

# 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: 14<sup>th</sup> August 2024  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Property Committee** to be held on **Monday 19<sup>th</sup> August 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

Monday 19<sup>th</sup> August 2024 at 1:00pm at Normanton Town Hall

## AGENDA

<b>Item</b>	<b>Description</b>	<b>Enclosure</b>
<b>021.</b>	<b>To receive apologies for absence.</b>	
<b>022.</b>	<b>To receive declarations of Interest.</b>	
<b>023.</b>	<b>To receive and sign the minutes of a meeting of the Property Committee.</b> Held on Tuesday 25 <sup>th</sup> June 2024 (Minute Numbers 001-020; Pages 1-4).	<b>A</b>
<b>024.</b>	<b>To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall.</b>	<b>B</b>
<b>025.</b>	<b>To receive an update on any incidents and accidents.</b>	<b>C</b>
<b>026.</b>	<b>To receive the budget to date for the 2024/25 financial year.</b>	<b>D</b>
<b>027.</b>	<b>To receive an inspection report for the Alice Bacon Memorial Bench.</b>	<b>E</b>
<b>028.</b>	<b>To receive an inspection report for the Welcome to Normanton Sign.</b>	<b>F</b>
<b>029.</b>	<b>To receive an inspection report for Woodhouse Community Centre.</b>	<b>G</b>
<b>030.</b>	<b>To receive an inspection report for Normanton Town Hall.</b>	<b>H</b>
<b>031.</b>	<b>To review the Public Liability requirements for bookings at Normanton Town Hall and Woodhouse Community Centre.</b>	<b>I</b>
<b>032.</b>	<b>To review the charging schedule for the hire of the Woodhouse Community Centre.</b>	<b>J</b>
<b>033.</b>	<b>To review the allocations policy for the Norwood Street Garage Plots.</b>	<b>K</b>
<b>034.</b>	<b>To consider a quote for the LOLER examinations on the lift at Normanton Town Hall.</b>	

<b>035.</b>	<b>To review and consider the Key Holder, Building Access and Security Policy.</b>	<b>L</b>
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## MINUTES OF THE PROPERTY COMMITTEE

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

Present: Councillor E Blezard  
Councillor A Bones – Vice Chairman  
Councillor H Jones  
Councillor B Mayne – Chairman  
Councillor P Mayne  
Councillor C Parsons  
Councillor P Sampson

D Johnston – Town Clerk & RFO

Absent: Councillor A Samuels  
Councillor K Wilson, JP

**001. Appointment of Chairman**

RESOLVED that Councillor B Mayne be appointed as Chairman for the current municipal year.

**002. Appointment of Vice Chairman**

RESOLVED that Councillor A Bones be appointed as Vice Chairman for the current municipal year.

**003. Apologies for Absence**

RESOLVED that apologies for absence be received on behalf of Councillors A Samuels and K Wilson, JP.

**004. Declarations of Interest**

There were no declarations of interest recorded.

**005. Minutes**

RESOLVED that the Minutes of a meeting of the Property Committee held on Monday 29<sup>th</sup> April 2024 (Minute Numbers 030-045; Pages 10-12) be received as a true record and signed by the Chairman.

**006. Bookings Update**

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

**007. Incidents and Accidents**

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

RESOLVED that the update on any incidents and accidents be received.

**008. Property Committee Budget 2024-25**

A report was circulated showing income of £390.50 and expenditure of £21,704.04.

RESOLVED that the Property Committee budget for the 2024-25 financial year be received.

**009. Electrical Fixed Wiring Testing – Woodhouse Community Centre**

Quotes were considered for the fixed wiring testing at Woodhouse Community Centre.

RESOLVED that the quote from Innova Electrical be accepted at a cost of £350.00 + VAT.

**010. Pointing of Exterior Wall – Woodhouse Community Centre**

Members considered quotes for the re-pointing of the exterior walls in various locations around the building.

RESOLVED that the quote from RCW Building Maintenance be accepted at a cost of £900.00 + VAT.

**011. Inspection Report – Woodhouse Community Centre**

The inspection report carried out on 12<sup>th</sup> June identified the following issues:

- Clutter in the kitchen and storerooms which requires tidying up and sorting out before the decorators arrive.
- Plasters were required in the First Aid kit.
- A price was to be obtained for shelving for the storeroom (right of stage).
- A price was to be obtained for a replacement low level cupboard for the storeroom (right of stage).
- The guttering was to be cleared out by NTC staff.
- Quotes are to be obtained for a replacement sign at the front of the building.

RESOLVED that the inspection report for the Woodhouse Community Centre be received and actioned.

**012. Capping of Fire Escape Ramp – Woodhouse Community Centre**

Members considered a quote and recommendations for the capping of the ramp wall at Woodhouse Community Centre.

It was agreed not to move forward with this work and keep the situation under review. It may be necessary to look at removing the brick wall and installing railings in the future.

RESOLVED that the ramp wall will be kept under review.

**013. Town Hall – Remedial Works**

It was reported that three companies had been contacted to quote for the remedial works identified by building control. One company had declined to quote, one company are going to get back to us and a third had been to site on several occasions to price up the works.

RESOLVED that the report be received.

**014. Written Motion – CCTV at Normanton Town Hall**

Members considered a written motion in relation to the installation of CCTV at Normanton Town Hall.

It was acknowledged that CCTV was essential for staff security and asked for quotes to be obtained for the entrance, staircase and admin office hatch as well as external cameras at the front door and rear fire escape.

It was further suggested that consideration should be given to the automatic door, particularly when the staff were working in other parts of the building and couldn't hear the buzzer.

RESOLVED that quotes for CCTV and door monitoring would be obtained.

**015. Inspection Report – Normanton Town Hall**

The inspection report carried out on 12<sup>th</sup> June identified the following issues:

- Clocks required in CR3 and TNP Room.
- WMDC to be asked to provide additional fire extinguishers and provide an update on faulty extinguishers that they have identified.
- Quotes be obtained for a deep clean of the Altro flooring in various areas of the building.
- Litter bin to be provided in the Council Chamber.
- Small bag of grit and a wheeled trug to be purchased and kept in the basement for the purpose of gritting the ramp in winter.

RESOLVED that the inspection report for Normanton Town Hall be received and actioned.

**016. Recommendations from Internal Audit**

Members considered the recommendations put forward by the Internal Auditor that specifically relate to the Property Committee including key holders, building access and security.

It was agreed that the Town Clerk would draw up the required policies based on the information contained in the report and bring it to the next meeting for review and approval.

RESOLVED that Key Holder, Building Access and Security Policies be drafted.

**017. Welcome to Normanton Sign**

The inspection carried out on 22<sup>nd</sup> April 2024 identified that the Perspex panels are damaged and are in need of replacement. It was agreed that quotes would be obtained.

RESOLVED that the inspection report for the Welcome to Normanton Sign at Normanton Station be received and actioned.

**018. Alice Bacon Memorial**

The inspection carried out on 10<sup>th</sup> April 2024 did not identify any remedial works.

RESOLVED that the inspection report for the Alice Bacon Memorial located at Queen Street be received.

**019. Town Hall Benches**

The inspection carried out on 10<sup>th</sup> April 2024 did not identify any remedial works.

RESOLVED that the inspection report for the benches installed outside Normanton Town Hall be received.

**020. Norwood Street Open Space**

The inspection carried out on 25<sup>th</sup> January 2024 after high winds did not identify any issues.

The Grounds Maintenance Staff identified some fly tipping in the area and have been instructed to carry out a thorough litter pick of the whole area. A small skip would be required for the clearance at a cost of £90.00 from Pickup Skips.

RESOLVED that the inspection report for the open space located at Norwood Street be received and that a small skip be ordered from Pickup Skips at a cost of £90.00 + VAT.

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

01/06/2024 - 30/06/2024

Grid by Agenda Booking...

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7	
	Normanton Town Hall - Community Room 1 <span style="color: #00A651;">●</span> 10:00 - 11:00 NTC Event Normanton Town Hall - Community Room 2 <span style="color: #0070C0;">●</span> 11:00 - 13:00 Age UK Digital Group Training	Normanton Town Hall - Community Room 1 <span style="color: #92D050;">●</span> 13:00 - 16:00 Kitty's Hut	Normanton Town Hall - Community Room 2 <span style="color: #0070C0;">●</span> 10:00 - 12:00 U3A		
10	11	12	13	14	
Normanton Town Hall - Community Room 2 <span style="color: #0070C0;">●</span> 10:00 - 12:00 U3A Normanton Town Hall - Community Room 2 <span style="color: #00A651;">●</span> 14:00 - 16:00 Inner Wheel	Normanton Town Hall - Community Room 2 <span style="color: #0070C0;">●</span> 11:00 - 13:00 Age UK Digital Group Training	Normanton Town Hall - Community Room 1 <span style="color: #92D050;">●</span> 13:00 - 16:00 Kitty's Hut			
17	18	19	20	21	
Normanton Town Hall - Community Room 1 <span style="color: #0070C0;">●</span> 13:00 - 15:00 NASCA	Normanton Town Hall - Community Room 2 <span style="color: #0070C0;">●</span> 11:00 - 13:00 Age UK Digital Group Training	Normanton Town Hall - Community Room 1 <span style="color: #92D050;">●</span> 13:00 - 16:00 Kitty's Hut	Normanton Town Hall - Community Room 1 <span style="color: #E91E63;">●</span> 09:00 - 12:00 Thursday Chat Club Normanton Town Hall - Community Room 2 <span style="color: #0070C0;">●</span> 10:00 - 11:00 U3A		
24	25	26	27	28	
	Normanton Town Hall - Community Room 2 <span style="color: #0070C0;">●</span> 11:00 - 13:00 Age UK Digital Group Training	Normanton Town Hall - Community Room 1 <span style="color: #92D050;">●</span> 13:00 - 16:00 Kitty's Hut			





01/07/2024 - 31/07/2024

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training	3 Normanton Town Hall - Community Room 1 ● 13:00 - 16:00 Kitty's Hut	4 Normanton Town Hall - Community Room 2 ● 10:00 - 11:00 U3A	5	
8 Normanton Town Hall - Community Room 2 ● 10:00 - 12:00 U3A	9 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	10 Normanton Town Hall - Community Room 1 ● 08:00 - 16:00 UNAVAILABLE Normanton Town Hall - Community Room 2 ● 08:00 - 16:00 UNAVAILABLE	11 Normanton Town Hall - Community Room 1 ● 08:00 - 16:00 UNAVAILABLE Normanton Town Hall - Community Room 2 ● 08:00 - 16:00 UNAVAILABLE	12 Normanton Town Hall - Community Room 2 ● 08:00 - 16:00 UNAVAILABLE	
15	16 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	17	18 Normanton Town Hall - Community Room 1 ● 09:00 - 12:00 Thursday Chat Club	19 Normanton Town Hall - Community Room 1 ● 08:00 - 09:00 UNAVAILABLE	
22	23 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training	24 Normanton Town Hall - Community Room 2 ● 08:00 - 16:00 SLCC West Yorkshire Branch Normanton Town Hall - Community Room 1 ● 13:00 - 16:00 Kitty's Hut	25	26	
29 Normanton Town Hall - Community Room 1 ● 13:00 - 15:00 NASCA	30 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training	31 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			



01/06/2024 – 30/06/2024

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<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>Woodhouse Community Centre ● 09:30 - 11:00 Music &amp; Movement</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</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>Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage</p> <p>Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing</p>	<p>Woodhouse Community Cent ● 08:00 - 20:30 Ad Hoc Booking - Birthday Pa</p>
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# 01/07/2024 - 31/07/2024

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<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>	
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<p>22</p> <p>Woodhouse Community Centre ● 00:00 - 23:45 Maintenance Work</p>	<p>23</p> <p>Woodhouse Community Centre ● 00:00 - 23:45 Maintenance Work</p>	<p>24</p> <p>Woodhouse Community Centre ● 00:00 - 23:45 Maintenance Work</p>	<p>25</p> <p>Woodhouse Community Centre ● 00:00 - 23:45 Maintenance Work</p>	<p>26</p> <p>Woodhouse Community Centre ● 00:00 - 23:45 Maintenance Work</p>	<p>Woodhouse Community Cent ● 00:00 - 23:45 Maintenance Work</p>
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**NORMANTON TOWN COUNCIL  
PROPERTY COMMITTEE  
Monday 19<sup>th</sup> August 2024**

**INCIDENTS AND ACCIDENTS**

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

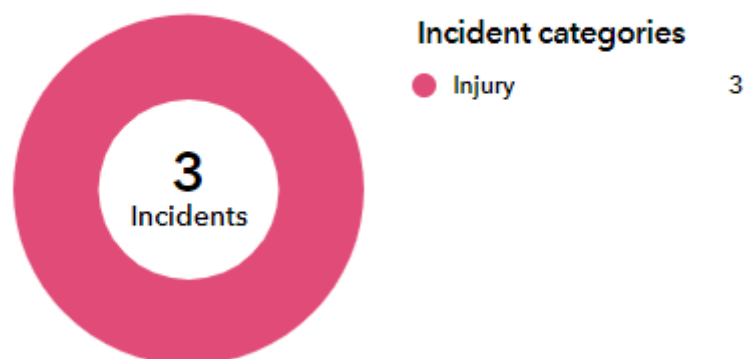
It has been 251 days since the last incident.

## 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	196.00	-54.00						-54.00 (-21%)
3	Income - Hire WCC	250.00	550.00	300.00						300.00 (120%)
4	Income - Garage Plot R	638.00	634.80	-3.20						-3.20 (-0%)
8	Income - Deposit (WCC									(N/A)
28	Telephone / Internet				1,980.00	519.46		519.46	1,460.54	1,460.54 (73%)
45	Hire NTH									(N/A)
46	Hire WCC									(N/A)
47	Deposits									(N/A)
55	Town Hall Refurb				35,000.00	200.00	300.00	500.00	34,500.00	34,800.00 (99%)
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	640.77		640.77	1,923.23	1,923.23 (75%)
60	Repairs & Maint NTH				6,600.00	1,700.75	720.00	2,420.75	4,179.25	4,899.25 (74%)
61	Repairs & Maint WCC				5,775.00	197.72	4,651.10	4,848.82	926.18	5,577.28 (96%)
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	628.32		628.32	971.68	971.68 (60%)
65	Norwood St O/S				1,000.00	33.54	90.00	123.54	876.46	966.46 (96%)
72	Utilities NTH				4,000.00				4,000.00	4,000.00 (100%)
73	Utilities WCC				4,000.00	1,328.84		1,328.84	2,671.16	2,671.16 (66%)
101	Lease NTH				1.00				1.00	1.00 (100%)
108	Lease WCC				1.00				1.00	1.00 (100%)
113	Alice Bacon Bench					2,100.00		2,100.00	-2,100.00	-2,100.00 (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>1,380.80</b>	<b>242.80</b>	<b>76,995.00</b>	<b>20,107.94</b>	<b>5,761.10</b>	<b>25,869.04</b>	<b>51,125.96</b>	<b>57,129.86</b> <b>(73%)</b>

Summary

<b>NET TOTAL</b>	<b>1,138.00</b>	<b>1,380.80</b>	<b>242.80</b>	<b>76,995.00</b>	<b>20,107.94</b>	<b>5,761.10</b>	<b>25,869.04</b>	<b>51,125.96</b>	<b>57,129.86</b> <b>(73%)</b>
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**NORMANTON TOWN COUNCIL  
ALICE BACON MEMORIAL BENCH INSPECTION**

**DATE OF INSPECTION: 26/06/24**

**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?	OK
	Are the securely attached to the brick wall?	Yes
	Are there any sharp edges that need attention?	NO
Seat	Is the seat secure?	Yes - good condition
	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, swept area litter picked
Any other comments		Everything in good condition

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

**DATE OF INSPECTION: 26.06.24**  
**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
	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	NO
Surrounding Area	Is the surrounding area in good condition?	YES
	Is the area free from rubbish and hazards?	YES
Any other comments		Perspex panel scratched

<b>WOODHOUSE BUILDING CHECKLIST</b>	
DATE:	04.07.2024
COMPLETED BY:	J Wilkinson

<b>ENTRANCE</b>	
Decoration	Decoration is booked in July.
Door and Lock	
Lighting	
Sockets / Switches	
Fire Alarm	
Burglar Alarm	
Flooring	
<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	
Door handles	
Bin	
Kettle /Boiler	
Window	
Clutter	There is clutter around the kitchen and in drawers / Cupboards.
First Aid Kit	
Eye Wash Kit	
Sink / Drainer	
Tap	
<b>MAIN HALL</b>	
Decoration	Decoration is booked in July.
Flooring	
Lighting	
Windows	
Sockets / Switches	
Blinds	
<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	
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.

<b>NORMANTON TOWN HALL BUILDING CHECKLIST</b>	
DATE:	14 <sup>th</sup> August 2024
COMPLETED BY:	D Johnston

<b>ENTRANCE</b>	
Decoration	
Exterior Door and Locks	
Sliding Door and Locks	
Buzzer top and bottom	
Internal Doors	
Signage	
Lighting	
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	Recently installed
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	
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 recently installed
Tables	
Chairs	
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 recently installed
Tables	
Chairs	
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	Occasional leak from overflow pipe where it doesn't line up with the drip tray.
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	
Air Con	
Curtains	
Balcony	Cleared and swept by TH 12.08.24
Sockets / Switches	
<b>SAFE KITCHEN</b>	
Decoration	
Doors	
Windows	
Lighting	
Flooring	
Work Surfaces	
Cupboards	
Sinks / Taps	
Hot Water	
Bin	
Ceiling Tiles	
Fridge	Moved to Staff Kitchen
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	Fridge no longer working – to be disposed of. Replacement may be needed.
Freezer	
Washer	
Dishwasher	
Tumble Drier	
Cupboards	
Door handles	
Bin	
Table & Chairs	
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	
Litter	
Weeds	Weeding to be done
Air Con Compound	
Grit Bucket	Wheeled trug to be ordered.
Letterbox	
Windows	
Walls	
Lights	Poor
Guttering	Down pipe missing from balcony
Signage	
Stonework	Crumbling – reported to WMDC
Ramp	
Steps	
Railings	

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**NORMANTON TOWN COUNCIL**  
**PROPERTY COMMITTEE**  
Monday 19<sup>th</sup> August 2024

**PUBLIC LIABILITY FOR HIRERS**

**Introduction**

The Town Hall and Community Centre serve as key venues for a wide range of events, including community gatherings, private functions, and public meetings. While these spaces are invaluable assets to our community, they also present potential risks and liabilities. This report outlines the need for all hirers of these facilities to have public liability insurance, ensuring that both the Town Council and the hirers are protected against any legal or financial claims arising from accidents or incidents during their events.

**Current Situation**

**Event Diversity:** The Town Hall and Community Centre are regularly hired for various activities, including charity events, clubs, youth activities, sports activities, meetings and coffee mornings.

**Risk Exposure:** Events, particularly those with large attendance or involving physical activities, present risks such as accidents, property damage, and injuries. Currently, there is no mandatory requirement for hirers to have public liability insurance.

**Council Liability:** In the absence of hirer insurance, the Town Council could be held responsible for claims, leading to significant financial liability and legal complications.

**Rationale for Requiring Public Liability Insurance**

Protection for the Town Council:

**Mitigating Financial Risk:** Public liability insurance for hirers would reduce the financial risk to the Town Council by ensuring that any claims are handled by the hirer's insurance provider.

**Legal Safeguards:** This requirement protects the council from potential legal actions, where a third party might seek compensation for an injury or damage that occurred during an event.

Protection for Hirers:

**Financial Security:** Public liability insurance provides hirers with protection against claims, covering legal costs and compensation, which could be financially crippling without insurance.

**Professionalism and Responsibility:** Requiring insurance encourages hirers to approach their events with a heightened sense of responsibility and professionalism, reducing the likelihood of accidents and incidents.

Consistency with Best Practices:

**Industry Standards:** Many venues across the country already require public liability insurance as a standard condition of hire, ensuring consistent and responsible use of community assets.

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Community Safety: The insurance requirement would promote safer event practices, as hirers would be more likely to adhere to safety protocols to minimise risks.

## **Implementation Considerations**

### Insurance Requirements:

**Minimum Coverage:** Set a minimum coverage amount (e.g., £5 million) that hirers must meet to ensure adequate protection.

**Documentation:** Require hirers to provide proof of insurance before confirming their booking.

### Communication and Support:

**Clear Guidelines:** Provide clear information about the insurance requirement during the booking process, including what it covers and why it is necessary.

### Exemptions and Special Cases:

**Low-Risk Hirers:** Consider potential exemptions for low-risk activities, such as small meetings, clubs or non-physical activities, while ensuring this does not undermine the overall policy.

**Businesses:** Businesses or organisations operating like a business **MUST** provide a copy of their public liability insurance.

**Public Events:** Any hirer organising a public event **MUST** provide a copy of their public liability insurance.

### Enforcement:

**Non-Compliance:** Clearly state the consequences of non-compliance, such as cancellation of the booking or denial of access to the facilities.

## **Conclusion**

Requiring public liability insurance for hirers of the Town Hall and Community Centre is a prudent and necessary measure to protect both the Town Council and the community. This policy will safeguard against financial and legal risks, encourage responsible use of the facilities, and align our practices with industry standards.

**NORMANTON TOWN COUNCIL**  
**PROPERTY COMMITTEE**  
Monday 19<sup>th</sup> August 2024

**CHARGING SCHEDULE AT WOODHOUSE COMMUNITY CENTRE**

**Introduction**

The community centre is a vital resource for the residents of our town, providing a venue for various activities, events, and social gatherings. Our residents contribute to the upkeep and running of this facility through the precept. However, it has come to our attention that a number of non-residents are also benefiting from the use of the community centre without contributing to its maintenance. This report proposes the introduction of a fee structure for hirers from outside our area to ensure fairness and sustainability.

**Current Situation**

**Precept Contribution:** Our residents pay the precept, a portion of which is allocated towards the maintenance, staffing, and utilities of the community centre.

**Usage by Non-Residents:** Currently, non-resident hirers enjoy the same access to the community centre as residents, without contributing to the associated costs.

**Financial Impact:** The influx of non-resident hirers increases wear and tear on the facility, leading to higher maintenance costs, which are borne entirely by local residents.

**Rationale for Charging Non-Residents**

Fairness to Local Residents:

**Equity:** Residents should not subsidize the use of the community centre by non-residents. Those who do not contribute to the precept should not enjoy the same benefits as those who do.

**Responsibility:** It is only fair that non-residents, who do not contribute to the facility's upkeep, pay a fee that reflects the value they derive from using the community centre.

Revenue Generation:

**Cost Recovery:** Introducing fees for non-residents will help recover the costs associated with their use of the facility, thereby reducing the financial burden on local taxpayers.

**Enhancing Services:** Additional revenue can be reinvested into the community centre, allowing for improved facilities and maintenance, ultimately benefiting the entire community.

Encouraging Local Engagement:

**Prioritisation of Local Use:** By charging non-residents, we can prioritise access for local groups and individuals, ensuring that the community centre remains a space primarily for our residents.

### **Proposed Fee Structure**

Residents: Continue to enjoy current rates with no additional charges.

Non-Residents:

Standard Hire Rate: A fee of £10 per hour.

Discounts: Consideration could be given to offering discounts for non-resident hirers who can demonstrate a significant local benefit (e.g., charity events or partnerships with local organisations).

### **Implementation Considerations**

Communication:

Advance Notice: Provide adequate notice to current and potential non-resident hirers about the upcoming changes.

Clear Rationale: Clearly communicate the reasons for the new charges, emphasising fairness and the need for sustainability.

### **Conclusion**

Introducing charges for non-residents using the community centre is a necessary step to ensure fairness and financial sustainability. By aligning fees with usage, we can protect the interests of our residents, generate additional revenue for the centre, and maintain the facility's high standards.

## **Garage Plot Information Sheet**

Normanton Town Council has a number of garage plots available to rent at Norwood Street, Normanton.

If you are interested in applying to rent a garage plot you will need to complete an application form which can be obtained from either the Town Hall, High Street, Normanton WF6 2DZ, by calling at the Town Hall.

Your completed application form should be sent to Normanton Town Council at the above address and you will be sent a confirmation that your application has been received.

Your application will be held until a garage plot becomes available when the Town Council will contact you.

Should you be granted a garage plot you will be required to sign a Tenancy Agreement. This agreement sets out the rules of your tenancy which you must abide by. If you break these rules Normanton Town Council may take action which may result in you losing your tenancy.

No more than TWO garage plots will normally be allocated to any one household.

The allocation of garage plots will be based on the following criteria:-

- i) Residents of Norwood Street (who do not already have a plot)
- ii) Residents of the lower Castleford Road area (who do not already have a plot)
- iii) Residents of Normanton (who do not already have a plot)
- iv) Existing garage plot tenants

What can garage plots be used for?

- Parking of vehicles – you can garage a roadworthy motor vehicle. You can also store items associated with your vehicle. You must always be able to close the garage door where appropriate
- The garage must not be used solely for storage
- The storage of dangerous materials is not permitted.
- Garage plots must not be used for any business or advertising purposes



**NORMANTON TOWN COUNCIL****TENANCY AGREEMENT**

AN AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and BETWEEN NORMANTON TOWN COUNCIL (hereinafter called "the Council") by the hand of Donna Johnston its Clerk and duly authorised Agent of the one part and \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called "the Tennant") of the other part.

**WHEREBY:**

1. The Council agrees to let and the Tennant agrees to take on a yearly tenancy from the first day of April 20\_\_\_\_ the Garage Plot numbered \_\_\_\_\_ on the Council's Garage Plot site at Norwood Street, Normanton at the yearly rent of £\_\_\_\_\_ (subject to yearly review) and subject to the provisos and conditions hereinafter contained.
2. The Tennant hereby agrees with the Council as follows:-
  - (1) to pay the rent hereby reserved by no later than 31<sup>st</sup> March in every year during the continuance of this tenancy without any deductions whatsoever;
  - (2) only to use the garage plot for the storage of a private roadworthy motor vehicle and not used for any purpose which constitutes business within the meaning of the Landlords and Tenant Act 1954 Part II and not to use the garage plot for any other purpose whatsoever.
  - (3) to keep the garage plot in a good state of repair and the surrounding area free from weeds;
  - (4) not to cause or permit any nuisance or annoyance to the occupier of any other garage plot or resident or encroach on any path, roadway or neighbouring plot;
  - (5) not to sublet, assign or part with the possession of the garage plot. This means that only you as the licensee (or anyone living in your household) may use the garage plot;
  - (6) not to erect any notice or advertisement on the garage plot or garage;
  - (7) notify the Town Council of any change to your permanent address within fourteen days of such change and provide details of your new permanent address;

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- (8) to permit any officer or other agent or representative of the Council to enter the garage plot and inspect the condition thereof and of any building erected or being erected thereon;
  - (9) to prevent the dropping of oil onto the garage plot floor;
  - (10) not to run the engine of a motor vehicle whilst it is in the garage plot except so far as it may be necessary for entering or leaving the garage plot;
  - (11) not to store any dangerous, inflammable, or explosive substances including petrol, lubricating oil and liquid petroleum gas (LPG) in the garage plot other than that in the fuel tank of the vehicle itself;
  - (12) not to park any motor vehicle in such a manner as to restrict free and easy access by other tenants to adjoining garage plots;
  - (13) not to leave any motor vehicle or other items in the garage plot at the cessation of the Agreement by notice or otherwise. If you do so any vehicles and/or items shall be deemed to be abandoned and the Town Council may dispose of them as it thinks fit;
  - (14) to be held accountable for any breach of the conditions of your tenancy;
3. The Council hereby agrees with the Tenant that the Tenant observing and performing the conditions and obligations on his part contained in this Agreement may peaceably use and enjoy the garage plot without any interruption by the Council or any person claiming under or in trust for the Council.
  4. Upon termination of your tenancy you are not permitted to pass on the tenancy to a third party. All new tenancies shall be arranged by the Town Council.
  5. Upon termination of your agreement you will be permitted to remove the garage at your own expense. Otherwise ownership of the garage shall pass to the next tenant with their consent.
  6. Upon termination of your agreement should any garage be left in a dangerous or unsafe condition or should it not be required by the next tenant it will be removed by the Town Council and any cost recharged to you.
  7. You must obtain the appropriate planning permission from Wakefield Council should you wish to erect a garage on a garage plot.

8. This tenancy shall determine on the death of the tenant and may also be determined in any of the following manners:

- (1) by either party giving to the other twelve months notice in writing;
- (2) by re-entry by the Council at any time after giving one months notice in writing to the tenant;
- (3) if the rent or any part thereof is in arrears for not less than forty days whether legally demanded or not;
- (4) if it appears to the Council that there has been a breach of the conditions and obligations on the part of the Tenant herein contained; or
- (5) if the Tenant shall become bankrupt or compound with his creditors.

9. Any notice required to be given by the Council to the Tenant may be signed on behalf of the Council by the Clerk for the time being and may be served on the Tenant either personally or by leaving it at his last known place of abode or by prepaid post addressed to him there or by fixing the notice in a conspicuous manner on the garage plot AND any notice required to be given by the Tenant to the Council shall be sufficiently served if signed by the tenant and sent by prepaid post to the Clerk of the Council for the time being.

AS WITNESS the hands of the parties hereto on the day and year first written.

The Tenant:

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

The Council

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **NORMANTON TOWN COUNCIL**

### **KEY HOLDER, BUILDING ACCESS & SECURITY POLICY**

#### **Scope of the Policy**

This Policy applies to the Woodhouse Community Centre, Queen Elizabeth Drive, Normanton, WF6 1JE and Town Council offices located at Normanton Town Hall, High Street, Normanton, WF6 2DZ.

This policy applies to all staff, members and hirers of the Council to ensure that a safe and secure working environment is maintained which protects occupiers, assets and information. It has particular relevance to key or fob holders in order that they may understand their responsibilities and are familiar with the lock-up procedures.

#### **General Principles - Lone working**

Safe working considerations for lone workers are referred to in the Council's Health & Safety manual and in the Lone Working Policy. Lone workers include those who work alone in a building or part of a building or when with a member of the public.

#### **Keys and fobs procedures**

In order to access Normanton Town Council's buildings, keys and/or fobs may be loaned to nominated persons. It is fundamental to the effective operation of this Policy that these items are accounted for and that the person receiving them is aware of their responsibilities.

The Town Clerk will ensure there is an adequate system in place to fulfil this and will be the main contact point for requests for keys and fobs. References to keys includes master keys.

Keys and fobs are loaned based on need and are not to be viewed as a privilege of office.

In the absence of the Town Clerk, the Property Officer or other member of staff nominated by the Town Clerk, will fulfil their responsibilities.

Prior to the loan of a key or fob, the Town Clerk and the nominated person will complete a key holder form.

Nominated persons who lose their keys or fobs or have them stolen must notify the Town Clerk as soon as possible who will decide whether to notify the Police and/or to re-set fobs in order to render the lost fob useless and/or to re-issue a replacement. The Town Clerk will also decide whether to levy a charge upon the nominated person for the replacement key and/or to re-programme the fobs.

Nominated persons who no longer need a key or fob, for example owing to them leaving, losing office, expiry of rental period or taking up a different role, must return the key or fob to the Town Clerk or nominated person who will complete the key holder form to record the return of the key / fob.

Nominated persons must not loan keys or fobs to any other person without the authorisation of the Town Clerk or nominated person and must not make duplicates, alter keys, locks or mechanisms or admit unauthorised persons to a building.

The Town Clerk or nominated person will undertake a periodic audit of keys and fobs (including those not in circulation) to ensure that all may be accounted for and to take the necessary action if not.

The nominated key holder (s) will consist of the following:

- Town Clerk
- Property Officer
- Admin Officer
- Admin Assistant
- Cleaner (Woodhouse Community Centre only)
- Chairman of the Property Committee

In the absence of the Chairman of the Property Committee for a period of time, their key will be made available to another member of the Property Committee subject to a key holder form being completed.

### **Woodhouse Community Centre Security Procedures**

The Woodhouse Community Centre will not be opened to the public at set times.

Each hirer will be responsible for opening and locking up after their booking.

A spare set of keys to open the front entrance door is located in a secure key box on the outside wall to the right of the building.

The access to the Woodhouse Community Centre for visitors is through the main entrance door on Queen Elizabeth Drive. No visitors are allowed to be admitted to the building from any other access point except in the case of the Meet n Eats Diner who take delivery of hot meals via the rear fire escape for safety reasons.

A keyholder is required to run through the following checklist before leaving the building:

- check no-one else is in the building
- check that all windows are shut and locked
- check that all lights are turned off
- check that all non-critical appliances are switched off
- check that the alarm is activated

The Town Council accepts no liability for equipment or possessions left at the premises.

Cash is not received or stored on site.

### **Normanton Town Hall Security Procedures**

Normanton Town Hall will be opened by a member of the Admin Team each morning before the office opens to the public.

The Admin Team will unlock the two front doors, unset the alarm and set the automatic door to 'Exit Only' mode.

The Admin Office and Staff Room will remain locked with a digi-lock throughout the working day for staff safety.

When hirers have bookings with high attendance, the doors may be set to 'Two Way' mode. Hirers must inform the office when they are finished so that the doors can be returned to 'Exit Only'.

The Admin Team will secure the premises at the end of each day.

The access to Normanton Town Hall for visitors is through the main entrance door on High Street. There is no access into the building through the fire escape doors.

Wakefield Council Building Security can access the Town Council side of the building via a side door from Social Services.

On leaving the office, all filing cabinets that hold sensitive information/material must be locked and keys stored in a secure location.

A keyholder is required to run through the following checklist before leaving the building:

- check no-one else is in the building
- check that all windows are shut and locked
- check that all lights are turned off
- check that all non-critical appliances are switched off
- check that the alarm is activated

The Town Council accepts no liability for equipment or possessions left at the premises.

Cash income and petty cash is stored in a locked cash tin, inside a locked cupboard within a locked office in compliance with Financial Regulations and control procedures.