

NORMANTON TOWN COUNCIL



Normanton Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ
Tel: 01924 893794 E: enquiries@normantontowncouncil.co.uk

To members of the Property
Committee

Date: 10th October 2024

Dear Councillor,

You are hereby summoned to attend a **MEETING OF THE PROPERTY COMMITTEE** which is to be held on **Tuesday 15th October 2024** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **1:00pm**.

Please ensure that you arrive 15 minutes prior to the meeting to ensure that you are seated for the start of the meeting.

IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna Johnston', written in a cursive style.

Mrs Donna Johnston FdA
Town Clerk & RFO.

PROPERTY COMMITTEE

Tuesday 15th October 2024 at 1:00pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
036.	To receive apologies for absence.	
037.	To receive declarations of Interest.	
038.	To receive and sign the minutes of a meeting of the Property Committee. Held on Monday 19 th August 2024 (Minute Numbers 021-035; Pages 5-7).	A
039.	To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall.	B
040.	To receive an update on any incidents and accidents.	C
041.	To receive the budget to date for the 2024/25 financial year.	D
042.	To receive an inspection report for the Alice Bacon Memorial Bench.	E
043.	To receive an inspection report for the Welcome to Normanton Sign.	F
044.	To receive an inspection report for Woodhouse Community Centre.	G
045.	To receive an inspection report for Normanton Town Hall.	H
046.	To consider quotes for CCTV at Normanton Town Hall.	I
047.	To consider quotes for the replacement sign at Woodhouse Community Centre.	J
048.	To consider a quote for pointing of the windows at Woodhouse Community Centre.	K
049.	To review the Flag Flying Policy.	L

050.	To consider quotes for the outstanding works at Normanton Town Hall.	
051.	To receive an update on the plumbing work at Normanton Town Hall.	

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.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	2 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	3	4 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
5 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	6 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	7 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	8 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	9 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	10 Woodhouse Community Centre ● 13:00 - 15:00 Loveworld Inc	11 Woodhouse Community Centre ● 12:00 - 14:00 Loveworld Inc Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
12 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	13 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	14 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	15 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	16 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	17	18 Woodhouse Community Centre ● 12:00 - 14:00 Loveworld Inc Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
19 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	20 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	21 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	22 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	23 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	24 Woodhouse Community Centre ● 13:00 - 15:00 Loveworld Inc	25 Woodhouse Community Centre ● 12:00 - 14:00 Loveworld Inc Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
26 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	27 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	28 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	29 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	30 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	31 Woodhouse Community Centre ● 13:00 - 15:00 Loveworld Inc	



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



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Normanton Town Hall - Community Room 1 09:00 - 12:00 Thursday Chat Club	2	3	4
5	6 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	7 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut Normanton Town Hall - Community Room 2 14:00 - 16:00 Freeston & Sagars Almhouse Charity	8	9	10	11
12 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A	13 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	14 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	15	16	17	18
19	20 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	21 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	22	23	24	25
26 Normanton Town Hall - Community Room 1 08:00 - 16:00 UNAVAILABLE Normanton Town Hall - Community Room 2 08:00 - 16:00 UNAVAILABLE	27 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	28 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	29	30	31	



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A	3 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	4 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	5	6 Normanton Town Hall - Community Room 2 10:00 - 13:00 Carers Wakefield & District	7	8
9	10	11	12	13 Normanton Town Hall - Community Room 1 08:00 - 16:00 UNAVAILABLE Normanton Town Hall - Community Room 2 08:00 - 16:00 UNAVAILABLE	14	15
16 Normanton Town Hall - Community Room 1 08:00 - 16:00 UNAVAILABLE Normanton Town Hall - Community Room 2 08:00 - 16:00 UNAVAILABLE	17 Normanton Town Hall - Community Room 1 08:00 - 16:00 UNAVAILABLE Normanton Town Hall - Community Room 2 08:00 - 16:00 UNAVAILABLE	18 Normanton Town Hall - Community Room 1 08:00 - 16:00 UNAVAILABLE Normanton Town Hall - Community Room 2 08:00 - 16:00 UNAVAILABLE	19 Normanton Town Hall - Community Room 1 08:00 - 16:00 UNAVAILABLE Normanton Town Hall - Community Room 2 08:00 - 16:00 UNAVAILABLE	20 Normanton Town Hall - Community Room 1 08:00 - 16:00 UNAVAILABLE Normanton Town Hall - Community Room 2 08:00 - 16:00 UNAVAILABLE	21	22
23	24 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	25 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut Normanton Town Hall - Community Room 2 13:30 - 16:00 Freeston & Sagars Almhouse Charity	26 Normanton Town Hall - Community Room 1 09:00 - 10:00 Thursday Chat Club Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A	27 Normanton Town Hall - Community Room 1 08:00 - 16:00 UNAVAILABLE	28	29
30						



NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Tuesday 15th October 2024

INCIDENTS AND ACCIDENTS

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

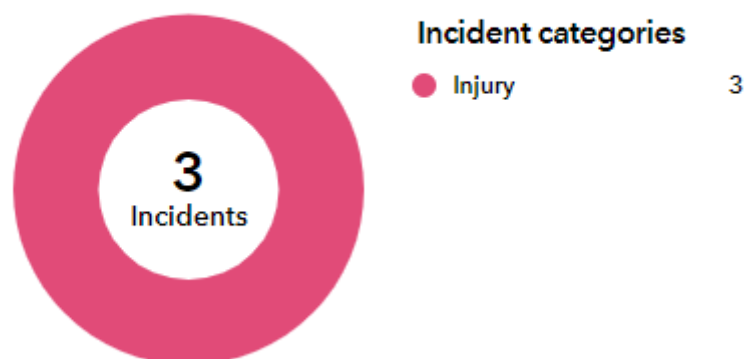
It has been 307 days since the last incident.

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	211.00	-39.00						-39.00 (-15%)
3	Income - Hire WCC	250.00	575.00	325.00						325.00 (130%)
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	949.98		949.98	1,030.02	1,030.02 (52%)
45	Hire NTH									(N/A)
46	Hire WCC									(N/A)
47	Deposits									(N/A)
55	Town Hall Refurb				35,000.00	450.00		450.00	34,550.00	34,550.00 (98%)
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	1,281.54		1,281.54	1,282.46	1,282.46 (50%)
60	Repairs & Maint NTH				6,600.00	2,462.38	360.00	2,822.38	3,777.62	4,137.62 (62%)
61	Repairs & Maint WCC				5,775.00	4,573.57	532.03	5,105.60	669.40	1,201.43 (20%)
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	878.61		878.61	721.39	721.39 (45%)
65	Norwood St O/S				1,000.00	41.91	90.00	131.91	868.09	958.09 (95%)
72	Utilities NTH				4,000.00	349.23		349.23	3,650.77	3,650.77 (91%)
73	Utilities WCC				4,000.00	1,675.63		1,675.63	2,324.37	2,324.37 (58%)
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)
SUB TOTAL		1,138.00	1,420.80	282.80	76,995.00	27,521.39	982.03	28,503.42	48,491.58	49,756.41 (63%)

Summary

NET TOTAL	1,138.00	1,420.80	282.80	76,995.00	27,521.39	982.03	28,503.42	48,491.58	49,756.41 (63%)
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Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2024 and 09-10-2024)

Cost Centre PROPERTY CTTEE

Code Number 28 Telephone / Internet

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	16/05/2024			Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
2	16/05/2024			Lloyds Card		Telephone & Broadband	Smarty	S	5.00	1.00	6.00
3	16/05/2024			Lloyds Card		Phone Case	WASZ LTD	S	5.41	1.08	6.49
29	02/04/2024	96960/97680		Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
62	22/04/2024	Q652128		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	47.64	9.53	57.17
64	30/04/2024			Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
99	22/05/2024	Q652875		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	48.78	9.76	58.54
101	30/05/2024			Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
116	24/06/2024			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	46.52	9.30	55.82
125	28/06/2024			Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
142	17/06/2024			Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
145	17/06/2024			Lloyds Card		Mobile Phone Contract	Smarty	S	5.00	1.00	6.00
159	17/06/2024			Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
201	22/07/2024			Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	45.59	9.12	54.71
203	30/07/2024			Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
218	16/07/2024			Lloyds Card		Mobile Phone Contract	Smarty	S	5.00	1.00	6.00
228	21/08/2024	Q654655		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	44.84	8.97	53.81
230	30/08/2024	102032 / 10269		Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
236	16/08/2024	216819764064		Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
237	16/08/2024			Lloyds Card		Mobile Phone Contract	Smarty	S	5.00	1.00	6.00
279	23/09/2024	655261		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	44.73	8.95	53.68
281	30/09/2024	102980/103710		Unity Current		Telephone & Broadband	NGC Networks	S	90.65	18.13	108.78
301	16/09/2024			Lloyds Card		Phone Backup	Apple	S	0.83	0.16	0.99
302	16/09/2024			Lloyds Card		Mobile Phone Contract	Smarty	S	5.00	1.00	6.00
305	16/09/2024			Lloyds Card		Data Sim	Smarty	S	6.75	1.35	8.10
Subtotal for Code: Telephone / Internet									£949.98	£189.97	£1,139.95

Code Number 55 Town Hall Refurb

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
119	25/06/2024	2024-2025/110	Property 29.	Unity Current		Installation of Fused Spur	Innova Electrical	S	200.00	40.00	240.00
178	16/08/2024	2024-2025/117		Unity Current		Concrete Patching	RCW Building Solutions	S	250.00	50.00	300.00
Subtotal for Code: Town Hall Refurb									£450.00	£90.00	£540.00

Code Number 56 Business Rates

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
20	12/04/2024	888511367849		Unity Current		Business Rates	Wakefield Council	Z	2,070.85		2,070.85
21	12/04/2024	888511506921		Unity Current		Business Rates	Wakefield Council	Z	10,104.75		10,104.75
Subtotal for Code: Business Rates									£12,175.60		£12,175.60

NORMANTON TOWN COUNCIL

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2024 and 09-10-2024)

Code Number 59 Hygiene Services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
58	10/04/2024			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
111	13/06/2024			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
194	10/07/2024			Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
275	13/09/2024	1594529		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
Subtotal for Code: Hygiene Services									£1,281.54	£256.30	£1,537.84

Code Number 60 Repairs & Maint NTH

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	05/04/2024	2024-2025/47		Petty Cash		DIY Goods	B&M	S	4.17	0.83	5.00
23	12/04/2024	2024-2025/50/		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
56	16/05/2024	2024-2025/102		Lloyds Card		Lightbulbs	Screwfix	S	7.48	1.50	8.98
139	26/06/2024			Petty Cash		Paintbrushes	B&M	S	3.32	0.67	3.99
148	17/06/2024	2024-2025/130		Lloyds Card		DIY Goods	Screwfix	S	4.49	0.90	5.39
152	17/06/2024	2024-2025/157		Lloyds Card		Fire Call Point Signs	Value Products Ltd	S	25.43	5.09	30.52
153	17/06/2024	2024-2025/158		Lloyds Card		Tea Boiler	Nisbets	S	387.99	77.59	465.58
165	09/07/2024	2024-2025/160		Unity Current		Lift Service	Pinnacle Elevators	S	880.00	176.00	1,056.00
173	09/07/2024	2024-2025/118		Unity Current		Fire Escape Door Stay	RCW Building Solutions	S	185.00	37.00	222.00
176	09/07/2024	2024-2025/163		Unity Current		First Aid Kits	D3 Office Group	S	24.11	4.82	28.93
176	09/07/2024	2024-2025/163		Unity Current		First Aid Kits	D3 Office Group	S	25.64	5.13	30.77
176	09/07/2024	2024-2025/163		Unity Current		First Aid Kits	D3 Office Group	S	33.12	6.63	39.75
179	16/08/2024	2024-2025/51/	Property 29.	Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
206	11/07/2024	2024-2025/51/	Property 29.	Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
239	16/08/2024	A1833830449C		Lloyds Card		Plumbing Materials	Screwfix	S	4.57	0.91	5.48
241	16/08/2024	1445250851		Lloyds Card		Clocks	IKEA	S	26.67	5.33	32.00
258	28/08/2024	A18922051467		Petty Cash		Salt	Screwfix	S	8.32	1.67	9.99
265	10/09/2024	2024-2025/174		Unity Current		Lift Examination	Pinnacle Elevators	S	360.00	72.00	432.00
293	10/09/2024			Petty Cash		Plumbing Materials	Toolstation	S	2.07	0.41	2.48
312	08/10/2024	2024-2025/51/	Property 29.	Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
Subtotal for Code: Repairs & Maint NTH									£2,462.38	£492.48	£2,954.86

Code Number 61 Repairs & Maint WCC

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	12/04/2024	2024-2025/42		Unity Current		Employee Expenses - Fuel	MFG Normanton Service Station	S	5.42	1.08	6.50
138	24/06/2024			Petty Cash		Employee Expenses - Fuel	MFG Normanton Service Station	S	5.42	1.09	6.51
148	17/06/2024	2024-2025/130		Lloyds Card		DIY Goods	Screwfix	S	11.66	2.33	13.99
149	17/06/2024	2024-2025/131		Lloyds Card		DIY Goods	Amazon EU UK Branch	S	25.22	5.04	30.26
175	09/07/2024	2024-2025/115		Unity Current		Toilet Repairs	RCW Building Solutions	S	150.00	30.00	180.00
180	16/08/2024	2024-2025/165		Unity Current		Fire Alarm Service	Chubb Fire & Security	S	250.53	50.11	300.64
189	16/08/2024	2024-2025/152		Unity Current		Fixed Wiring Testing	Innova Electrical	S	350.00	70.00	420.00
191	16/08/2024	2024-2025/113	Property 29.	Unity Current		Decorating	RCW Building Solutions	S	2,495.00	499.00	2,994.00

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2024 and 09-10-2024)

286	19/09/2024	2024-2025/112	Property 29.	Unity Current		Burglar Alarm Maintenance	Chubb Fire & Security	S	374.07	74.81	448.88
292	07/09/2024			Petty Cash		Kitchen Equipment	TESCO	S	6.25	1.25	7.50
310	08/10/2024	2024-2025/153		Unity Current		Pointing	RCW Building Solutions	S	900.00	180.00	1,080.00
Subtotal for Code: Repairs & Maint WCC									£4,573.57	£914.71	£5,488.28

Code Number 62 Waste Removal

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
24	12/04/2024	2024-2025/52/!		Unity Current		Waste Removal	Wakefield Council	Z	38.35		38.35
25	12/04/2024	2024-2025/53/!		Unity Current		Waste Removal	Wakefield Council	Z	539.62		539.62
Subtotal for Code: Waste Removal									£577.97		£577.97

Code Number 64 Cleaning

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
40	09/05/2024	2024-2025/54		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	239.60	47.92	287.52
40	09/05/2024	2024-2025/54		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	89.10	17.82	106.92
40	09/05/2024	2024-2025/54		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	21.00	4.20	25.20
40	09/05/2024	2024-2025/54		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	79.80	15.96	95.76
40	09/05/2024	2024-2025/54		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	15.00	3.00	18.00
40	09/05/2024	2024-2025/54		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	79.56	15.91	95.47
40	09/05/2024	2024-2025/54		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	59.50	11.90	71.40
48	09/05/2024	2024-2025/125		Unity Current		Cleaning Materials	Class Office Equipment Ltd	S	17.55	3.51	21.06
104	20/05/2024			Petty Cash		Dishwasher Tablets	Asda	S	4.17	0.83	5.00
131	06/06/2024			Petty Cash		Catering / Cleaning Supplies	Booker Ltd	S	14.98	3.00	17.98
168	09/07/2024	2024-2025/161		Unity Current		Bin	D3 Office Group	S	8.06	1.61	9.67
208	01/07/2024			Petty Cash		Dishwasher Tablets	Asda	S	4.17	0.83	5.00
251	16/08/2024	0299534		Lloyds Card		Catering Supplies	Booker Ltd	S	18.58	3.71	22.29
251	16/08/2024	0299534		Lloyds Card		Catering Supplies	Booker Ltd	S	14.99	3.00	17.99
256	22/08/2024			Petty Cash		Cleaning Materials	Asda	S	0.83	0.17	1.00
285	12/09/2024	00135976		Unity Current		Cleaning / Stationery Supplies	Class Office Equipment Ltd	S	202.68	40.55	243.23
311	08/10/2024	25815		Unity Current		Cleaning / Stationery Supplies	D3 Office Group	S	9.04	1.81	10.85
Subtotal for Code: Cleaning									£878.61	£175.73	£1,054.34

Code Number 65 Norwood St O/S

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
13	12/04/2024	2024-2025/43		Unity Current		Employee Expenses - Fuel	Glasshoughton Service Station	S	6.52	1.30	7.82
122	27/06/2024			Unity Current		Employee Expenses	Employees	Z	20.00		20.00
123	27/06/2024			Unity Current		Employee Expenses - Fuel	Glasshoughton Service Station	S	7.02	1.41	8.43
271	10/09/2024			Unity Current		Employee Expenses - Fuel	Glasshoughton Service Station	S	8.37	1.67	10.04
Subtotal for Code: Norwood St O/S									£41.91	£4.38	£46.29

Code Number 72 Utilities NTH

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
309	08/10/2024	91316410957		Unity Current		Utilities	Wakefield Council	S	349.23	65.60	414.83
Subtotal for Code: Utilities NTH									£349.23	£65.60	£414.83

Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2024 and 09-10-2024)

Code Number		73 Utilities WCC									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
59	16/04/2024			Unity Current		Utilities	Octopus Energy Ltd	L	675.18	33.76	708.94
63	16/04/2024			Unity Current		Water Bill	Everflow Water	Z	39.89		39.89
93	13/05/2024	KI-OD421A68-		Unity Current		Utilities	Octopus Energy Ltd	L	188.69	9.43	198.12
100	16/05/2024	3259241		Unity Current		Water Bill	Everflow Water	Z	-30.74		-30.74
110	14/06/2024			Unity Current		Utilities	Octopus Energy Ltd	L	420.27	21.01	441.28
113	17/06/2024			Unity Current		Water Bill	Everflow Water	Z	35.55		35.55
195	01/07/2024			Unity Current		Utilities	Octopus Energy Ltd	L			
202	16/07/2024			Unity Current		Water Bill	Everflow Water	Z	31.90		31.90
222	15/08/2024	0036		Unity Current		Utilities	Octopus Energy Ltd	L	251.54	12.58	264.12
229	16/08/2024	3500735		Unity Current		Water Bill	Everflow Water	Z	31.45		31.45
276	16/09/2024	3582765		Unity Current		Water Bill	Everflow Water	Z	31.90		31.90
Subtotal for Code: Utilities WCC									£1,675.63	£76.78	£1,752.41
Code Number		113 Alice Bacon Bench									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
171	09/07/2024	2024-2025/116		Unity Current		Repairs to Alice Bacon Bench	RCW Building Solutions	S	2,100.00	420.00	2,520.00
Subtotal for Code: Alice Bacon Bench									£2,100.00	£420.00	£2,520.00
Code Number		114 Train Station Sign									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
53	22/04/2024			Petty Cash		Dehumidifiers	B&M	S	4.97	0.99	5.96
Subtotal for Code: Train Station Sign									£4.97	£0.99	£5.96
Subtotal for Cost Centre: PROPERTY CTTEE									27,521.39	2,686.94	30,208.33
TOTALS									£27,521.39	£2,686.94	£30,208.33

NORMANTON TOWN COUNCIL
ALICE BACON MEMORIAL BENCH INSPECTION

DATE OF INSPECTION: 24/9/24
 INSPECTED BY: Donna Johnston

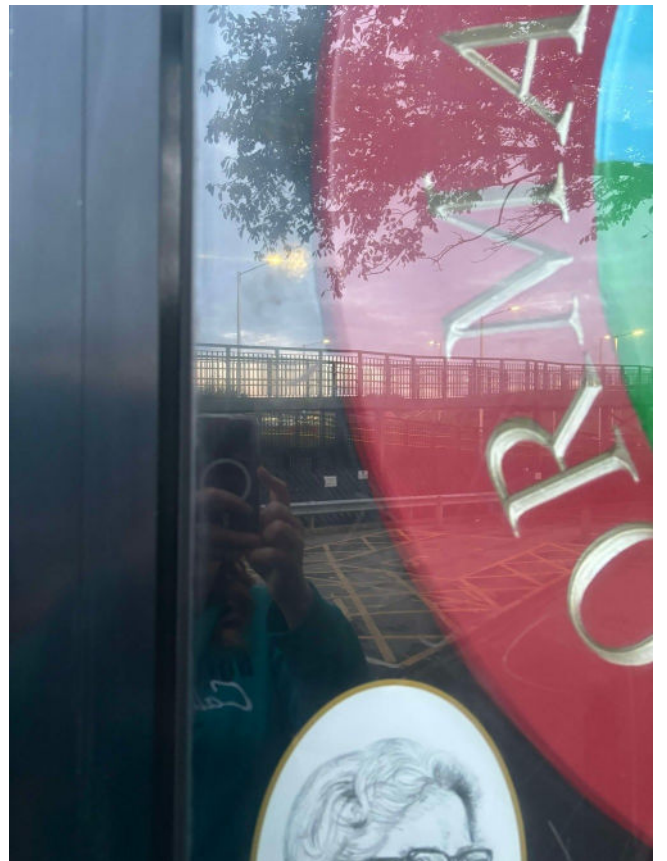
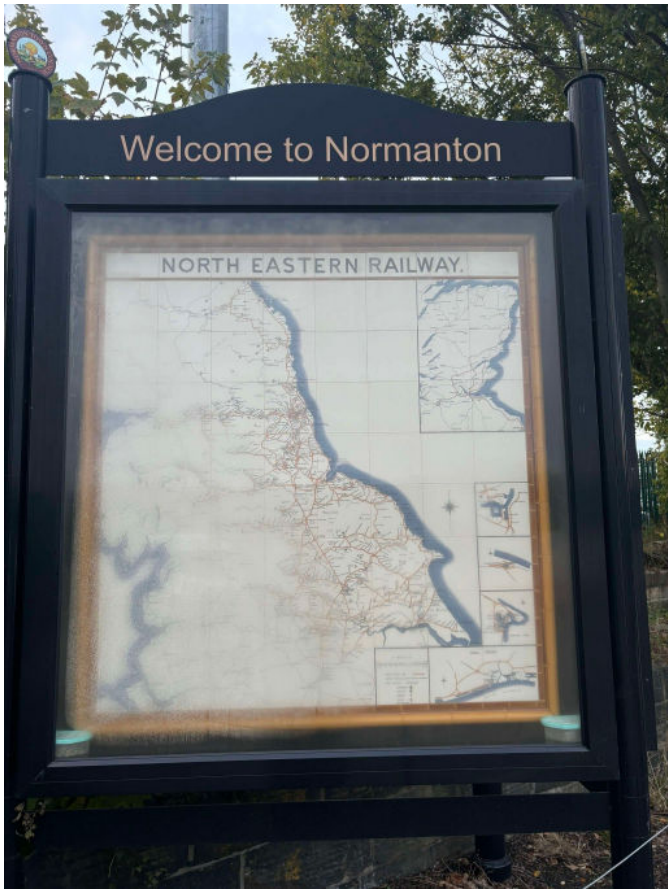
Brick Wall	Is the wall free from damage?	YES
	Any loose bricks?	NO
	Mortar in good condition?	YES
Rose Arches	Are the arches in good condition?	YES
	Are the securely attached to the brick wall?	YES
	Are there any sharp edges that need attention?	NO
Seat	Is the seat secure?	YES
	Does the seat require 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		Photo Taken



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

DATE OF INSPECTION: 10/10/24
INSPECTED BY: Donna Johnston

Support Legs	Are the legs free from damage?	YES
	Any loose legs?	NO
Glazing	Are the glazed panels in good condition?	NO
	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	YES- Moisture traps on tiled map to replace
Surrounding Area	Is the surrounding area in good condition?	yes
	Is the area free from rubbish and hazards?	yes
Any other comments	<p>Sticker removed from perspex on NTC Crest side.</p> <p>Some Moss on leg to be cleaned- map side</p>	Photos taken





WOODHOUSE BUILDING CHECKLIST	
DATE:	9/10/24
COMPLETED BY:	Donna Johnston

ENTRANCE	
Decoration	
Door and Lock	Foot operated lock not installed
Lighting	
Sockets / Switches	
Fire Alarm	
Burglar Alarm	Recent faults repaired by Chubb
Flooring	
DISABLED TOILET	
Decoration	
Main Door	
Sink	
Toilets	
Door lock	
Lighting	
Soap Dispenser	
Paper Towel Dispenser	
Loo Roll Holder	
Windows	
Flooring	
Handrails	
Changing Mat	
LADIES TOILETS	
Decoration	
Main Door	
Cubicle Doors	
Sinks	
Toilets / Urinals	
Door locks	
Lighting	
Soap Dispensers	
Paper Towel Dispenser	
Loo Roll Holders	
Windows	
Flooring	
GENTS TOILETS	

Decoration	
Main Door	
Cubicle Door	
Sinks	
Toilet / Urinal	
Door locks	
Lighting	
Soap Dispenser	
Paper Towel Dispenser	
Loo Roll Holder	
Windows	
Flooring	
KITCHEN	
Decoration	
Fridge	
Cupboards	In need of refurbishment
Door handles	
Bin	
Kettle /Boiler	
Window	
Clutter	To be tidied up
First Aid Kit	
Eye Wash Kit	
Sink / Drainer	NEW
Tap	
MAIN HALL	
Decoration	
Flooring	
Lighting	
Windows	
Sockets / Switches	
Blinds	
STORE 1	
Decoration	
Flooring	
Lighting	
Windows	
Sockets /Switches	
Clutter	To be tidied up
Gas Meter Accessible	

STORE 2	
Decoration	
Flooring	
Lighting	
Windows	
Sockets /Switches	
Clutter	to be tidied up
Fly Killer	
FIRE ESCAPE	
Door	
Locks	
Debris on ramp	
Wall on ramp	
Handrail on ramp	
GROUNDS	
Key Box	
Trip Hazards	
Grass Cutting	
Litter	
Fence	
Gates	
Gate Locks	
Grit Bucket	
Bin	
Letterbox	
Trees	
Bollards	
Roof	
Window grilles	
Walls	
Lights	
Guttering	to be cleaned - bigger ladder req'd
Signage	to be replaced.

Volunteer to trim up x-mas tree in December.

NORMANTON TOWN HALL BUILDING CHECKLIST	
DATE:	9/10/24
COMPLETED BY:	Donna Johnston

ENTRANCE	
Decoration	
Exterior Door and Locks	Sweep behind doors
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	Signs of damp - reported.
WAITING ROOM	
Decoration	
Doors	Manifestation missing
Windows	
Blinds	
Lighting	
Clock	
Tables	
Chairs	
Flooring	
Post Cupboard	
Noticeboard	
Information / Leaflets	
Contractor Signing In Book	
Bin	
Sockets / Switches	
Air Con	
DISABLED TOILET	
Decoration	Brown marks on wall nr window
Door	
Sink	

Hot Water	
Toilets	
Door lock	
Lighting	
Soap Dispenser	
Paper Towel Dispenser	
Loo Roll Holder	
Windows	
Flooring	Deep Clean required
Handrails	
Ceiling Tiles	to be straightened
Alarm	
Changing Unit	
Bin	
Heater	
Sanitary Bin	
COMMUNITY ROOM 1	
Decoration	
Doors	
Windows	
Blinds	
Lighting	
Clock	
Tables	
Chairs	
Flooring	
Burglar Alarm	
Fire Extinguishers	
Bin	
Air Con	
Sockets / Switches	
COMMUNITY ROOM 2	
Decoration	
Doors	
Windows	
Blinds	
Lighting	
Clock	
Tables	
Chairs	

Flooring	
Fire Extinguishers	
Bin	
Ceiling Tiles	Some slightly Cracked
Air Con	
Table Store Room	
Entrance Vestibule	
Fire Escape Door	
Sockets / Switches	
COMMUNITY ROOM 3	
Decoration	
Doors	
Windows	
Lighting	
Clock	
Tables	
Chairs	
Flooring	
Fire Extinguishers	
Sink	Tap hole blank missing
Ceiling Tiles	to be straightened
Hot Water	
Cupboards	
Kettle	
Bin	
Air Con	
Fridge	
Sockets / Switches	
TALKING NEWSPAPER	
Decoration	
Doors	
Ceiling Tiles	To be straightened
Windows	
Lighting	
Clock	
Tables	
Chairs	
Flooring	
Fire Extinguishers	
Bin	

Air Con	
Sockets / Switches	
SERVERY	
Decoration	
Doors	
Lighting	
Flooring	Deep clean required to be straightened
Ceiling Tiles	
Work Surfaces	
Shelving	
Cupboards	
Heater	
Tea Boiler	
Sinks / Taps	
Hot Water	
Bin	
Shutters	
Fridges	
Sockets / Switches	* NEW FIRE BLANKET TO BE INSTALLED
SERVERY CORRIDOR	
Decoration	
Doors	
Lighting	
Flooring	Deep clean required to be straightened
Ceiling Tiles	
Heater	
Sockets / Switches	
UNISEX TOILET (Left)	
Decoration	
Door	
Sink	
Hot Water	
Toilet	
Door lock	
Lighting	
Soap Dispenser	
Paper Towel Dispenser	
Loo Roll Holder	
Flooring	Deep clean required to be straightened
Ceiling Tiles	

Handrails	
Bin	
Sanitary Bin	
UNISEX TOILET (Right)	
Decoration	
Door	
Sink	
Hot Water	
Toilet	
Door lock	
Lighting	
Soap Dispenser	
Paper Towel Dispenser	
Loo Roll Holder	
Flooring	Deep clean required to be straightened
Ceiling Tiles	
Handrails	
Bin	
Sanitary Bin	
STAIRCASE	
Decoration	
Flooring	
Stained Glass Windows	
Handrail	
Disabled Call Point	
Disabled Refuge	
Sockets / Switches	
Air Con	
COUNCIL CHAMBER	
Decoration	
Doors	
Windows	
Lighting	
Clock	
Table	
Chairs	
Flooring	
Fire Extinguishers	
Bin	
Air Con	

Curtains	
Balcony	
Sockets / Switches	
SAFE KITCHEN	
Decoration	
Doors	
Windows	
Lighting	
Flooring	
Work Surfaces	
Cupboards	
Sinks / Taps	
Hot Water	
Bin	
Ceiling Tiles	to be straightened
Fridge	Moved to Staff Room
Sockets / Switches	
COUNCILLORS KITCHEN	
Decoration	
Doors	
Windows	
Lighting	
Flooring	
Work Surfaces	
Cupboards	
Sinks / Taps	Tap hole blank missing
Hot Water	
Bin	
Tea Boiler	
Microwave / Toaster	
Table	
Chairs	
Fire Extinguishers	* NEW FIRE BLANKET TO BE INSTALLED
Ceiling Tiles	
Computer Desk	
Fridge	
Sockets / Switches	
GENTS TOILET	
Decoration	
Main Door	

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

Cubicle Doors	
Sinks	
Toilets	
Door locks	
Lighting	
Soap Dispensers	
Paper Towel Dispenser	
Loo Roll Holders	
Windows	
Flooring	
Heater	
Sanitary Bins	
STAFF ROOM	
Decoration	
Fridge	Broken + replaced £230 + Delivery
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	
ADMIN OFFICE	
Decoration	
Lighting	
Shutter	Not Connected to fire alarm
Glazed Screen	
Windows	
Blinds	

Internal Doors	
Desks / Cupboards	
Fire Extinguishers	
Sockets / Switches	
Flooring	
Ceiling Tiles	
CLERKS OFFICE	
Decoration	
Lighting	
Windows	
Blinds	
Internal Doors	
Fly Killer	
Sockets/Switches	
Flooring	
Ceiling Tiles	
GROUNDS	
Trip Hazards	
Flower Beds	
Litter	
Weeds	<i>Some weeding to be done</i>
Air Con Compound	
Grit Bucket	<i>Purchased + stored in basement</i>
Letterbox	
Windows	
Walls	
Lights	
Guttering	
Signage	
Stonework	
Ramp	
Steps	
Railings	

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NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Tuesday 15th October 2024

CCTV AT NORMANTON TOWN HALL

A number of quotes have been obtained:

Contractor 1

£2,913.11

22" wall mounted 4K Monitor

5 x 8MP cameras

8 channel recording unit

Contractor 2

£3,000.00

Monitor

4 x 5MP cameras

4 channel recording unit

£3,500.00

Monitor

4 x 8MP cameras

4 channel recording unit

Contractor 3

£1,550.00

32" wall mounted HD monitor

4 x 5MP cameras

8 channel recording unit

Contractor 4

£1,599.00

21" wall mounted LED monitor

4 x 4MP cameras

4 channel recording unit with remote access

£1,693.00

21" wall mounted LED monitor

4 x 4MP cameras*

8 channel recording unit with remote access

*Additional external camera can be added at a cost of £299.00 (£1,992.00 in total)

System maintenance after the first 12-month period is available at £112.00/y subject to annual inflationary increases. Includes annual service and 24/7 emergency service for faults.

NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Tuesday 15th October 2024

REPLACEMENT SIGN AT WOODHOUSE COMMUNITY CENTRE

A number of quotes have been obtained:

Contractor 1

£340.00

2.4m x 1.2m

Supply and install into existing frame

Contractor 2

£620.00

2.4m x 1.2m

Supply and install digitally printed tray sign

* Supplied current sign and would be exact replica

Contractor 3

£372.00

2.4m x 1.2m

Supply and install aluminium composite sign with digitally printed display and overlay gloss laminate.

NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Tuesday 15th October 2024

POINTING OF WINDOWS AT WOODHOUSE COMMUNITY CENTRE

Whilst carrying out the pointing that was previously approved, the contractor highlighted that there is some additional work required on the pointing above the windows.

He has provided two options for you to consider:

Pointing car park side only

£450.00

Remove grids from windows (x6), grind and rake out & repoint to secure window heads.

Pointing both sides

£850.00

Remove grids from windows (x11), grind and rake out & repoint to secure window heads.

NORMANTON TOWN COUNCIL

FLAG FLYING POLICY

1. Flying the Flag

- 1.1 Flags may be flown on every day of the year. Government and local authority buildings in England, Scotland and Wales are encouraged to fly national flags every day of the year.
- 1.2 Flags are normally flown from sunrise to sunset, but they may also be flown at night, when they should be illuminated where possible.
- 1.3 The Town Council will fly the flag of St George in April to commemorate St George's Day.
- 1.4 The Town Council will fly the Yorkshire Flag in August to commemorate Yorkshire Day.

2. Flags at Half-mast

- 2.1 Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole.
- 2.2 When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position.
- 2.3 When a flag is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.
- 2.4 Flags should be flown at half-mast on the following occasions:
 - a) From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full mast following the proclamation.
 - b) From the announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness', subject to special commands from the Sovereign in each case.
 - c) On the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case.
 - d) The funerals of foreign rulers, subject to special commands from the Sovereign in each case.
 - e) The funerals of prime ministers and ex-prime ministers of the United Kingdom, subject to special commands from the Sovereign in each case.
 - f) Any other occasions where the Sovereign has given a special command.
 - g) The above cover Royal and national mourning, but flags may be flown at half-mast on private or non-government buildings on other relevant occasions.
 - h) The Town Council will follow the advice of Queens Council with regard to when it is relevant to fly the flag at half - mast.

- 2.5 The Town Council will fly the flag at half mast following the death of a serving Councillor, former Mayor or Mayoress. The flag will remain at half mast for one week and where possible, will also be raised to half mast on the day of the funeral.
- 2.6 The Town Council may also fly the flag at half-mast in the event of a national disaster or terrorist attack as a mark of respect and in remembrance of those affected.
- 2.7 Flags fly at full mast on Remembrance Sunday.