Fire Extinguishers	
Ceiling Tiles	
Computer Desk	
Fridge	
Sockets / Switches	

<b>GENTS TOILET</b>	
Decoration	
Main Door	
Cubicle Doors	
Sinks	
Toilets / Urinals	
Door locks	
Lighting	
Soap Dispensers	
Paper Towel Dispenser	
Loo Roll Holders	
Windows	
Flooring	
Ceiling Tiles	
Heater	
<b>DISABLED TOILET</b>	
Decoration	
Door	
Sink	
Hot Water	
Toilets	
Door lock	
Lighting	
Soap Dispenser	
Paper Towel Dispenser	
Loo Roll Holder	
Windows	
Flooring	
Handrails	
Ceiling Tiles	
Alarm	
Changing Unit	
Bin	
Heater	
Sanitary Bin	
<b>UPPER LANDING</b>	
Decoration	
Flooring	
Doors	
Sockets / Switches	

<b>LADIES TOILETS</b>	
Decoration	
Main Door	
Cubicle Doors	
Sinks	
Toilets	
Door locks	
Lighting	
Soap Dispensers	
Paper Towel Dispenser	
Loo Roll Holders	
Windows	
Flooring	
Heater	
Sanitary Bins	
<b>STAFF ROOM</b>	
Decoration	
Fridge	
Freezer	
Washer	
Dishwasher	
Tumble Drier	
Cupboards	
Door handles	
Bin	
Table & Chairs	Boxes of plates to be put away in Safe Kitchen
Microwave	
Kettle /Boiler	
Window	
Flooring	
Ceiling Tiles	
First Aid Kit	
Eye Wash Kit	
Sink / Drainer	
Tap	
Fire Blanket	
<b>ADMIN OFFICE</b>	
Decoration	
Lighting	
Shutter	



Glazed Screen	
Windows	
Blinds	
Internal Doors	
Desks / Cupboards	
Fire Extinguishers	
Sockets / Switches	
Flooring	
Ceiling Tiles	
<b>CLERKS OFFICE</b>	
Decoration	
Lighting	
Windows	
Blinds	
Internal Doors	
Fly Killer	
Sockets/Switches	
Flooring	
Ceiling Tiles	
<b>GROUNDS</b>	
Trip Hazards	
Flower Beds	One empty awaiting replanting
Litter	Some litter picking to do – regular job
Weeds	Weeding to be done
Air Con Compound	
Grit Bucket	Consider purchasing grit and a bucket for ramp
Letterbox	
Windows	
Walls	
Lights	Poor
Guttering	Down pipe missing from balcony
Signage	
Stonework	Crumbling – reported to WMDC
Ramp	
Steps	
Railings	

**NORMANTON TOWN COUNCIL**  
**PROPERTY COMMITTEE**  
Tuesday 25<sup>th</sup> June 2024

**RECOMMENDATIONS FROM INTERNAL AUDIT**

Following the interim audit which took place in November, it was recommended that the council 'develops and adopts appropriate key holder, building access and security policies as part of its risk management arrangements and updates the risk register as required'.

In order to put together the required policies, members are asked to consider how they wish to approach the issue of key holders for the two buildings.

Current position:

**Woodhouse Community Centre**

Keys held by all regular hirers - some have paid deposits more recently.  
Key collected and returned by ad hoc hirers upon payment of a £25 deposit.  
Employees including Town Clerk, Property Officer, cleaner  
Contractors – Legionella Testing and RCW Maintenance  
Councillors – B Mayne, S Hudson, J Pritchard  
Key safe recently installed on the outside of the building for hirers

**Town Hall**

Keys held by Town Clerk, Admin Officer, Admin Assistant, Property Officer.  
Councillors – B Mayne  
Wakefield Council Building Security for emergency access reasons via link corridor only.

**Door Entry Fobs**

All employees based at the Town Hall  
Councillors – P Mayne, E Blezard, B Mayne.  
Temporary fob issued to workmen to allow them to come in and out with tools etc.

**NORMANTON TOWN COUNCIL**  
**WELCOME TO NORMANTON SIGN INSPECTION**

**DATE OF INSPECTION:** 22.4.2024

**INSPECTED BY:** J. WILKINSON

Support Legs	Are the legs free from damage?	YES
	Any loose legs?	NO
Glazing	Are the glazed panels in good condition?	FAIR, CLEANED INSIDE AND OUT BUT COULD DO WITH NEW PANELS
	Are they securely attached to the sign?	YES
	Are there any sharp edges that need attention?	NO
Artwork	Is the artwork in good condition?	YES
	Does the artwork require any maintenance – Cleaning / moisture traps	CLEANED. MOISTURE TRAPS INSTALLED 22.4.24
Surrounding Area	Is the surrounding area in good condition?	YES
	Is the area free from rubbish and hazards?	YES LITTER PICKED 22.4.24
Any other comments		PERSPEX PANELS CLEANED, BUT COULD DO WITH REPLACING IN THE FUTURE.

**NORMANTON TOWN COUNCIL**  
**ALICE BACON MEMORIAL BENCH INSPECTION**

DATE OF INSPECTION: 10.4.24

INSPECTED BY: J WILKINSON

Brick Wall	Is the wall free from damage?	YES
	Any loose bricks?	NO
	Mortar in good condition?	YES
Rose Arches	Are the arches in good condition?	YES
	Are the securely attached to the brick wall?	YES
	Are there any sharp edges that need attention?	NO
Seat	Is the seat secure?	YES
	Does the seat require any maintenance – Cleaning / Sanding / Painting?	NO
Surrounding Area	Is the surrounding area in good condition?	YES
	Is the area free from rubbish and hazards?	YES
Any other comments		GOOD CONDITION

**NORMANTON TOWN COUNCIL  
TOWN HALL BENCH INSPECTION**

DATE OF INSPECTION: 10.4.2024

INSPECTED BY: J WILKINSON

Seat	Are the slats on the seat and back secure and in good condition?	YES
	Does the seat require any maintenance – Cleaning / Sanding / Painting?	NO
Legs	Are the legs secure and bolted down?	YES
	Do the legs require any maintenance – Cleaning / Sanding / Painting?	NO
Memorial Plaque	Is the memorial plaque for Sid Jones in good condition?	YES
Surrounding Area	Is the surrounding area in good condition?	YES
	Is the area free from rubbish and hazards?	YES
Any other comments		

## NORWOOD STREET OPEN SPACE

<b>Date Inspected:</b>	<b>25.01.24</b>	<b>Inspected by:</b>	<b>JW</b>
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<b>TREE ID</b>	<b>SPECIES</b>	<b>COMMENTS</b>	<b>ACTION REQD</b>	<b>WORK COMPLETED</b>
3.01	Field Maple	OK		
3.02	Norway Maple	OK		
3.03	Norway Maple	OK		
3.04	Norway Maple	OK		
3.05	Norway Maple	OK		
3.06	Norway Maple	OK		
3.07	Italian Alder	OK		
3.08	Italian Alder	OK		
3.09	Whitebeam	OK		
3.10	Italian Alder	OK		
3.11	Italian Alder	OK		
3.12	Ash	OK		
3.13	Hornbeam	OK		
3.14	Ash	OK		
3.15	Cherry	OK		
3.16	Norway Maple	OK		
3.17	Norway Maple	OK		
3.18	Norway Maple	OK		
3.19	Norway Maple	OK		

**Things to look out for:**

Loose branches, branches at ground level, branches growing close to overhead lines, branches growing close to residential properties, discoloured leaves (not autumnal changes) deadwood, lifting roots, cracks around the roots, cracks in trunk, damage by vehicles / vandals.

Update on other issues at Norwood Street:

Grass Cutting	
Shrub Pruning	Two shrubs still to be pruned
Strimming around fence line	
Strimming of verge towards allotment gates	To be completed by GG
Uneven Ground – Holes / Trip hazards	
Litter / Fly Tipping	Litter and fly tipping present. GG to carry out a full litter pick and removal of tipped waste. A small skip is required to dispose of waste.
Hazards – needles etc	
Storage of materials between garages	All litter between garages will be removed to the skip
Weeds	
Self Set Trees to be removed	To be completed by GG
Weeds / Brambles growing over allotment fence	Sprayed by GG early June