

NORMANTON TOWN COUNCIL



MINUTES OF THE PROPERTY COMMITTEE

Held on Tuesday 25th 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 29th 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 12th 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 12th 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 22nd 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 10th 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 10th 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 25th 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.