

NORMANTON TOWN COUNCIL



MINUTES OF THE PROPERTY COMMITTEE

Held on Monday 19th August 2024 at 1:00pm at Normanton Town Hall

Present: Councillor E Blezard
Councillor H Jones
Councillor B Mayne – Chairman
Councillor C Parsons
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO

Absent: Councillor A Bones – Vice Chairman
Councillor P Sampson
Councillor A Samuels

- 021. To receive apologies for absence.**
RESOLVED that apologies for absence be recorded on behalf of Councillors A Bones and P Sampson.
- 022. To receive declarations of Interest.**
There were no declarations of interest recorded.
- 023. To receive and sign the minutes of a meeting of the Property Committee.**
RESOLVED that the minutes of a meeting of the Property Committee held on Tuesday 25th June 2024 (Minute Numbers 001-020; Pages 1-4) be received as a true record and signed by the Chairman.
- 024. To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall.**
RESOLVED that an update on bookings at the Town Hall and Woodhouse Community Centre be received.
- 025. To receive an update on any incidents and accidents.**
RESOLVED that the report on incidents and accidents be received. It was noted that there had been no accidents in the current year.

- 026. To receive the budget to date for the 2024/25 financial year.**
RESOLVED that the budget report showing income of £1,380.80 and committed expenditure of £25,869.04 be received.
- 027. To receive an inspection report for the Alice Bacon Memorial Bench.**
RESOLVED that the inspection report dated 26th June 2024 be received, and no defects noted.
- 028. To receive an inspection report for the Welcome to Normanton Sign.**
RESOLVED that the inspection report dated 26th June 2024 be received, and quotes be obtained for replacement Perspex glazing.
- 029. To receive an inspection report for Woodhouse Community Centre.**
RESOLVED that the inspection report dated 4th July 2024 be received.
- 030. To receive an inspection report for Normanton Town Hall.**
RESOLVED that the inspection report dated 14th August 2024 be received.

It was noted that some minor repairs had been carried out to the Town Hall roof and the damp situation would now be monitored before redecoration.

- 031. To review the Public Liability requirements for bookings at Normanton Town Hall and Woodhouse Community Centre.**
Members considered a report on the requirement for Public Liability for hirers of the Woodhouse Community Centre and Town Hall.

RESOLVED that the report be received and that:

- i) All businesses (or organisations acting like a business) hiring Town Council venues would be required to provide Public Liability insurance of £5m.
- ii) All public events held at Town Council venues would be required to provide Public Liability insurance of £5m.
- iii) All community groups who have public liability insurance would be required to provide a copy.
- iv) Exemptions would be considered for low-risk activities organised by small groups.

- 032. To review the charging schedule for the hire of the Woodhouse Community Centre.**
Members considered a report on the charging schedule for Woodhouse Community Centre and particularly the out of area hirers who had chosen to use the facility in recent months.

It was agreed that this was a facility paid for by the precept payers of Normanton and those from outside the area should not benefit from the precept.

RESOLVED that hirers who reside outside of the Normanton area would be charged an introductory rate of £10/hr.

033. To review the allocations policy for the Norwood Street Garage Plots.

RESOLVED that the Allocations policy be reviewed and updated to reflect the following changes:

- i) No more than ONE garage plot will be allocated to any one household.
- ii) Residents must be on the electoral register for the Normanton area.
- iii) Residents who move out of the area will be required to give up their plot.
- iv) Garages must be structurally sound.

034. To consider a quote for the LOLER examinations on the lift at Normanton Town Hall.

RESOLVED that the LOLER safety examinations be added to the service agreement with Pinnacle Elevators at a cost of £360.00 per year for 2 visits.

035. To review and consider the Key Holder, Building Access and Security Policy.

RESOLVED that the Key Holder, Building Access and Security Policy be adopted.

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