

# NORMANTON TOWN COUNCIL



## MINUTES OF THE PROPERTY COMMITTEE

Held on Tuesday 15<sup>th</sup> October 2024 at 1:00pm at Normanton Town Hall

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

Donna Johnston – Town Clerk & RFO

Absent: Councillor H Jones  
Councillor P Sampson  
Councillor A Samuels  
Councillor K Wilson, JP

- 036. To receive apologies for absence.**  
RESOLVED that apologies for their inability to attend were recorded on behalf of Councillors H Jones and K Wilson.
- 037. To receive declarations of Interest.**  
There were no declarations of interest recorded.
- 038. 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 Monday 19<sup>th</sup> August 2024 (Minute Numbers 021-035; Pages 5-7) be received as a true record, subject to the inclusion of Councillor P Mayne in the list of members present. The minutes were signed by the Chairman.
- 039. To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall.**  
It was noted that usage of Normanton Town Hall is increasing, leading to a significant rise in the amount of washing up needed to keep crockery and cutlery clean for each new booking. A health and safety concern was raised regarding the current process of transporting and double handling the crockery to move it upstairs to the dishwasher.

To reduce the risks associated with carrying dishes up the steps to the staffroom, it was proposed that an additional dishwasher be installed on the ground floor.

RESOLVED that an update on bookings at the Town Hall and Woodhouse Community Centre be received and that the Town Clerk be delegated authority to purchase a new dishwasher on the grounds of Health and Safety.

**040. 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.

**041. To receive the budget to date for the 2024/25 financial year.**

RESOLVED that the budget report showing income of £1,420.80 and committed expenditure of £28,503.42 be received.

**042. To receive an inspection report for the Alice Bacon Memorial Bench.**

RESOLVED that the inspection report dated 24<sup>th</sup> September 2024 be received and no defects noted.

**043. To receive an inspection report for the Welcome to Normanton Sign.**

RESOLVED that the inspection report dated 10<sup>th</sup> October 2024 be received and quotes be obtained to replace the Perspex.

**044. To receive an inspection report for Woodhouse Community Centre.**

RESOLVED that the inspection report dated 9<sup>th</sup> October 2024 be received and the following minor issues be actioned:

- Installation of foot operated lock to be completed.
- Guttering to be cleaned.
- Christmas tree to be decorated in December (volunteer required).
- Clutter to be cleared from the centre.

**045. To receive an inspection report for Normanton Town Hall.**

RESOLVED that the inspection report dated 9<sup>th</sup> October 2024 be received and the following minor issues be actioned:

- Sweeping behind red wooden doors.
- Ceiling tiles to be straightened.
- Missing tap hole blanks to be installed on sinks.
- New fire blankets to be installed.
- Large fridge to be replaced at a cost of £215.83 + VAT.
- Weeding to be done.

- 046. To consider quotes for CCTV at Normanton Town Hall.**  
RESOLVED that the contract for the installation of 6 CCTV cameras, monitor and recording unit be awarded to Calder Security at a cost of £2,291.00 + VAT.
- 047. To consider quotes for the replacement sign at Woodhouse Community Centre.**  
RESOLVED that the contract for replacing the sign at Woodhouse Community Centre be awarded to Visual Impact at a cost of £372.00 + VAT.
- 048. To consider a quote for pointing of the windows at Woodhouse Community Centre.**  
RESOLVED that the contract for pointing above the windows be awarded to RCW Building Solutions at a cost of £850.00 + VAT.
- 049. To review the Flag Flying Policy.**  
RESOLVED that the Flag Flying Policy be reviewed and accepted.
- 050. To consider quotes for the outstanding works at Normanton Town Hall.**  
RESOLVED that the item be deferred to a future meeting.
- 051. To receive an update on the plumbing work at Normanton Town Hall.**  
It was reported that the main plumbing work would be carried out on Saturday 19<sup>th</sup> October 2024.

RESOLVED that the report be received.

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