

# NORMANTON TOWN COUNCIL



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

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To members of the Property  
Committee

Date: 11<sup>th</sup> December 2024

Dear Councillor,

You are hereby summoned to attend a **MEETING OF THE PROPERTY COMMITTEE** which is to be held on **Monday 16<sup>th</sup> December 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', with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA  
Town Clerk & RFO.

## PROPERTY COMMITTEE

Monday 16<sup>th</sup> December 2024 at 1:00pm at Normanton Town Hall

### AGENDA

| Item | Description  | Enclosure |
|------|--|-----------|
| 052. | To receive apologies for absence.  |           |
| 053. | To receive declarations of Interest.   |           |
| 054. | To receive and sign the minutes of a meeting of the Property Committee.<br>Held on Monday 19 <sup>th</sup> August 2024 (Minute Numbers 036-051; Pages 8-10). | A         |
| 055. | To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall in October and November 2024.   | B         |
| 056. | To consider a request to use the Woodhouse Community Centre car park for a fruit and veg stall.  |           |
| 057. | To receive an update on any incidents and accidents.   | C         |
| 058. | To receive the budget to date for the 2024/25 financial year.  | D         |
| 059. | To receive an inspection report for the Alice Bacon Memorial Bench.  | E         |
| 060. | To receive an inspection report for the Welcome to Normanton Sign.   | F         |
| 061. | To receive an inspection report for Woodhouse Community Centre.  | G         |
| 062. | To receive the Legionella report for Woodhouse Community Centre.   | H         |
| 063. | To receive an inspection report for Normanton Town Hall.   | I         |
| 064. | To receive an inspection report for the benches at Normanton Town Hall.  | J         |
| 065. | To consider replacing the old chairs in Community Room 2 at Normanton Town Hall.   | K         |

|             |  |          |
|-------------|--|----------|
| <b>066.</b> | <b>To consider the draft Property Committee Budget for the 2025/26 financial year.</b> | <b>L</b> |
| <b>067.</b> | <b>To consider and adopt the draft CCTV Policy.</b>                                    | <b>M</b> |
| <b>068.</b> | <b>To review the Mobility Scooter Policy.</b>  | <b>N</b> |

**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.

| Monday   | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday | Sunday |
|--|--|--|---|---|----------|--------|
|  | 1<br>Normanton Town Hall - Community Room 2<br>11:00 - 13:00<br>Age UK Digital Group Training  | 2<br>Normanton Town Hall - Community Room 1<br>13:00 - 16:00<br>Kitty's Hut  | 3   | 4<br>Normanton Town Hall - Community Room 2<br>10:00 - 13:00<br>Carers Wakefield & District | 5        | 6      |
| 7  | 8<br>Normanton Town Hall - Community Room 2<br>11:00 - 13:00<br>Age UK Digital Group Training  | 9<br>Normanton Town Hall - Community Room 1<br>13:00 - 16:00<br>Kitty's Hut  | 10<br>Normanton Town Hall - Community Room 1<br>09:00 - 12:00<br>Thursday Chat Club<br>Normanton Town Hall - Community Room 2<br>10:00 - 12:00<br>U3A | 11  | 12       | 13     |
| 14<br>Normanton Town Hall - Community Room 2<br>10:00 - 12:00<br>U3A<br>Normanton Town Hall - Community Room 1<br>14:00 - 16:00<br>Inner Wheel | 15<br>Normanton Town Hall - Community Room 2<br>11:00 - 13:00<br>Age UK Digital Group Training   | 16<br>Normanton Town Hall - Community Room 1<br>13:00 - 16:00<br>Kitty's Hut | 17<br>Normanton Town Hall - Community Room 2<br>10:00 - 12:00<br>U3A  | 18  | 19       | 20     |
| 21<br>Normanton Town Hall - Community Room 1<br>13:00 - 15:00<br>NASCA   | 22<br>Normanton Town Hall - Community Room 2<br>11:00 - 13:00<br>Age UK Digital Group Training   | 23<br>Normanton Town Hall - Community Room 1<br>13:00 - 16:00<br>Kitty's Hut | 24<br>Normanton Town Hall - Community Room 1<br>12:45 - 14:30<br>BEAM   | 25  | 26       | 27     |
| 28<br>Normanton Town Hall - Community Room 1<br>14:00 - 15:45<br>NASCA   | 29<br>Normanton Town Hall - Community Room 1<br>08:00 - 16:00<br>UNAVAILABLE<br>Normanton Town Hall - Community Room 2<br>08:00 - 16:00<br>UNAVAILABLE | 30<br>Normanton Town Hall - Community Room 1<br>13:00 - 16:00<br>Kitty's Hut | 31  |   |          |        |



| Monday  | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday | Sunday |
|---|---|--|--|--|----------|--------|
|   |   |  |  | 1<br>Normanton Town Hall - Community Room 2<br>10:00 - 13:00<br>Carers Wakefield & District  | 2        | 3      |
| 4<br>Normanton Town Hall - Community Room 1<br>08:00 - 13:00<br>Josie Pritchard<br>Normanton Town Hall - Community Room 2<br>14:00 - 16:00<br>Inner Wheel | 5<br>Normanton Town Hall - Community Room 2<br>11:00 - 13:00<br>Age UK Digital Group Training<br>Normanton Town Hall - Community Room 1<br>13:00 - 16:00<br>Kitty's Hut | 6<br>Normanton Town Hall - Community Room 1<br>08:00 - 16:00<br>UNAVAILABLE<br>Normanton Town Hall - Community Room 2<br>08:00 - 16:00<br>UNAVAILABLE  | 7<br>Normanton Town Hall - Community Room 1<br>08:00 - 16:00<br>UNAVAILABLE<br>Normanton Town Hall - Community Room 2<br>08:00 - 16:00<br>UNAVAILABLE  | 8<br>Normanton Town Hall - Community Room 1<br>08:00 - 16:00<br>UNAVAILABLE<br>Normanton Town Hall - Community Room 2<br>08:00 - 16:00<br>UNAVAILABLE  | 9        | 10     |
| 11  | 12<br>Normanton Town Hall - Community Room 2<br>11:00 - 13:00<br>Age UK Digital Group Training  | 13<br>Normanton Town Hall - Community Room 1<br>12:30 - 16:00<br>Kitty's Hut   | 14<br>Normanton Town Hall - Community Room 2<br>10:00 - 12:00<br>U3A   | 15   | 16       | 17     |
| 18<br>Normanton Town Hall - Community Room 2<br>10:00 - 12:00<br>U3A<br>Normanton Town Hall - Community Room 1<br>14:00 - 15:45<br>NASCA                  | 19<br>Normanton Town Hall - Community Room 2<br>11:00 - 13:00<br>Age UK Digital Group Training  | 20<br>Normanton Town Hall - Community Room 1<br>13:00 - 16:00<br>Kitty's Hut   | 21<br>Normanton Town Hall - Community Room 1<br>09:00 - 12:00<br>Thursday Chat Club<br>Normanton Town Hall - Community Room 2<br>10:00 - 12:00<br>U3A  | 22   | 23       | 24     |
| 25<br>Normanton Town Hall - Community Room 1<br>08:00 - 16:00<br>UNAVAILABLE<br>Normanton Town Hall - Community Room 2<br>08:00 - 16:00<br>UNAVAILABLE    | 26<br>Normanton Town Hall - Community Room 1<br>08:00 - 16:00<br>UNAVAILABLE<br>Normanton Town Hall - Community Room 2<br>08:00 - 16:00<br>UNAVAILABLE                  | 27<br>Normanton Town Hall - Community Room 1<br>08:00 - 16:00<br>UNAVAILABLE<br>Normanton Town Hall - Community Room 2<br>08:00 - 16:00<br>UNAVAILABLE | 28<br>Normanton Town Hall - Community Room 1<br>08:00 - 16:00<br>UNAVAILABLE<br>Normanton Town Hall - Community Room 2<br>08:00 - 16:00<br>UNAVAILABLE | 29<br>Normanton Town Hall - Community Room 1<br>08:00 - 16:00<br>UNAVAILABLE<br>Normanton Town Hall - Community Room 2<br>08:00 - 16:00<br>UNAVAILABLE | 30       |        |





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



| Monday   | Tuesday   | Wednesday   | Thursday   | Friday  | Saturday  | Sunday  |
|--|---|---|--|---|---|---|
|  |   |   |  | 1<br>Woodhouse Community Centre<br>● 09:30 - 10:30<br>Baby Massage<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing  | 2   | 3<br>Woodhouse Community Centre<br>● 09:30 - 11:15<br>Yoga by Nadine Hill<br>Woodhouse Community Centre<br>● 15:30 - 20:00<br>Grace Assembly  |
| 4<br>Woodhouse Community Centre<br>● 09:30 - 15:00<br>Exclusive Events - Soft Play<br>Woodhouse Community Centre<br>● 17:00 - 19:30<br>The Well Project  | 5<br>Woodhouse Community Centre<br>● 09:30 - 13:00<br>Music & Movement<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing  | 6<br>Woodhouse Community Centre<br>● 10:30 - 14:00<br>Grace Assembly<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing  | 7<br>Woodhouse Community Centre<br>● 09:00 - 15:00<br>Meet 'n' Eats Diner<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing  | 8<br>Woodhouse Community Centre<br>● 09:30 - 10:30<br>Baby Massage<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing  | 9   | 10<br>Woodhouse Community Centre<br>● 09:30 - 11:15<br>Yoga by Nadine Hill<br>Woodhouse Community Centre<br>● 12:00 - 14:00<br>Loveworld Inc<br>Woodhouse Community Centre<br>● 15:30 - 20:00<br>Grace Assembly |
| 11<br>Woodhouse Community Centre<br>● 09:30 - 15:00<br>Exclusive Events - Soft Play<br>Woodhouse Community Centre<br>● 17:00 - 19:30<br>The Well Project | 12<br>Woodhouse Community Centre<br>● 09:30 - 11:00<br>Music & Movement<br>Woodhouse Community Centre<br>● 11:30 - 16:30<br>Yorkshire Ambulance Service<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing | 13<br>Woodhouse Community Centre<br>● 10:30 - 14:00<br>Grace Assembly<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing | 14<br>Woodhouse Community Centre<br>● 09:00 - 15:00<br>Meet 'n' Eats Diner<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing | 15<br>Woodhouse Community Centre<br>● 09:30 - 10:30<br>Baby Massage<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing | 16  | 17<br>Woodhouse Community Centre<br>● 09:30 - 11:15<br>Yoga by Nadine Hill<br>Woodhouse Community Centre<br>● 12:00 - 14:00<br>Loveworld Inc<br>Woodhouse Community Centre<br>● 15:30 - 20:00<br>Grace Assembly |
| 18<br>Woodhouse Community Centre<br>● 09:30 - 15:00<br>Exclusive Events - Soft Play<br>Woodhouse Community Centre<br>● 17:00 - 19:30<br>The Well Project | 19<br>Woodhouse Community Centre<br>● 09:30 - 13:00<br>Music & Movement<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing   | 20<br>Woodhouse Community Centre<br>● 10:30 - 14:00<br>Grace Assembly<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing | 21<br>Woodhouse Community Centre<br>● 09:00 - 15:00<br>Meet 'n' Eats Diner<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing | 22<br>Woodhouse Community Centre<br>● 09:30 - 10:30<br>Baby Massage<br>Woodhouse Community Centre<br>● 17:00 - 20:00<br>Gemini Kickboxing | 23<br>Woodhouse Community Centre<br>● 13:00 - 15:00<br>Loveworld Inc  | 24<br>Woodhouse Community Centre<br>● 09:30 - 11:15<br>Yoga by Nadine Hill<br>Woodhouse Community Centre<br>● 12:00 - 14:00<br>Loveworld Inc<br>Woodhouse Community Centre<br>● 15:30 - 20:00<br>Grace Assembly |
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**NORMANTON TOWN COUNCIL**  
**PROPERTY COMMITTEE**  
Monday 16<sup>th</sup> December 2024

**INCIDENTS AND ACCIDENTS**

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

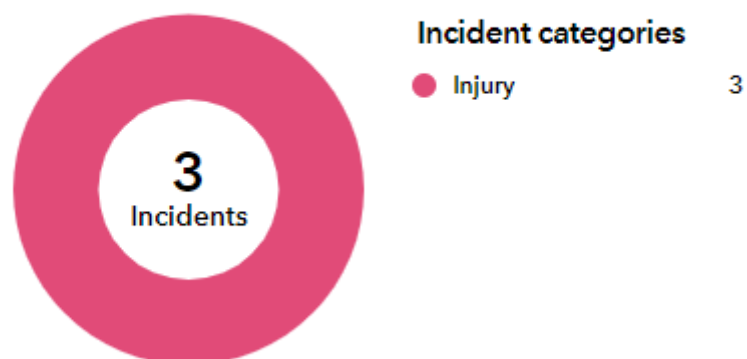
It has been 369 days since the last incident.

## Incidents

Incidents This Year

There are no incidents recorded for the year

Incidents Last Year



**NORMANTON TOWN COUNCIL**  
**Summary of Receipts and Payments**  
 Cost Centre 5

**PROPERTY CTTEE**

| Code             | Title                     | Receipts        |                 |               | Payments         |                  |                  | Net Position           |
|------------------|---------------------------|-----------------|-----------------|---------------|------------------|------------------|------------------|------------------------|
|                  |                           | Budgeted        | Actual          | Variance      | Budgeted         | Actual           | Variance         | +/- Under/over spend   |
| 2                | Income - Hire NTH         | 250.00          | 266.00          | 16.00         |                  |                  |                  | 16.00 (6%)             |
| 3                | Income - Hire WCC         | 250.00          | 605.00          | 355.00        |                  |                  |                  | 355.00 (142%)          |
| 4                | Income - Garage Plot Rent | 638.00          | 634.80          | -3.20         |                  |                  |                  | -3.20 (-0%)            |
| 8                | Income - Deposit (WCC)    |                 |                 |               |                  |                  |                  | (N/A)                  |
| 28               | Telephone / Internet      |                 |                 |               | 1,980.00         | 1,271.57         | 708.43           | 708.43 (35%)           |
| 55               | Town Hall Refurb          |                 |                 |               | 35,000.00        | 450.00           | 34,550.00        | 34,550.00 (98%)        |
| 56               | Business Rates            |                 |                 |               | 13,000.00        | 12,175.60        | 824.40           | 824.40 (6%)            |
| 58               | Defibrillator             |                 |                 |               | 250.00           |                  | 250.00           | 250.00 (100%)          |
| 59               | Hygiene Services          |                 |                 |               | 2,564.00         | 1,717.05         | 846.95           | 846.95 (33%)           |
| 60               | Repairs & Maint NTH       |                 |                 |               | 6,600.00         | 6,019.58         | 580.42           | 580.42 (8%)            |
| 61               | Repairs & Maint WCC       |                 |                 |               | 5,775.00         | 6,744.60         | -969.60          | -969.60 (-16%)         |
| 62               | Waste Removal             |                 |                 |               | 724.00           | 577.97           | 146.03           | 146.03 (20%)           |
| 63               | Garages                   |                 |                 |               | 500.00           |                  | 500.00           | 500.00 (100%)          |
| 64               | Cleaning                  |                 |                 |               | 1,600.00         | 1,058.75         | 541.25           | 541.25 (33%)           |
| 65               | Norwood St O/S            |                 |                 |               | 1,000.00         | 41.91            | 958.09           | 958.09 (95%)           |
| 72               | Utilities NTH             |                 |                 |               | 4,000.00         | 349.23           | 3,650.77         | 3,650.77 (91%)         |
| 73               | Utilities WCC             |                 |                 |               | 4,000.00         | 2,245.29         | 1,754.71         | 1,754.71 (43%)         |
| 101              | Lease NTH                 |                 |                 |               | 1.00             |                  | 1.00             | 1.00 (100%)            |
| 108              | Lease WCC                 |                 |                 |               | 1.00             | 1.00             |                  | (0%)                   |
| 113              | Alice Bacon Bench         |                 |                 |               |                  | 2,100.00         | -2,100.00        | -2,100.00 (N/A)        |
| 114              | Train Station Sign        |                 |                 |               |                  | 10.80            | -10.80           | -10.80 (N/A)           |
| <b>SUB TOTAL</b> |                           | <b>1,138.00</b> | <b>1,505.80</b> | <b>367.80</b> | <b>76,995.00</b> | <b>34,763.35</b> | <b>42,231.65</b> | <b>42,599.45 (54%)</b> |

**Summary**

|                    |                 |                 |               |                  |                  |                  |                        |
|--------------------|-----------------|-----------------|---------------|------------------|------------------|------------------|------------------------|
| <b>NET TOTAL</b>   | <b>1,138.00</b> | <b>1,505.80</b> | <b>367.80</b> | <b>76,995.00</b> | <b>34,763.35</b> | <b>42,231.65</b> | <b>42,599.45 (54%)</b> |
| <b>V.A.T.</b>      |                 |                 |               |                  | <b>4,043.07</b>  |                  |                        |
| <b>GROSS TOTAL</b> |                 | <b>1,505.80</b> |               |                  | <b>38,806.42</b> |                  |                        |

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          | 266.00          | 16.00         |                  |                  |                 |                  |                  | 16.00 (6%)                       |
| 3                | Income - Hire WCC      | 250.00          | 605.00          | 355.00        |                  |                  |                 |                  |                  | 355.00 (142%)                    |
| 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         | 1,271.57         |                 | 1,271.57         | 708.43           | 708.43 (35%)                     |
| 55               | Town Hall Refurb       |                 |                 |               | 35,000.00        | 450.00           | 4,625.00        | 5,075.00         | 29,925.00        | 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         | 1,717.05         |                 | 1,717.05         | 846.95           | 846.95 (33%)                     |
| 60               | Repairs & Maint NTH    |                 |                 |               | 6,600.00         | 6,019.58         | 425.00          | 6,444.58         | 155.42           | 580.42 (8%)                      |
| 61               | Repairs & Maint WCC    |                 |                 |               | 5,775.00         | 6,744.60         | 2,004.03        | 8,748.63         | -2,973.63        | -969.60 (-16%)                   |
| 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         | 1,058.75         |                 | 1,058.75         | 541.25           | 541.25 (33%)                     |
| 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         | 2,245.29         |                 | 2,245.29         | 1,754.71         | 1,754.71 (43%)                   |
| 101              | Lease NTH              |                 |                 |               | 1.00             |                  |                 |                  | 1.00             | 1.00 (100%)                      |
| 108              | Lease WCC              |                 |                 |               | 1.00             | 1.00             |                 | 1.00             |                  | (0%)                             |
| 113              | Alice Bacon Bench      |                 |                 |               |                  | 2,100.00         |                 | 2,100.00         | -2,100.00        | -2,100.00 (N/A)                  |
| 114              | Train Station Sign     |                 |                 |               |                  | 10.80            |                 | 10.80            | -10.80           | -10.80 (N/A)                     |
| <b>SUB TOTAL</b> |                        | <b>1,138.00</b> | <b>1,505.80</b> | <b>367.80</b> | <b>76,995.00</b> | <b>34,763.35</b> | <b>7,144.03</b> | <b>41,907.38</b> | <b>35,087.62</b> | <b>42,599.45</b><br><b>(54%)</b> |

Summary

|                  |                 |                 |               |                  |                  |                 |                  |                  |                                  |
|------------------|-----------------|-----------------|---------------|------------------|------------------|-----------------|------------------|------------------|----------------------------------|
| <b>NET TOTAL</b> | <b>1,138.00</b> | <b>1,505.80</b> | <b>367.80</b> | <b>76,995.00</b> | <b>34,763.35</b> | <b>7,144.03</b> | <b>41,907.38</b> | <b>35,087.62</b> | <b>42,599.45</b><br><b>(54%)</b> |
|------------------|-----------------|-----------------|---------------|------------------|------------------|-----------------|------------------|------------------|----------------------------------|

**NORMANTON TOWN COUNCIL  
ALICE BACON MEMORIAL BENCH INSPECTION**

**DATE OF INSPECTION:** 5.12.2024

**INSPECTED BY:** Jwilkinson

|                    |  |                               |
|--------------------|--|-------------------------------|
| 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 condtion             |
|                    | 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: 5.12.2024

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?                             | OK, PANEL SCRATCHED<br>AWAITING REPLACING |
|                    | 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 | MOISTURE TRAPS<br>FITTED RECENTLY         |
| Surrounding Area   | Is the surrounding area in good condition?                           | YES                                       |
|                    | Is the area free from rubbish and hazards?                           | YES                                       |
| Any other comments |  |   |

| WOODHOUSE BUILDING CHECKLIST |              |
|------------------------------|--------------|
| DATE:                        | 28. 11. 2024 |
| COMPLETED BY:                | J. WILKINSON |

|                        |           |
|------------------------|-----------|
| <b>ENTRANCE</b>        |           |
| Decoration             | VERY Good |
| Door and Lock          | OK        |
| Lighting               | OK        |
| Sockets / Switches     | OK        |
| Fire Alarm             | OK        |
| Burglar Alarm          | OK        |
| Flooring               | OK        |
| <b>DISABLED TOILET</b> |           |
| Decoration             | Good      |
| Main Door              | OK        |
| Sink                   | OK        |
| Toilets                | OK        |
| Door lock              | OK        |
| Lighting               | OK        |
| Soap Dispenser         | OK        |
| Paper Towel Dispenser  | OK        |
| Loo Roll Holder        | OK        |
| Windows                | OK        |
| Flooring               | OK        |
| Handrails              | OK        |
| Changing Mat           | OK        |
| <b>LADIES TOILETS</b>  |           |
| Decoration             | Good      |
| Main Door              | OK        |
| Cubicle Doors          | OK        |
| Sinks                  | OK        |
| Toilets / Urinals      | OK        |
| Door locks             | OK        |
| Lighting               | OK        |
| Soap Dispensers        | OK        |
| Paper Towel Dispenser  | OK        |
| Loo Roll Holders       | OK        |
| Windows                | OK        |
| Flooring               | OK        |
| <b>GENTS TOILETS</b>   |           |



|                       |                           |
|-----------------------|---------------------------|
| Decoration            | Good                      |
| Main Door             | OK                        |
| Cubicle Door          | OK                        |
| Sinks                 | OK                        |
| Toilet / Urinal       | OK                        |
| Door locks            | OK                        |
| Lighting              | OK                        |
| Soap Dispenser        | OK                        |
| Paper Towel Dispenser | OK                        |
| Loo Roll Holder       | OK                        |
| Windows               | OK                        |
| Flooring              | OK                        |
| <b>KITCHEN</b>        |                           |
| Decoration            | Good                      |
| Fridge                | OK                        |
| Cupboards             | OK                        |
| Door handles          | OK                        |
| Bin                   | OK                        |
| Kettle /Boiler        | NEW BOILER TO FIT 4.12.24 |
| Window                | OK                        |
| Clutter               | OK                        |
| First Aid Kit         | OK                        |
| Eye Wash Kit          | OK                        |
| Sink / Drainer        | OK                        |
| Tap                   | OK                        |
| <b>MAIN HALL</b>      |                           |
| Decoration            | Good                      |
| Flooring              | OK                        |
| Lighting              | OK                        |
| Windows               | OK                        |
| Sockets / Switches    | OK                        |
| Blinds                | OK                        |
| <b>STORE 1</b>        |                           |
| Decoration            | Good                      |
| Flooring              | OK                        |
| Lighting              | OK                        |
| Windows               | OK                        |
| Sockets /Switches     | OK                        |
| Clutter               | OK                        |
| Gas Meter Accessible  | OK                        |

|                    |                                 |
|--------------------|---------------------------------|
| <b>STORE 2</b>     |                                 |
| Decoration         | OK                              |
| Flooring           | OK                              |
| Lighting           | OK                              |
| Windows            | OK                              |
| Sockets /Switches  | OK                              |
| Clutter            | OK                              |
| Fly Killer         | OK                              |
| <b>FIRE ESCAPE</b> |                                 |
| Door               | OK                              |
| Locks              | OK                              |
| Debris on ramp     | —                               |
| Wall on ramp       | OK                              |
| Handrail on ramp   | OK                              |
| <b>GROUNDS</b>     |                                 |
| Key Box            | OK                              |
| Trip Hazards       | —                               |
| Grass Cutting      | —                               |
| Litter             | OK                              |
| Fence              | OK                              |
| Gates              | OK                              |
| Gate Locks         | OK                              |
| Grit Bucket        | OK                              |
| Bin                | OK                              |
| Letterbox          | OK                              |
| Trees              | OK                              |
| Bollards           | OK                              |
| Roof               | OK                              |
| Window grilles     | OK                              |
| Walls              | OK (RECENTLY PAINTED)           |
| Lights             | OK                              |
| Guttering          | RECENTLY CLEANED OUT            |
| Signage            | OK (NEW SIGN AT FRONT IN ORDER) |



## LEGIONELLA TESTING REPORT - WCC

### Monthly Summary Report

Site Name: Woodhouse Community Centre

Site Tel No: (01924) 893794  
(C/o Normanton Town Council)

Site Address: Queen Elizabeth Road - Normanton – Wakefield – WF6 1JF

| Site survey Report Findings   | Potential Risk (see notes below) |     |     |                     |
|---|----------------------------------|-----|-----|---------------------|
|   | High                             | Med | Low | Previously Reported |
| 1) Hot and cold water temperatures were checked at the recommended testing points and a random selection of other outlets. All the temperatures taken complied with the current ACoP L8 requirements. |                                  |     | ✓   |                     |

| Risk Level | Explanation of urgency of remedial action  |
|------------|--|
| High       | Remedial works should be implemented as soon as possible, preferably immediately, to avoid possible Legionella proliferation   |
| Medium     | Depends on nature of risk, e.g.:- <ul style="list-style-type: none"><li>• Calorifiers and Water Heaters should be recalibrated or repaired normally within two months</li><li>• Cold water supply over-temperatures, seek advice from technician</li><li>• Thermostatic Mixing Valve faults should be repaired within one month</li><li>• All other problems usually within 6 months, following discussion with technician</li></ul> |
| Low        | No action required at this time  |



# Expert Water Services

H

|  |          |                           |          |
|--|----------|---------------------------|----------|
| Last Risk Assessment date  | Oct 2020 | Last Annual Audit date    | Annually |
| Last Shower cleaning date  | N/a      | Last Tank Inspection date | N/a      |
| Last Chlorination date   | N/a      |                           |          |
| Details of flushing regime (if applicable):                                      |          |                           |          |
| <ul style="list-style-type: none"><li>Refer to current Risk Assessment</li></ul> |          |                           |          |

Additional Information:

|                                 |            |                                   |
|---------------------------------|------------|-----------------------------------|
| Technician:<br>Gareth Pritchard | Signature: | Date of Inspection:<br>05/11/2024 |
|---------------------------------|------------|-----------------------------------|

**NORMANTON TOWN HALL**  
**Workplace Inspection Form**

**EMERGENCY ARRANGEMENTS**

| Fire Evacuation   | Yes | No |
|---|-----|----|
| Are all the staff aware of the fire procedures?   | X   |    |
| Are fire drills carried out at least twice annually?<br>WMDC are responsible for fire drills and these have not been carried out recently |     | X  |
| Are all the fire escape routes and doorways free from obstructions?   | X   |    |
| Is the fire route signage in good order? (e.g. running person route signage and emergency doors)  | X   |    |
| Are all fire exits and evacuation routes clearly marked?  | X   |    |
| Are the fire procedures indicated on fire action cards?   | X   |    |
| Is the assembly point clearly identified?   | X   |    |
| <b>Comments and Action Required:</b>  |     |    |
|   |     |    |
| Fire Protection Equipment   |     |    |
| Fire Alarm  | Yes | No |
| Is there a call point fire alarm system in place?   | X   |    |
| Is the call point fire alarm system maintained annually?  | X   |    |
| Is the alarm system tested regularly? (e.g. weekly tests)   | X   |    |
| Extinguishers   | Yes | No |
| Are fire extinguishers provided?  | X   |    |
| Are the fire extinguishers subject to annual inspections and service?   | X   |    |
| Are the fire extinguishers wall mounted or situated in a suitable stand?  | X   |    |
| Are all fire extinguishers in their correct position?   | X   |    |
| Do all extinguishers have signs indicating their type and safe use?   | X   |    |
| Have any staff been trained in the safe use of extinguishers?   | X   |    |
| Emergency Lighting  | Yes | No |
| Is there any emergency lighting in place?   | X   |    |
| Is the emergency lighting subject to regular maintenance?   | X   |    |
| Is the emergency lighting tested frequently?  | X   |    |
| Storage Fire Risks  | Yes | No |
| Are there large quantities of highly flammable liquids and gases?   |     | X  |
| Are all flammable liquids kept in a secure flammables locker?   | X   |    |
| Are all highly flammable and compressed gases stored in a well-ventilated area away from sources of ignition?                             | X   |    |

| <b>Fire Safety Records</b>  | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Are the fire safety records up to date? (e.g. fire evacuations, alarm tests, etc) | X          |           |
| <b>Comments and Action Required:</b>  |            |           |

| <b>First Aid Cover</b>                                      | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Are all the staff aware of the first aid procedures?        | X          |           |
| Is there sufficient first aider cover? (trained personal)   | X          |           |
| Is there a first aid box available?                         | X          |           |
| Is the first aid box/es kept in a clean and hygienic state? | X          |           |
| Is the first aid box/es restocked as required?              | X          |           |
| Are there eyewash stations available?                       | X          |           |
| <b>Comments and Action Required:</b>                        |            |           |

### **PREMISES / BUILDINGS STRUCTURE**

| <b>General Condition of the Building</b>                    | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Is the general appearance of the building/s acceptable?     | X          |           |
| Is there any evidence of objects that may fall from height? |            | X         |
| <b>Comments and Action Required:</b>                        |            |           |

| <b>Car Parks, Delivery Areas and Entrances</b>   | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| Are the car parking arrangements properly planned out and are bays identified?             | X          |           |
| Is there a parking bay indicated for visitors and the disabled?                            | X          |           |
| Are the visitors properly guided to the point of entrance without crossing traffic routes? | X          |           |
| Are arrangements in place for winter conditions (ice and frosts)?                          | X          |           |
| Are delivery bays clearly identified with yellow-hatched markings?                         | X          |           |
| Are pedestrians and vehicles generally segregated?   | X          |           |
| Is the car park lighting adequate?   | X          |           |
| Are loading bays sufficiently well lit?  | N/A        |           |

**Comments and Action Required:**

| <b>External roofs and access points</b>   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Is the general structural appearance of the roofing acceptable?                   | X          |           |
| Is there any evidence of miss-placed slates and coping stones?                    | X          |           |
| Are fragile roofs indicated?  | N/A        |           |
| Is there any fixed ladder access to the roofs?                                    |            | X         |
| If the answer is yes to the above question, is the equipment in a safe condition? | N/A        |           |
| Are there any fixing points to secure access equipment?                           |            | X         |
| <b>Comments and Action Required:</b>  |            |           |

| <b>Internal walls and ceilings</b>   | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| Are the walls and ceilings in a good state of repair and without signs of deterioration? | X          |           |
| Are the walls and ceilings capable of being easily cleaned and/or painted?               | X          |           |
| Have the walls and ceilings been cleaned and painted in the last twelve months?          | X          |           |
| <b>Comments and Action Required:</b>   |            |           |

| <b>Floors and Walkways</b>   | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| Are the floors of a sound construction and generally free from obstructions?       | X          |           |
| Are the floor coverings in good condition and unlikely to cause a trip, slip risk? | X          |           |
| Are the doormats in good condition and not likely to cause a trip risk?            | X          |           |
| Does the floor surface become slippery when wet?                                   |            | X         |
| Is there signage in place indicating the slips risk if applicable?                 | X          |           |
| Are the floors and walkways free from cable, hose and other trip hazards?          | X          |           |

**Comments and Action Required:**

| <b>Steps and Staircases</b>   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Are the steps and staircases of a sound construction and free from defects? | X          |           |
| Are the handrails properly fixed and of sound construction?                 | X          |           |
| Are the step edges indicated and highlighted to prevent trips?              |            | X         |
| <b>Comments and Action Required:</b>  |            |           |

| <b>Doors</b>   | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| Are emergency/fire exit doors indicated?   | X          |           |
| Do emergency exit doors open outwards?   | X          |           |
| Are the fire (containment) doors indicated with the appropriate signage?   | X          |           |
| Are fire (containment) doors kept shut?  | X          |           |
| Are there automatic door closures fitted to fire doors?  | X          |           |
| If the answer to the above is yes are these closures tested?   | X          |           |
| Are all the doors of sound construction and free from defects?   | X          |           |
| In corridors, is there a clear viewing panel in each door to allow the opener to see persons that maybe on the other side? |            | X         |
| Are any full glass panel doors fitted with toughed glass (patio and entrance doors)?                                       | N/A        |           |
| Are any full glass panel doors marked to the centre to indicate the panel present?   |            | X         |
| <b>Comments and Action Required:</b>   |            |           |

| <b>Windows</b>  | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Are all windows of sound construction and free from defects?            | X          |           |
| Is the glass installed in the windows of the toughened specification?   | X          |           |
| Do any of the windows open out onto passageways and cause obstructions? |            | X         |



|   |   |   |
|---|---|---|
| Does the access to the windows present a risk to window cleaners?                     |   | X |
| Are there fixed points to attach access equipment (ladders)?                          |   | X |
| When windows are fully opened is there a risk of persons falling from height?         | X |   |
| Are there window restrictors fitted?  |   | X |
| If the answer to the above question is yes, are the restrictors of good construction? |   |   |
| <b>Comments and Action Required:</b>  |   |   |

| <b>Ventilation</b>  | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Is the ventilation in the premises suitable and sufficient?   | X          |           |
| Does the ventilation arrangements allow sufficient change of fresh air?   | X          |           |
| Does the ventilation system create any discomfort through draughts?   |            | X         |
| Are fans provided to assist the movement of air about the building?   |            |           |
| Is there any air conditioning in the building?  | X          |           |
| If the answer to the above question is yes, are the units subject to frequent maintenance?  | /          |           |
| Are any air conditioning units subject to Legionella bacteria checks?   |            | X         |
| Is there any localised ventilation fitted (Local Exhaust Ventilation), to extract hazardous substances?                                 |            | X         |
| Have any of the above extract systems being inspected by an engineer in the last fourteen months (As required under CoSHH Regulations)? | N/A        |           |
| <b>Comments and Action Required:</b>  |            |           |

| <b>Lighting</b>   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Is the lighting in the premises adequate for the tasks being carried out?                     | X          |           |
| Is the lighting fully operational and free from defects?                                      | X          |           |
| Are there any areas shadowed?   |            | X         |
| Does the lighting appear dim?   |            | X         |
| Is the lighting too bright?   |            | X         |
| Are there any areas requiring further localised lighting?                                     |            |           |
| Does the lighting cause any discomfort?   |            | X         |
| Can the lighting units be easily accessed for cleaning and filament (bulb, tube) replacement? | X          |           |

|   |   |  |
|---|---|--|
| Is the premises lighting subject to regular maintenance and preventative maintenance? | X |  |
| <b>Comments and Action Required:</b>  |   |  |

| <b>Workspace</b>   | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| Is there sufficient space provided for staff to carry out their work tasks safely?   | X          |           |
| Are there any workstation restrictions that require staff to adopt awkward postures? |            | X         |
| Is the seating provided of good construction and in good repair?                     | X          |           |
| <b>Comments and Action Required:</b>   |            |           |

| <b>Building Services</b>  | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Do the mains electrical circuits, sockets and fittings appear to be in good serviceable condition?                      | X          |           |
| Has the mains electrical circuit been inspected by a competent electrical engineer in the last five years?              | X          |           |
| Where applicable has the Gas heating boiler been inspected by a Gas Safe Registered engineer in the last twelve months? |            | X         |
| Are there test certificates available to support the inspection requirements?   | N/A        |           |
| <b>Comments and Action Required:</b>  |            |           |

### WELFARE FACILITIES

| <b>Sanitary Provision</b>   | <b>Yes</b>   | <b>No</b> |
|---|--------------|-----------|
| Are sufficient toilets provided for staff?  | X            |           |
| Where toilets are shared between genders, is the toilet lockable from the inside? | <del>X</del> |           |
| Are the toilets well ventilated?  | X            |           |
| Are hand washing facilities provided?   | X            |           |
| Are the toilets maintained in a clean and hygienic state?                         | X            |           |

|   |   |  |
|---|---|--|
| Does the construction of the toilet facilities allow for easily cleaned and painted surfaces? | X |  |
| Have the toilet facilities been redecorated in the last twelve months?                        | X |  |
| <b>Comments and Action Required:</b>  |   |  |

| <b>Washing Facilities</b>   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Is there a sufficient supply of hot and cold running water?                           | X          |           |
| Is there a sufficient number of basins provided?                                      | X          |           |
| Are there adequate hand drying facilities?  | X          |           |
| Is there a sufficient supply soap provided?   | X          |           |
| Are showers provided for staff?   |            | X         |
| If the answer to the above question is yes are Legionella bacteria controls in place? |            |           |
| Where there is very hot water supplied is it indicated?                               | NA         |           |
| <b>Comments and Action Required:</b>  |            |           |

| <b>Changing Facilities</b>  | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Are changing facilities provided?   |            | X         |
| Are there lockers provided for staff to secure their personal belongings? |            | X         |
| Is there an area provided for staff to hang their wet clothing up to dry? | X          |           |
| <b>Comments and Action Required:</b>                                      |            |           |

| <b>Rest Areas</b>   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| Is there an area provided to enable staff to have their break away from their working area? | X          |           |
| Are there facilities available for staff to have hot drinks?                                | X          |           |
| Is there a fresh supply of drinking water?  | X          |           |
| Is there a sufficient supply of tables and chairs provided?                                 | X          |           |
| Are the tables and chairs of sound construction?  | X          |           |
| Is the facility well ventilated and sufficiently heated?                                    | X          |           |
| Is the facility kept in a clean and hygienic state?   | X          |           |

|   |                                     |  |
|---|-------------------------------------|--|
| Is smoking prohibited in the facility?                | <input checked="" type="checkbox"/> |  |
| Are there arrangements in place for those that smoke? | <input checked="" type="checkbox"/> |  |
| <b>Comments and Action Required:</b>                  |                                     |  |

Inspection Completed By: JONATHAN WILKINSON

Signed: J Wilkin

Date: 5.12.24

**NORMANTON TOWN COUNCIL  
TOWN HALL BENCH INSPECTION**

DATE OF INSPECTION: 28-11-2024

INSPECTED BY: J. WILKINSON

|                    |  |     |
|--------------------|--|-----|
| Seat               | Are the slats on the seat and back secure and in good condition?       | YES |
|                    | Does the seat require any maintenance – Cleaning / Sanding / Painting? | NO  |
| Legs               | Are the legs secure and bolted down?                                   | YES |
|                    | Do the legs require any maintenance – Cleaning / Sanding / Painting?   | NO  |
| Memorial Plaque    | Is the memorial plaque for Sid Jones in good condition?                | YES |
| Surrounding Area   | Is the surrounding area in good condition?                             | YES |
|                    | Is the area free from rubbish and hazards?                             | YES |
| Any other comments |  |     |

**NORMANTON TOWN COUNCIL**  
**PROPERTY COMMITTEE**  
Monday 16<sup>th</sup> December 2024

**REPLACEMENT CHAIRS**

Members are asked to consider the replacement of some of the chairs in the Community Rooms at Normanton Town Hall.

**Background**

- **Community Room 2:** The chairs currently in this room are over 20 years old. They are heavily faded and stained, making them unappealing and uncomfortable for users.
- **Community Room 1:** The chairs in this room are fairly new but are too wide to fit comfortably under the tables in a 6-seat arrangement. This flaw limits the usability and practicality of the furniture. It also increases the risk of fingers getting trapped between the seats.

**Proposed Solution**

**1. Reallocate the Newer Chairs:**

- Move the newer chairs from Community Room 1 to Community Room 2. These chairs are a better match for the tables in Community Room 2 and will improve the overall appearance and functionality of the room.
- Community Room 2 tables are narrower but easily accommodate 4 chairs per table.

**2. Replace Chairs in Community Room 1:**

- Purchase narrower banqueting chairs for Community Room 1 that will fit properly under the tables in a 6-seat arrangement. This will enhance the usability of the space, especially for events requiring table seating.

**Costs**

Quotes are being obtained from a variety of suppliers and I hope to provide all of these to you at the meeting.

The first indicative quote is in the region of £47 each which would require a budget of £2,820.00 to purchase the 60 chairs required.

**Budget**

There is no specific budget available from within the Property Committee budget, however, there is an Earmarked Reserve of £10,000.00 for Town Hall Repairs and Renewals which could be utilised for this purchase.

Any underspend from the current budget could then be used to top up the Repairs and Renewals fund towards the end of the financial year.

# PROPERTY COMMITTEE BUDGET

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## 2025/26

|                           | 2023-24         |                 | 2024-25         |                 | 2025-26         | 2026-27         | 2027-28         |
|---------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>INCOME</b>             | <b>Budget</b>   | <b>Actual</b>   | <b>Budget</b>   | <b>Actual</b>   | <b>Budget</b>   | <b>Budget</b>   | <b>Budget</b>   |
| Income - Hire NTH         | 0.00            | 668.20          | 250.00          | 266.00          | 350.00          | 367.50          | 385.88          |
| Income - Hire WCC         | 1,000.00        | 372.00          | 250.00          | 605.00          | 150.00          | 157.50          | 165.38          |
| Income - Garage Plot Rent | 594.00          |                 | 638.00          | 634.80          | 660.00          | 693.00          | 727.65          |
| Income - Deposit (WCC)    |                 | 25.00           |                 |                 |                 |                 |                 |
| <b>TOTAL INCOME</b>       | <b>1,594.00</b> | <b>1,065.20</b> | <b>1,138.00</b> | <b>1,505.80</b> | <b>1,160.00</b> | <b>1,218.00</b> | <b>1,278.90</b> |

| <b>EXPENDITURE</b>       | <b>Budget</b>    | <b>Actual</b>    | <b>Budget</b>    | <b>Actual</b>    | <b>Budget</b>    | <b>Budget</b>    | <b>Budget</b>    |
|--------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Telephone / Internet     | 2,100.00         | 1,499.11         | 1,980.00         | 1,271.57         | 1,953.00         | 2,050.65         | 2,153.18         |
| Town Hall Refurb         | 42,971.62        | 20,759.81        | 35,000.00        | 450.00           | 29,925.00        | 31,421.25        | 32,992.31        |
| Business Rates           | 17,000.00        | 12,175.60        | 13,000.00        | 12,175.60        | 13,000.00        | 13,650.00        | 14,332.50        |
| Defibrillator            | 250.00           | 699.85           | 250.00           |                  | 255.00           | 267.75           | 281.14           |
| Hygiene Services         | 2,700.00         | 2,563.08         | 2,564.00         | 1,717.05         | 2,600.00         | 2,730.00         | 2,866.50         |
| Repairs & Maint NTH      | 6,000.00         | 6,309.76         | 6,600.00         | 6,019.58         | 6,930.00         | 7,276.50         | 7,640.33         |
| Repairs & Maint WCC      | 5,250.00         | 5,626.81         | 5,775.00         | 6,744.60         | 6,065.00         | 6,368.25         | 6,686.66         |
| Waste Removal            | 900.00           | 657.40           | 724.00           | 577.97           | 635.00           | 666.75           | 700.09           |
| Garages                  |                  |                  | 500.00           |                  | 500.00           | 525.00           | 551.25           |
| Cleaning                 | 1,150.00         | 1,606.48         | 1,600.00         | 1,058.75         | 1,760.00         | 1,848.00         | 1,940.40         |
| Norwood St O/S           | 1,000.00         | 29.63            | 1,000.00         | 41.91            | 1,000.00         | 1,050.00         | 1,102.50         |
| Utilities NTH            | 4,000.00         | 3,364.36         | 4,000.00         | 349.23           | 3,000.00         | 3,150.00         | 3,307.50         |
| Utilities WCC            | 4,000.00         | 4,465.66         | 4,000.00         | 2,245.29         | 4,000.00         | 4,200.00         | 4,410.00         |
| Lease NTH                | 1.00             |                  | 1.00             |                  | 1.00             | 1.05             | 1.10             |
| Lease WCC                | 1.00             | 1.00             | 1.00             | 1.00             | 1.00             | 1.05             | 1.10             |
| Alice Bacon Bench        |                  |                  |                  | 2,100.00         | 500.00           | 525.00           | 551.25           |
| Train Station Sign       |                  |                  |                  | 10.80            | 500.00           | 525.00           | 551.25           |
| <b>TOTAL EXPENDITURE</b> | <b>87,323.62</b> | <b>59,758.55</b> | <b>76,995.00</b> | <b>34,763.35</b> | <b>72,625.00</b> | <b>76,256.25</b> | <b>80,069.06</b> |

|                                     |                  |  |                  |  |                  |  |  |
|-------------------------------------|------------------|--|------------------|--|------------------|--|--|
| Contribution from Reserves          | 49,972.00        |  | 35,000.00        |  | 29,925.00        |  |  |
| <b>Precepted Expenditure Budget</b> | <b>37,351.62</b> |  | <b>41,995.00</b> |  | <b>42,700.00</b> |  |  |

# NORMANTON TOWN COUNCIL CCTV POLICY

Created 5th December 2024



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**1 Policy Statement**

1.1 Normanton Town Council uses Close Circuit Television (“CCTV”) within its premises and land. The purpose of this policy is to set out the position of Normanton Town Council as to the management, operation and use of CCTV.

1.2 This policy sets out the position of the Council in relation to its use of CCTV.

1.3 This policy applies to all members of our workforce, visitors to the council premises and all other persons whose images may be captured by the CCTV system.

1.4 This policy takes account of all applicable legislation and guidance, including:

- General Data Protection Regulation (“UK GDPR”) and the Data Protection Act 2018 (together the Data Protection Legislation)
- CCTV Code of Practice produced by the Information Commissioner
- Human Rights Act 1998

This policy has been developed with reference to <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>

**2 Purpose of CCTV**

2.1 Normanton Town Council uses CCTV for the following purposes:

- To provide a safe and secure environment for its staff and members of the public;
- To assist with behaviour management and encourage people to take responsibility for their behaviour;
- To prevent the loss of or damage to the Council's buildings and/or assets; and
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders

**3 Description of system**

3.1 Cameras are based internally and externally at the Town Hall, High Street, Normanton, WF6 2DZ.

**4 Siting of Cameras**

4.1 All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated.

4.2 Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance.

4.3 Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.

4.4 Cameras will not be sited in areas where individuals have a heightened expectation of privacy, such as toilet cubicles and meeting rooms.

**5 Privacy Impact Assessment**

5.1 The Council will adopt a privacy by design approach when installing new cameras and systems, considering the purpose of each camera so as to avoid recording and storing excessive amounts of personal data.

**6 Management and Access**

6.1 The CCTV system will be managed by Normanton Town Council.

6.2 On a day-to-day basis the CCTV system will be operated by staff.

6.3 The viewing of live CCTV images will be restricted to appropriate staff members and following an incident may be viewed by councillors on a need-to-know basis if necessary the law enforcement agency.

6.4 Recorded images which are stored by the CCTV system will be restricted to access by Normanton Town Council. In the case of an incident being recorded on the CCTV images the Council may share images with limited individuals who it deems are key in the management of the incident.

6.5 No other individual will have the right to view or access any CCTV images unless in accordance with the terms of this policy as to disclosure of images.

6.7 The CCTV systems will be checked on a regular basis by staff to ensure that they are operating effectively.

## **7 Storage and Retention of Images**

7.1 Recorded images are stored only for a period of 28 days unless there is a specific purpose for which they are retained for a longer period.

7.2 The Council will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images. The measures in place include:

- CCTV recording systems being located securely in restricted access areas or on Council owned mobile phones;
- The CCTV system being encrypted/password protected;
- Restriction of copies only being made to specified members of staff, i.e., the Council's Officers.
- A log of any access to the CCTV images, including time and dates of access, and a record of the individual accessing the images, will be maintained by the Council.

## **8 Disclosure of Images to Data Subjects**

8.1 Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation and has a right to request access to those images.

8.2 Any individual who requests access to images of themselves will be considered to have made a subject access request pursuant to the Data Protection Legislation. Such a request should be considered in the context of the Council's UK GDPR policies.

8.3 When such a request is made the Town Clerk or other staff member will review the CCTV footage, in respect of relevant time periods where appropriate, in accordance with the request.

8.4 If the footage contains only the individual making the request, then the individual may be permitted to view the footage. This must be strictly limited to that footage which contains only images of the individual making the request. The Town Clerk or other staff member must take appropriate measures to ensure that the footage is restricted in this way.

8.5 If the footage contains images of other individuals, then the Council must consider whether:

- The request requires the disclosure of the images of individuals other than the requester, for example whether the images can be distorted so as not to identify other individuals;
- The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
- If not, then whether it is otherwise reasonable in the circumstances to disclose those images to the individual making the request.

8.6 A record must be kept, and held securely, of all disclosures which sets out:

- When the request was made;
- The process followed by the Council in determining whether the images contained third parties;
- The considerations as to whether to allow access to those images;
- The individuals that were permitted to view the images and when; and
- Whether a copy of the images was provided, and if so to whom, when and in what format.

## **9 Disclosure of Images to Third Parties**

9.1 The Council will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.

9.2 CCTV images will only be disclosed to law enforcement agencies in line with the purposes for which the CCTV system is in place.

9.3 If a request is received from a law enforcement agency for disclosure of CCTV images, then the Town Clerk or other staff member must follow the same process as above in relation to subject access requests. Detail should be obtained from the law enforcement agency as to exactly what they want the CCTV images for, and any particular individuals of concern. This will then enable proper consideration to be given to what should be disclosed, and the potential disclosure of any third party images.

9.4 The information above must be recorded in relation to any disclosure.

9.5 If an order is granted by a Court for disclosure of CCTV images, then this should be complied with. However very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure, then the Data Protection Officer should be contacted in the first instance and appropriate legal advice may be required.

## **10 Review of Policy and CCTV System**

10.1 This policy will be reviewed every biannually or when there are any changes to legislation.

## **11 Misuse of CCTV systems**

11.1 The misuse of CCTV system could constitute a criminal offence.

11.2 Any member of staff who breaches this policy may be subject to disciplinary action.

## **12 Complaints relating to this policy**

Any complaints relating to this policy or to the CCTV system operated by the Council should be made in accordance with the Council's Complaints Policy.

## **Appendix A: Staff CCTV Code of Practice**

### **Introduction and Accountability**

Normanton Town Council has a comprehensive closed-circuit television (CCTV) surveillance system (the system) located at Normanton Town Hall for the purpose of the prevention and detection of crime and the promotion of health, safety and welfare of staff and members of the public.

The system is owned by the Council and images from the system are strictly controlled and monitored by authorised personnel.

This staff code of practice has been prepared from the standards set out in the Information Commissioner's Office Code of Practice "In the picture: A data protection code of practice for surveillance cameras and personal information" and the Surveillance Camera Code of Practice 2013 published by the Home Office. Its purpose is to ensure that the CCTV system is used to create a safer environment for staff and visitors to our sites and to ensure that its operation is consistent with the obligations on the Council as imposed by the UK GDPR/DPA (2018).

In line with the Home Office 12-point code of conduct the use of the system will:

- always be for the purpose specified which is in pursuit of a legitimate aim and necessary to meet an identified pressing need,
- take into account its effect on individuals and their privacy,
- have as much transparency as possible, including a published contact point for access to information and complaints,
- have clear responsibility and accountability for all surveillance activities including images and information collected, held, and used,
- have clear rules, policies, and procedures in place and these must be communicated to all who need to comply with them,
- have no more images and information stored than that which is strictly required,
- restrict access to retained images and information with clear rules on who can gain access,
- consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards,
- be subject to appropriate security measures to safeguard against unauthorised access and use,
- have effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with,
- be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value, when used in pursuit of a legitimate aim,
- be accurate and kept up to date when any information is used to support a surveillance camera system which compares against a reference database for matching purposes.

The primary purpose of the system is to:

- To protect the Council buildings and assets,
- To increase personal safety and reduce the fear of crime,
- To support the Police in a bid to deter and detect crime,
- To assist in identifying, apprehending, and prosecuting offenders,
- To protect members of the public and private property,
- To assist in managing behaviour.

### **Operation**

Normanton Town Council is responsible for the operation of the CCTV system and for ensuring compliance with this code of practice. It is recognised that members of the Council may have concerns or complaints in respect of the operation of the system and they are required report any breaches. Any concerns in respect of the system's use or regarding compliance with this code of practice should be addressed to the Council. Breaches of the code of practice by staff monitoring the system could result in disciplinary action and may, in some cases, be a criminal offence.

### **System**

This code of conduct applies to all Council sites. It will also encompass all other CCTV images that, in due course, are added to the system.

The system is operational, and images are capable of being monitored for 24 hours a day throughout the whole year.

Visitors and the general public are made aware of the presence of the system and its ownership by appropriate signage and the publication of this code of practice on the Council website. The Council is responsible for the management and processing of images.

To ensure privacy, wherever practicable the cameras are prevented from focusing or dwelling on domestic accommodation and this will be demonstrated on request to local residents. Where it is not practicable to prevent the cameras from focusing or dwelling on such areas or where domestic property is adjoining the Town Hall, appropriate training will be given to the system operators to ensure that they are made aware that they should not be monitoring such areas.

Images captured on camera will be recorded on the main CCTV servers which are held in a secure location referred to above. Although every effort has been made in the planning and design of the CCTV system to

give it maximum effectiveness, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

For the purposes of the UK GDPR/DPA (2018), the Data Controller is the Council, and the Council is legally responsible for the management and maintenance of the CCTV system. No unauthorised access to the system is allowed at any time. Normal access is strictly limited to authorised staff only. Police officers may view recorded material with the consent of the Town Clerk.

Persons other than those specified may be authorised to access the CCTV material on a case-by-case basis. Written authorisation is required. Each separate visit will require individual authorisation and will be supervised at all times. Such visitors will not be given access to any data which falls within the scope of the Act.

In an emergency and where it is not reasonably practicable to secure prior authorisation, access may be granted to persons with a legitimate reason to access the CCTV system. Before granting access to the CCTV system, controllers must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the visitors log, which shall include their name, department or the organisation they represent, the person who granted authorisation for their visit (if applicable) and the start and finish times of their access to the CCTV system.

It is recognised that the images obtained comprise personal data and are subject to the law on Data Protection. All copies will be handled in accordance with the procedures. The Director of Operations will be responsible for the development of, and compliance with, the working procedures of the system.

Recorded images will only be reviewed with the authority of the Town Clerk or in their absence the Chairman of the Property Committee. Copies of digital images will only be made for the purposes of crime detection, evidence in relation to matters affecting safety, evidence for prosecutions, or where otherwise required by law.

All staff involved in the operation of the CCTV system will, by training and access to this code of practice, be made aware of the sensitivity of handling CCTV images and recordings.

The Council will ensure that all staff, including relief staff, are fully briefed and trained in respect of all functions; operational and administrative, arising within the CCTV control operation.

## **Recordings**

The system is supported by digital recording facilities which will function throughout operations in real time.

As the images are recorded digitally, the process of identifying retrieval dates and times will be computerised. Images will be cleared automatically after a set time.

Unless required for evidential purposes or the investigation of crime, recorded images will be retained for no longer than 28 days from the date of recording. However, The Council recognises that, in accordance with the requirements of the Data Protection Act, no images should be retained for longer than is necessary. Accordingly, some recorded images may be erased after a shorter period, for example where it can be determined more quickly that there has been no incident giving rise to the need to retain the recorded images. Digital images will be automatically erased after a set period, which will be no longer than 28 days.

In the event of the digitally recorded image being required for evidence or the investigation of crime it will be retained for a period of time until it is no longer required for evidential purposes or any investigation into a crime has been completed.

## **Digital Recording and Access Procedures**

All recordings containing images to and remain the property of the Council. Recordings are saved to the network using IP addresses, or to a local hard drive. Disk handling procedures are in place to ensure the integrity of the image information held.

Requests by persons outside the Council for viewing or copying of disks or obtaining digital recordings will be assessed on a case by case basis.

Requests from the police will arise in a number of ways, including:

- requests for a review of recordings in order to trace incidents that have been reported,
- immediate action relating to live incidents, e.g. immediate pursuit,
- for major incidents that occur when images may have been recorded continuously,
- individual police officers seeking to review recorded images on screen,
- Viewing of the CCTV by police will be subject to the Town Clerk making an assessment, on behalf of the Council, of the genuine need to see the recording.

Requests for access to recorded images from persons other than the police or the data subject (that is, the person whose image has been captured by the CCTV system) will be considered on a case by case basis. Access to recorded images in these circumstances will only be granted where it is consistent with the obligations placed on the Council by the UK GDPR/DPA (2018).

It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes. Users of CCTV will also have to ensure that the reasons for which they may disclose copies of the images are compatible with the reasons or purposes for which they originally obtained those images. These aspects of the code of practice reflect the Second and Seventh Data Protection Principles of the UK GDPR/DPA (2018).

All staff should be aware of the restrictions set out in this code of practice in relation to access to, and disclosure of, recorded images.

Access to recorded images will be restricted to staff who need to have access in order to achieve the purposes of using the equipment.

Disclosure of the recorded images to third parties will be made only in the following limited and prescribed circumstances to the extent required or permitted by law:

- law enforcement agencies where the images recorded would assist in a specific criminal inquiry,
- prosecution agencies,
- relevant legal representatives,
- people whose images have been recorded and retained and disclosure is required by virtue of the UK GDPR/DPA (2018).

All requests for access or disclosure will be recorded. The Town Clerk will make decisions on requested access to recorded images by external persons. Requests by the police for access to images will not normally be denied and can be made without the above authority, provided they are accompanied by a written request signed by a police officer who must indicate that the images are required for the purposes of a specific crime enquiry.

If access or disclosure is denied, the reasons will be documented. If access to or disclosure of the images is allowed then the following will be documented:

- the date and time at which access was allowed or the date on which disclosure was made,
- the reason for allowing access or disclosure,
- the extent of the information to which access was allowed or which was disclosed.

### **Photographs and hard copy prints**

Photographs and hard copy prints taken from digital images are subject to the same controls and principles of Data Protection as other data collected. They will be treated in the same way as digital images.

At the end of their useful life all computer disks, still photographs and hard copy prints will be disposed of as confidential waste.

This code of practice will be reviewed every two years to assess its implementation and effectiveness and it will be promoted and implemented throughout the Council.

**1. Who will be captured on CCTV?**

Staff and other visitors including members of the public etc.

**2. What personal data will be processed?**

Facial Images, behaviour, etc.

**3. What are the purposes for operating the CCTV system? Set out the problem that the Council is seeking to address and why the CCTV is the best solution, and the matter cannot be addressed by way of less intrusive means.**

- To provide a safe and secure environment for staff and members of the public,
- To assist with behaviour management and to ensure councillors, staff and public take responsibility for their behaviour,
- To prevent the loss of or damage to the Council buildings and/or assets, and,
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders.

**4. What is the lawful basis for operating the CCTV system?**

Legal obligation, legitimate interests of the organisation to maintain health and safety and to prevent and investigate crime.

**5. Who is/are the named person(s) responsible for the operation of the system?**

Key individuals which include the Town Clerk, Administrative Staff and Property officer.

**6. Describe the CCTV system:**

- a. Fixed CCTV system with cameras located within the Town Hall (internally and externally). The cameras are high specification to ensure that clear images are produced so that the images can be used for the purpose for which they are obtained.
- b. Cameras have been sited within the council's grounds to avoid capturing images which are not necessary for the purposes of the CCTV system.
- c. Signs indicating that CCTV is in operation are located at various locations within the building are clearly visible to all stakeholders.

**7. Set out the details of any sharing with third parties, including processors**

CCTV footage maybe provided to external parties such as the Police, or through subject access requests. Careful consideration will be given to whether any provider is used in relation to the CCTV system and the access they might have to images.

The CCTV system is monitored by a third-party monitoring company who have direct access to live images of the CCTV system once the system is armed on the schedule. All recording data is stored on the CCTV system itself, on individual hard drives located inside the unit.

**8. Set out the retention period of any recordings, including why those periods have been chosen**

28 days retention. This allows a length of time to investigate any incidents whilst no burdensome on the system memory.

**9. Set out the security measures in place to ensure that recordings are captured and stored securely**

CCTV footage is only accessible on council owned mobile phones, computers or systems which are password protected. Only key individuals (see 5 above).

**10. What are the risks to the rights and freedoms of individuals who may be captured on the CCTV recordings?**



- Identification of an individual,
- Loss of data of recordings disclosed to a third party (such as the police) if data not encrypted,
- Misuse of data if accessed by non-authorised individual.

**11. What measures are in place to address the risks identified?**

- Is it fair to record them in the way proposed?  
Yes, we have a duty of care to our staff and visitors and CCTV facilitates this,
- How is the amount of data processed to be minimised?  
28 days retention period and only accessed by key individuals.
- What are the risks of the system being accessed unlawfully?  
Low – password protected and only key individuals have access.
- What are the potential data breach risks?  
CCTV footage released publicly without consent – loss of data.
- What are the risks during any transfer of recordings, or when disclosed to third parties such as the police?  
Loss of data – Secure Encrypted USB to be used when transferring any data.

**Appendix C – CCTV Release Request Form**

|   |       |
|---|-------|
| Name:   | Date: |
| Please provide a brief description of the CCTV footage including the date, time and location covered:   |       |
| Released by:  |       |
| I accept that the footage is supplied to me without prejudice. I understand that it was recorded on private premises and includes third parties. In accordance with the UK GDPR and Data Protection Act 2018 and in compliance with regulations laid down by the Information Commissioner, I will not publish, broadcast, undermine due confidence, nor otherwise cause any breach of the personal data, nor further process the data in a manner where it could affect the rights and freedoms of any other individual or groups of individuals. I understand that all relevant parties reserve the right to protection of the law and any breach could result in legal proceedings. |       |
| Signed:   | Date: |

# Policy on the Use of Mobility Scooters at Town Council Buildings

## Types of Scooters and Wheelchairs

The DVLA categorises scooters and wheelchairs as follows:

- **Class 1:** Manual wheelchairs.
- **Class 2:** Powered wheelchairs or scooters designed for pavement use. Maximum speed: 4 mph; unladen weight: up to 113.4 kg.
- **Class 3:** Powered wheelchairs or scooters for road use. Maximum speed: 8 mph; unladen weight: up to 150 kg. Must be registered with the DVLA.

## Parking Inside Buildings

To maintain safety and comply with the **Regulatory Reform (Fire Safety) Order 2005**, mobility scooters or wheelchairs must not:

- Be parked in corridors, as this can block escape routes or create trip and fire hazards.
- Obstruct firefighting equipment or alarms.

## Designated Parking Areas:

- **Woodhouse Community Centre:** Space for one mobility scooter or wheelchair in the entrance hallway.
- **Normanton Town Hall:** Space for three mobility scooters or wheelchairs in the waiting room.

## Using Scooters or Wheelchairs in Community Rooms

- Only **Class 1 manual wheelchairs** are allowed in community rooms.
- **Class 3 scooters or wheelchairs** are not permitted inside the buildings but may be parked responsibly outside.

## Safety Considerations

- Parking arrangements for scooters or wheelchairs must be included in risk assessments and room layouts for any groups using the buildings.
- Ensure all walkways and escape routes remain clear of obstructions. This may affect the building's capacity for users.