

NORMANTON TOWN COUNCIL



MINUTES OF THE PROPERTY COMMITTEE

Held on Monday 16th December 2024 at 1:00pm at Normanton Town Hall

Present: Councillor E Blezard
Councillor B Mayne - Chairman
Councillor P Mayne
Councillor A Samuels
Donna Johnston – Town Clerk

Absent: Councillor A Bones
Councillor H Jones
Councillor C Parsons
Councillor P Sampson
Councillor K Wilson

052. To receive apologies for absence.

RESOLVED: that apologies for their inability to attend be received on behalf of Councillors A Bones, H Jones, C Parsons and P Sampson.

053. To receive declarations of Interest.

There were no declarations of interest recorded.

054. To receive and sign the minutes of a meeting of the Property Committee.

RESOLVED: that the minutes of a meeting of the Property Committee held on Tuesday 15th October 2024 (Minute Numbers 036-051; Pages 8-10) be received and signed by the Chairman.

055. To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall in October and November 2024.

RESOLVED: that the bookings reports be received.

056. To consider a request to use the Woodhouse Community Centre car park for a fruit and veg stall.

Members considered the request to hold a fruit and veg stall in the car park of the Woodhouse Community Centre.

Members expressed concern that the car park is to be used for the building hirers and there were health and safety risks associated with

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people accessing the stall through an active car park. It was also noted that the car park was not under the ownership of the Town Council and additional permits may be required.

It was suggested that the applicant should liaise with Wakefield Council who have incentives for new market traders.

RESOLVED: that the request be declined.

057. 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.

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

RESOLVED: that the budget report showing income of £1,505.80 and committed expenditure of £41,907.38 be received.

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

RESOLVED: that the inspection report dated 5th December 2024 be received and no defects noted.

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

RESOLVED: that the inspection report dated 5th December 2024 be received and the Perspex be replaced at the earliest opportunity.

061. To receive an inspection report for Woodhouse Community Centre.

RESOLVED: that the inspection report dated 28th November 2024 be received.

062. To receive the Legionella report for Woodhouse Community Centre.

RESOLVED: that the report dated 5th November 2024 be received.

063. To receive an inspection report for Normanton Town Hall.

RESOLVED: that the inspection report dated 5th December 2024 be received.

064. To receive an inspection report for the benches at Normanton Town Hall.

RESOLVED: that the inspection report dated 28th November 2024 be received.

065. To consider replacing the old chairs in Community Room 2 at Normanton Town Hall.

Members considered a report on the replacement of chairs in the Community Rooms at Normanton Town Hall. The chairs in CR2 were 20+ years old and in a poor state.

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The newer chairs in CR1 were slightly too wide for the table layout.

It was suggested that the chairs in CR1 are moved to CR2 where they fit the tables better, and that new chairs are purchased for CR1.

RESOLVED: that 60 banqueting chairs be purchased from Class Office at a cost of £2100.00 + VAT.

RESOLVED: that the old chairs be disposed of to a local organisation or sold if possible. If there was no interest, then the chairs would be thrown away.

066. To consider the draft Property Committee Budget for the 2025/26 financial year.

A draft budget had been prepared which showed the budget and actual for the last financial year, the budget and year to date for the current financial year and a proposed budget for the next three years.

Members were satisfied that the budget was manageable and only resulted in an increase of £705.00 on the previous year.

RESOLVED: that the Property Committee Budget be recommended to the Finance Committee based on income of £1,160.00 and expenditure of £72,625.00 of which £29,925 would be taken from existing reserves.

067. To consider and adopt the draft CCTV Policy.

Members considered a draft of the CCTV Policy.

RESOLVED: that the CCTV Policy be reviewed and adopted without modification.

068. To review the Mobility Scooter Policy.

Members considered the Mobility Scooter Policy. It was suggested that additional clarity was required regarding the use of Class 2 Mobility Scooters.

RESOLVED: that the Mobility Scooter Policy be reviewed and adopted subject to an additional line be included to confirm that Class 2 Mobility Scooters may be parked in a designated space inside the building.

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