

NORMANTON TOWN COUNCIL



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

To members of the Property
Committee

Date: 10th February 2025

Dear Councillor,

You are hereby summoned to attend a **MEETING OF THE PROPERTY COMMITTEE** which is to be held on **Tuesday 18th February 2025** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **1:30pm**.

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 read 'Donna Johnston', with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA
Town Clerk & RFO.

PROPERTY COMMITTEE

Tuesday 18th February 2025 at 1:30pm at Normanton Town Hall

AGENDA

| Item | Description | Enclosure |
|-------------|--|------------------|
| 069. | To receive apologies for absence. | |
| 070. | To receive declarations of Interest. | |
| 071. | To receive and sign the minutes of a meeting of the Property Committee. Held on Monday 16th December 2024 (Minute Numbers 052-068; Pages 11-13). | A |
| 072. | To receive an update on bookings at Woodhouse Community Centre and Normanton Town Hall in December 2024 and January 2025. | B |
| 073. | To receive an update on any incidents and accidents. | C |
| 074. | To receive the budget to date for the 2024/25 financial year. | D |
| 075. | To receive an inspection report for the Alice Bacon Memorial Bench. | E |
| 076. | To receive an inspection report for the Welcome to Normanton Sign. | F |
| 077. | To receive an inspection report for Woodhouse Community Centre. | G |
| 078. | To receive the Legionella report for Woodhouse Community Centre. | H |
| 079. | To receive an inspection report for Normanton Town Hall. | I |
| 080. | To receive an inspection report for the benches at Normanton Town Hall. | J |
| 081. | To receive the Ladder Inspection Reports. | K |
| 082. | To receive the Health & Safety Inspection Report from Citation for Woodhouse Community Centre. | L |

| | | |
|-------------|--|----------|
| 083. | To receive the Health & Safety Inspection Report from Citation for Normanton Town Hall. | M |
| 084. | To consider quotes for heating controls at Woodhouse Community Centre. | |
| 085. | To consider quotes for replacement Perspex on the Welcome to Normanton sign. | |
| 086. | To consider a motion recommending the purchase of a Normanton Town Council branded flag. | |
| 087. | To review the Tree Management Policy. | N |
| 088. | To review the Garage Plot rent for 2026/27. | O |

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

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.

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.

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|--|--|---|----------|--------|
| | | | | | | 1 |
| 2 Normanton Town Hall - Community Room 1 ● 00:15 - 23:45 NTC - Events Prep Normanton Town Hall - Community Room 2 ● 00:15 - 23:45 NTC - Events Prep Normanton Town Hall - Community Room 3 ● 00:15 - 23:45 NTC - Events Prep | 3 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training Normanton Town Hall - Community Room 1 ● 11:30 - 16:00 Kitty's Hut | 4 Normanton Town Hall - Community Room 1 ● 08:00 - 16:00 UNAVAILABLE Normanton Town Hall - Community Room 2 ● 08:00 - 16:00 UNAVAILABLE | 5 Normanton Town Hall - Community Room 1 ● 09:00 - 16:00 Thursday Chat Club Normanton Town Hall - Community Room 2 ● 10:00 - 12:00 U3A | 6 Normanton Town Hall - Community Room 2 ● 10:00 - 13:00 Carers Wakefield & District | 7 | 8 |
| 9 Normanton Town Hall - Community Room 2 ● 10:00 - 12:00 U3A | 10 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training | 11 Normanton Town Hall - Community Room 1 ● 13:00 - 16:00 Kitty's Hut | 12 Normanton Town Hall - Community Room 1 ● 11:00 - 15:30 Alice Bacon Memorial Trust | 13 | 14 | 15 |
| 16 Normanton Town Hall - Community Room 1 ● 13:00 - 15:45 NASCA Normanton Town Hall - Community Room 2 ● 13:00 - 15:45 NASCA | 17 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training | 18 Normanton Town Hall - Community Room 1 ● 11:30 - 16:00 Kitty's Hut Normanton Town Hall - Community Room 2 ● 13:30 - 16:00 Freston & Sagars Almhouse Charity | 19 Normanton Town Hall - Community Room 2 ● 10:00 - 12:00 U3A | 20 | 21 | 22 |
| 23 | 24 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training | 25 Normanton Town Hall - Community Room 1 ● 12:00 - 16:00 Kitty's Hut | 26 | 27 | 28 | 29 |
| 30 | 31 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training | | | | | |



| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|--|---|---|--|----------|--------|
| | | 1 Normanton Town Hall - Community Room 1 ● 13:00 - 16:00 Kitty's Hut | 2 | 3 | 4 | 5 |
| 6 | 7 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training | 8 Normanton Town Hall - Community Room 1 ● 13:00 - 16:00 Kitty's Hut | 9 | 10 Normanton Town Hall - Community Room 2 ● 10:00 - 13:00 Carers Wakefield & District | 11 | 12 |
| 13 Normanton Town Hall - Community Room 2 ● 10:00 - 12:00 U3A Normanton Town Hall - Community Room 2 ● 14:00 - 16:00 Inner Wheel | 14 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training | 15 Normanton Town Hall - Community Room 1 ● 13:00 - 16:00 Kitty's Hut | 16 Normanton Town Hall - Community Room 2 ● 10:00 - 12:00 U3A | 17 Normanton Town Hall - Community Room 1 ● 03:05 - 03:10 NTC Event Normanton Town Hall - Community Room 1 ● 11:00 - 15:00 NTC Event | 18 | 19 |
| 20 Normanton Town Hall - Community Room 2 ● 09:00 - 15:45 My Breast Cancer Support Group | 21 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training | 22 Normanton Town Hall - Community Room 1 ● 13:00 - 16:00 Kitty's Hut | 23 | 24 | 25 | 26 |
| 27 Normanton Town Hall - Community Room 1 ● 14:00 - 15:45 NASCA | 28 Normanton Town Hall - Community Room 2 ● 11:00 - 13:00 Age UK Digital Group Training | 29 Normanton Town Hall - Community Room 2 ● 09:30 - 13:30 YLCA Normanton Town Hall - Community Room 1 ● 13:00 - 16:00 Kitty's Hut | 30 Normanton Town Hall - Community Room 1 ● 09:00 - 12:00 Thursday Chat Club Normanton Town Hall - Community Room 2 ● 10:00 - 12:00 U3A | 31 | | |



| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|---|---|--|---|--|---|
| | | | | | | 1 Woodhouse Community Centre ● 09:30 - 11:15 Yoga by Nadine Hill Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly |
| 2 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project | 3 Woodhouse Community Centre ● 09:30 - 13:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 4 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 5 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 6 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 7 Woodhouse Community Centre ● 10:00 - 12:15 Wildflower Baby wellness Woodhouse Community Centre ● 14:00 - 17:00 Peggy's Patch | 8 Woodhouse Community Centre ● 09:30 - 11:15 Wildflower Baby wellness Woodhouse Community Centre ● 12:00 - 14:00 Loveworld Inc Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly |
| 9 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project | 10 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 11:30 - 16:30 Yorkshire Ambulance Service Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 11 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 12 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 13 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 14 Woodhouse Community Centre ● 10:00 - 12:15 Wildflower Baby wellness | 15 Woodhouse Community Centre ● 09:30 - 11:15 Yoga by Nadine Hill Woodhouse Community Centre ● 12:00 - 14:00 Loveworld Inc Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly |
| 16 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project | 17 Woodhouse Community Centre ● 09:30 - 13:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 18 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 19 Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 20 Woodhouse Community Centre ● 12:00 - 14:15 Wildflower Baby wellness Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 21 Woodhouse Community Centre ● 13:00 - 15:00 Loveworld Inc Woodhouse Community Centre ● 15:30 - 23:55 NORMANTON TOWN COUNCIL | 22 Woodhouse Community Centre ● 09:00 - 11:30 Yoga by Nadine Hill Woodhouse Community Centre ● 12:00 - 14:00 Loveworld Inc Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly |
| 23 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project | 24 Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 25 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 26 Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 27 Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 28 Woodhouse Community Centre ● 13:00 - 15:00 Loveworld Inc | 29 Woodhouse Community Centre ● 09:30 - 11:15 Yoga by Nadine Hill Woodhouse Community Centre ● 12:00 - 14:00 Loveworld Inc Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly |
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| 27 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project | 28 Woodhouse Community Centre ● 09:30 - 13:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 29 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 30 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | 31 Woodhouse Community Centre ● 09:30 - 14:00 NORMANTON TOWN COUNCIL Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing | | |



**NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE**
Tuesday 18th February 2025

INCIDENTS AND ACCIDENTS

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

 428 Days since last incident

Incidents

Incidents This Year

There are no incidents recorded for the year

Incidents Last Year

There are no incidents recorded for the year

NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
 Tuesday 18th February 2025

PROPERTY COMMITTEE BUDGET

Enclosed you will find an Actual Spend report, a Committed Spend report and a Forecast report for the Property Committee up to the end of Month 10 of the 2024/25 financial year.

I have also included a Detailed Cost Centre report so that you can see each transaction included in the budget.

These reports have been combined in the table below:

| BUDGET | ACTUAL | COMMITTED | FORECASTED | TOTAL |
|---------------|---------------|------------------|-------------------|--------------|
| £75,015 | £38,567 | £6,649 | £3,651 | £48,867.00 |

This leaves a budget variance of £26,148 with £29,925 earmarked for existing projects.

This effectively means a potential budget overspend of £3,777.

As you will see from the actual spend report, there have been some overspends in a number of areas including repairs & maintenance at the Town Hall, repairs and maintenance at the Woodhouse Centre, the Alice Bacon Bench, and Town Hall repairs & renewals.

Members will be aware that there has been some unforeseen expenditure in all of these areas which includes:

- Installation of CCTV at Normanton Town Hall (£2,291)*
- Installation of new boiler at Woodhouse Community Centre (£2,000)*
- Unbudgeted refurbishment of the Alice Bacon Bench (£2,100)
- Purchase of replacement chairs at the Town Hall (£2,100)*

Total £8,491

It should be noted that there are Earmarked Reserves that could be utilised for some of these purchases:

- Community Centre £20,000
- Town Hall Repairs & Renewals £10,000

It was discussed at the last meeting that the purchase of the chairs could be funded through the Repairs & Renewals EMR should it be required.

Utilising the EMRs as intended would ensure that the Committee remains on budget.

NORMANTON TOWN COUNCIL
Summary of Receipts and Payments

7 February 2025 (2024-2025)

D

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 | 322.00 | 72.00 | | | | 72.00 (28%) |
| 3 | Income - Hire WCC | 250.00 | 665.00 | 415.00 | | | | 415.00 (166%) |
| 4 | Income - Garage Plot Rent | 638.00 | 634.80 | -3.20 | | | | -3.20 (-0%) |
| 8 | Income - Deposit (WCC) | | | | | | | (N/A) |
| 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 | 2,357.82 | 206.18 | 206.18 (8%) |
| 60 | Repairs & Maint NTH | | | | 6,600.00 | 6,669.44 | -69.44 | -69.44 (-1%) |
| 61 | Repairs & Maint WCC | | | | 5,775.00 | 8,319.68 | -2,544.68 | -2,544.68 (-44%) |
| 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 | 1,102.77 | 497.23 | 497.23 (31%) |
| 65 | Norwood St O/S | | | | 1,000.00 | 182.40 | 817.60 | 817.60 (81%) |
| 72 | Utilities NTH | | | | 4,000.00 | 788.88 | 3,211.12 | 3,211.12 (80%) |
| 73 | Utilities WCC | | | | 4,000.00 | 3,050.54 | 949.46 | 949.46 (23%) |
| 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) |
| 124 | Repairs & Renewals | | | | | 2,100.00 | -2,100.00 | -2,100.00 (N/A) |
| SUB TOTAL | | 1,138.00 | 1,621.80 | 483.80 | 75,015.00 | 39,886.90 | 35,128.10 | 35,611.90 (46%) |

Summary

| | | | | | | | |
|--------------------|-----------------|-----------------|---------------|------------------|------------------|------------------|------------------------|
| NET TOTAL | 1,138.00 | 1,621.80 | 483.80 | 75,015.00 | 39,886.90 | 35,128.10 | 35,611.90 (46%) |
| V.A.T. | | | | | 4,924.17 | | |
| GROSS TOTAL | | 1,621.80 | | | 44,811.07 | | |

Committed Spend

Cost Centre 5 (Between 01/04/2024 and 31/03/2025)

D

PROPERTY CTTEE

| Code | Title | Receipts | | | Payments | | | | Net Position | |
|------------------|------------------------|-----------------|-----------------|---------------|------------------|------------------|-----------------|------------------|------------------|----------------------------------|
| | | Budget | Actual | Variance | Budget | Actual | Committed | Total | Variance | Net Position |
| 2 | Income - Hire NTH | 250.00 | 322.00 | 72.00 | | | | | | 72.00 (28%) |
| 3 | Income - Hire WCC | 250.00 | 665.00 | 415.00 | | | | | | 415.00 (166%) |
| 4 | Income - Garage Plot R | 638.00 | 634.80 | -3.20 | | | | | | -3.20 (-0%) |
| 8 | Income - Deposit (WCC | | | | | | | | | (N/A) |
| 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 | 2,357.82 | 640.77 | 2,998.59 | -434.59 | 206.18 (8%) |
| 60 | Repairs & Maint NTH | | | | 6,600.00 | 6,669.44 | 204.10 | 6,873.54 | -273.54 | -69.44 (-1%) |
| 61 | Repairs & Maint WCC | | | | 5,775.00 | 7,469.68 | 1,154.03 | 8,623.71 | -2,848.71 | -1,694.68 (-29%) |
| 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 | 1,102.77 | 25.14 | 1,127.91 | 472.09 | 497.23 (31%) |
| 65 | Norwood St O/S | | | | 1,000.00 | 182.40 | | 182.40 | 817.60 | 817.60 (81%) |
| 72 | Utilities NTH | | | | 4,000.00 | 788.88 | | 788.88 | 3,211.12 | 3,211.12 (80%) |
| 73 | Utilities WCC | | | | 4,000.00 | 3,050.54 | | 3,050.54 | 949.46 | 949.46 (23%) |
| 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) |
| 124 | Repairs & Renewals | | | | | 2,100.00 | | 2,100.00 | -2,100.00 | -2,100.00 (N/A) |
| SUB TOTAL | | 1,138.00 | 1,621.80 | 483.80 | 75,015.00 | 39,036.90 | 6,649.04 | 45,685.94 | 29,329.06 | 36,461.90 (47%) |

Summary

| | | | | | | | | | |
|------------------|-----------------|-----------------|---------------|------------------|------------------|-----------------|------------------|------------------|----------------------------------|
| NET TOTAL | 1,138.00 | 1,621.80 | 483.80 | 75,015.00 | 39,036.90 | 6,649.04 | 45,685.94 | 29,329.06 | 36,461.90 (47%) |
|------------------|-----------------|-----------------|---------------|------------------|------------------|-----------------|------------------|------------------|----------------------------------|

NORMANTON TOWN COUNCIL

7 February 2025 (2024-2025)

D

Receipts and Payments Forecast

Cost Centre 5 (Between 01/02/2025 and 31/03/2025)

PROPERTY CTTEE

| Code | Title | Receipts | | | | | Payments | | | | | Net Position |
|------------------|------------------------|-----------------|-----------------|---------------|-----------------|---------------|------------------|------------------|-----------------|------------------|------------------|------------------|
| | | Budget | Actual | Forecast | Total | Variance | Budget | Actual | Forecast | Total | Variance | Net Position |
| 2 | Income - Hire NTH | 250.00 | 322.00 | 64.40 | 386.40 | 136.40 | | | | | | 136.40 |
| 3 | Income - Hire WCC | 250.00 | 665.00 | 133.00 | 798.00 | 548.00 | | | | | | 548.00 |
| 4 | Income - Garage Plot F | 638.00 | 634.80 | | 634.80 | -3.20 | | | | | | -3.20 |
| 8 | Income - Deposit (WCC) | | | | | | | | | | | |
| 55 | Town Hall Refurb | | | | | | 35,000.00 | 450.00 | | 450.00 | 34,550.00 | 34,550.00 |
| 56 | Business Rates | | | | | | 13,000.00 | 12,175.60 | | 12,175.60 | 824.40 | 824.40 |
| 58 | Defibrillator | | | | | | 250.00 | | | | 250.00 | 250.00 |
| 59 | Hygiene Services | | | | | | 2,564.00 | 2,357.82 | | 2,357.82 | 206.18 | 206.18 |
| 60 | Repairs & Maint NTH | | | | | | 6,600.00 | 6,669.44 | 1,000.00 | 7,669.44 | -1,069.44 | -1,069.44 |
| 61 | Repairs & Maint WCC | | | | | | 5,775.00 | 7,042.60 | 500.00 | 7,542.60 | -1,767.60 | -1,767.60 |
| 62 | Waste Removal | | | | | | 724.00 | 577.97 | | 577.97 | 146.03 | 146.03 |
| 63 | Garages | | | | | | 500.00 | | | | 500.00 | 500.00 |
| 64 | Cleaning | | | | | | 1,600.00 | 1,059.75 | 500.00 | 1,559.75 | 40.25 | 40.25 |
| 65 | Norwood St O/S | | | | | | 1,000.00 | 182.40 | | 182.40 | 817.60 | 817.60 |
| 72 | Utilities NTH | | | | | | 4,000.00 | 788.88 | 600.00 | 1,388.88 | 2,611.12 | 2,611.12 |
| 73 | Utilities WCC | | | | | | 4,000.00 | 3,050.54 | 650.00 | 3,700.54 | 299.46 | 299.46 |
| 101 | Lease NTH | | | | | | 1.00 | | 1.00 | 1.00 | | |
| 108 | Lease WCC | | | | | | 1.00 | 1.00 | | 1.00 | | |
| 113 | Alice Bacon Bench | | | | | | | 2,100.00 | | 2,100.00 | -2,100.00 | -2,100.00 |
| 114 | Train Station Sign | | | | | | | 10.80 | 400.00 | 410.80 | -410.80 | -410.80 |
| 124 | Repairs & Renewals | | | | | | | 2,100.00 | | 2,100.00 | -2,100.00 | -2,100.00 |
| SUB TOTAL | | 1,138.00 | 1,621.80 | 197.40 | 1,819.20 | 681.20 | 75,015.00 | 38,566.80 | 3,651.00 | 42,217.80 | 32,797.20 | 33,478.40 |

Summary

| | | | | | | | | | | | |
|--------------------|-----------------|-----------------|---------------|-----------------|---------------|------------------|------------------|-----------------|------------------|------------------|------------------|
| NET TOTAL | 1,138.00 | 1,621.80 | 197.40 | 1,819.20 | 681.20 | 75,015.00 | 38,566.80 | 3,651.00 | 42,217.80 | 32,797.20 | 33,478.40 |
| V.A.T. | | | | | | | | | 4,660.16 | | |
| GROSS TOTAL | | | | 1,819.20 | | | | | 46,877.96 | | |

NORMANTON TOWN COUNCIL

7 February 2025 (2024-2025)

D

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2024 and 07-02-2025)

Cost Centre PROPERTY CTTEE

Code Number 55 Town Hall Refurb

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

Code Number 56 Business Rates

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

Code Number 59 Hygiene Services

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|-------------------------------------|------------|-------------|--------|---------------|-----------|------------------|-----------------------|----------|-----------|---------|-----------|
| 58 | 10/04/2024 | | | Unity Current | | Hygiene Services | Cathedral Leasing Ltd | S | 435.51 | 87.10 | 522.61 |
| 111 | 13/06/2024 | | | Unity Current | | Hygiene Services | Cathedral Leasing Ltd | S | 205.26 | 41.05 | 246.31 |
| 194 | 10/07/2024 | | | Unity Current | | Hygiene Services | Cathedral Leasing Ltd | S | 435.51 | 87.10 | 522.61 |
| 275 | 13/09/2024 | 1594529 | | Unity Current | | Hygiene Services | Cathedral Leasing Ltd | S | 205.26 | 41.05 | 246.31 |
| 328 | 10/10/2024 | | | Unity Current | | Hygiene Services | Cathedral Leasing Ltd | S | 435.51 | 87.10 | 522.61 |
| 488 | 13/12/2024 | | | Unity Current | | Hygiene Services | Cathedral Leasing Ltd | S | 205.26 | 41.05 | 246.31 |
| 577 | 10/01/2025 | VII/1579681 | | Unity Current | | Hygiene Services | Cathedral Leasing Ltd | S | 435.51 | 87.10 | 522.61 |
| Subtotal for Code: Hygiene Services | | | | | | | | | £2,357.82 | £471.55 | £2,829.37 |

Code Number 60 Repairs & Maint NTH

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

NORMANTON TOWN COUNCIL

7 February 2025 (2024-2025)

D

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2024 and 07-02-2025)

| | | | | | | | | | | |
|--|------------|---------------|--------------|---------------|--------------------------|-------------------------------|---|-----------|-----------|-----------|
| 258 | 28/08/2024 | A18922051467 | | Petty Cash | Salt | Screwfix | S | 8.32 | 1.67 | 9.99 |
| 265 | 10/09/2024 | 2024-2025/174 | | Unity Current | Lift Examination | Pinnacle Elevators | S | 360.00 | 72.00 | 432.00 |
| 293 | 10/09/2024 | | | Petty Cash | Plumbing Materials | Toolstation | S | 2.07 | 0.41 | 2.48 |
| 312 | 08/10/2024 | 2024-2025/51/ | Property 29. | Unity Current | Window Cleaning | Wipe Clean | S | 120.00 | 24.00 | 144.00 |
| 348 | 16/10/2024 | | | Lloyds Card | Event Supplies | Nisbets | S | 5.99 | 1.20 | 7.19 |
| 355 | 16/10/2024 | | | Lloyds Card | Miscellaneous | Screwfix | S | 8.98 | 1.80 | 10.78 |
| 355 | 16/10/2024 | | | Lloyds Card | Miscellaneous | Screwfix | S | 39.98 | 8.00 | 47.98 |
| 355 | 16/10/2024 | | | Lloyds Card | Miscellaneous | Screwfix | S | 24.15 | 4.83 | 28.98 |
| 362 | 16/10/2024 | | | Lloyds Card | Key Rings | Amazon EU UK Branch | S | 9.52 | 1.92 | 11.44 |
| 363 | 16/10/2024 | | | Lloyds Card | Key Rings | Amazon EU UK Branch | S | 6.76 | 1.35 | 8.11 |
| 368 | 16/10/2024 | | | Lloyds Card | Scoop for gritting | Malton Plastics (UK) Ltd | S | 5.37 | 1.08 | 6.45 |
| 369 | 16/10/2024 | | | Lloyds Card | Wheelbarrow for gritting | Star Supplies (Brighton) Ltd | S | 27.49 | 5.50 | 32.99 |
| 443 | 18/11/2024 | | | Lloyds Card | Fridge | Currys Group Ltd | S | 215.83 | 43.17 | 259.00 |
| 459 | 01/11/2024 | | | Petty Cash | Lightbulbs | Screwfix | S | 7.13 | 1.43 | 8.56 |
| 473 | 10/12/2024 | 2024-2025/196 | | Unity Current | CCTV System | Calder Security | S | 2,291.00 | 458.20 | 2,749.20 |
| 477 | 10/12/2024 | 2024-2025/191 | | Unity Current | Auto Door Service | Access Solutions Northern Ltd | S | 65.00 | 13.00 | 78.00 |
| 481 | 10/12/2024 | 2024-2025/202 | | Unity Current | Air Conditioning Service | Knight Engineers Ltd | S | 850.00 | 170.00 | 1,020.00 |
| 502 | 05/12/2024 | | | Petty Cash | DIY Goods | Melvyn's | Z | 4.00 | | 4.00 |
| 505 | 15/12/2024 | | | Petty Cash | Key Hooks | B&Q | S | 8.33 | 1.67 | 10.00 |
| 527 | 21/11/2024 | | | Lloyds Card | Dishwasher | AO | S | 399.17 | 79.83 | 479.00 |
| 543 | 13/01/2025 | | | Petty Cash | DIY Goods | Toolstation | S | 8.92 | 1.78 | 10.70 |
| 548 | 29/01/2025 | | | Petty Cash | DIY Goods | Toolstation | S | 1.99 | 0.40 | 2.39 |
| 555 | 10/01/2025 | 2024-2025/51/ | Property 29. | Unity Current | Window Cleaning | Wipe Clean | S | 120.00 | 24.00 | 144.00 |
| 559 | 24/01/2025 | 2024-2025/268 | Clerks Authc | Unity Current | Toilet Repairs | CM Gas & Service | S | 70.00 | 14.00 | 84.00 |
| 562 | 24/01/2025 | 2024-2025/270 | Clerks Authc | Unity Current | Rock Salt | D3 Office Group | S | 37.45 | 7.49 | 44.94 |
| Subtotal for Code: Repairs & Maint NTH | | | | | | | | £6,669.44 | £1,333.13 | £8,002.57 |

Code Number 61 Repairs & Maint WCC

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|-------|------------|---------------|--------------|---------------|-----------|---------------------------|-------------------------------|----------|----------|--------|----------|
| 12 | 12/04/2024 | 2024-2025/42 | | Unity Current | | Employee Expenses - Fuel | MFG Normanton Service Station | S | 5.42 | 1.08 | 6.50 |
| 138 | 24/06/2024 | | | Petty Cash | | Employee Expenses - Fuel | MFG Normanton Service Station | S | 5.42 | 1.09 | 6.51 |
| 148 | 17/06/2024 | 2024-2025/130 | | Lloyds Card | | DIY Goods | Screwfix | S | 11.66 | 2.33 | 13.99 |
| 149 | 17/06/2024 | 2024-2025/131 | | Lloyds Card | | DIY Goods | Amazon EU UK Branch | S | 25.22 | 5.04 | 30.26 |
| 175 | 09/07/2024 | 2024-2025/115 | | Unity Current | | Toilet Repairs | RCW Building Solutions | S | 150.00 | 30.00 | 180.00 |
| 180 | 16/08/2024 | 2024-2025/165 | | Unity Current | | Fire Alarm Service | Chubb Fire & Security | S | 250.53 | 50.11 | 300.64 |
| 189 | 16/08/2024 | 2024-2025/152 | | Unity Current | | Fixed Wiring Testing | Innova Electrical | S | 350.00 | 70.00 | 420.00 |
| 191 | 16/08/2024 | 2024-2025/113 | Property 29. | Unity Current | | Decorating | RCW Building Solutions | S | 2,495.00 | 499.00 | 2,994.00 |
| 286 | 19/09/2024 | 2024-2025/112 | Property 29. | Unity Current | | Burglar Alarm Maintenance | Chubb Fire & Security | S | 374.07 | 74.81 | 448.88 |
| 292 | 07/09/2024 | | | Petty Cash | | Kitchen Equipment | TESCO | S | 6.25 | 1.25 | 7.50 |
| 310 | 08/10/2024 | 2024-2025/153 | | Unity Current | | Pointing | RCW Building Solutions | S | 900.00 | 180.00 | 1,080.00 |
| 360 | 16/10/2024 | | | Lloyds Card | | Key Cutting | Timpson | S | 38.33 | 7.67 | 46.00 |

NORMANTON TOWN COUNCIL

7 February 2025 (2024-2025)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2024 and 07-02-2025)

D

| | | | | | | | | | | | |
|--|------------|---------------|--|---------------|--|---------------------------|-----------------------|---|-----------|-----------|-----------|
| 424 | 12/11/2024 | | | Unity Current | | Fire Extinguisher Service | Chubb Fire & Security | S | 132.70 | 26.54 | 159.24 |
| 475 | 10/12/2024 | 2024-2025/198 | | Unity Current | | Boiler Installation | CM Gas & Service | S | 2,000.00 | 400.00 | 2,400.00 |
| 558 | 24/01/2025 | 2024-2025/267 | | Unity Current | | Replacement Sign | Visual Impact | S | 298.00 | 59.60 | 357.60 |
| 591 | 07/02/2025 | | | Unity Current | | Fire Alarm Service | Chubb Fire & Security | S | 269.32 | 53.86 | 323.18 |
| 592 | 07/02/2025 | | | Unity Current | | Emergency Lighting Test | Chubb Fire & Security | S | 157.76 | 31.55 | 189.31 |
| Subtotal for Code: Repairs & Maint WCC | | | | | | | | | £7,469.68 | £1,493.93 | £8,963.61 |

Code Number 62 Waste Removal

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

Code Number 64 Cleaning

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|-----------------------------|------------|---------------|--------------|---------------|-----------|--------------------------------|----------------------------|----------|-----------|---------|-----------|
| 40 | 09/05/2024 | 2024-2025/54 | | Unity Current | | Cleaning Materials | Class Office Equipment Ltd | S | 239.60 | 47.92 | 287.52 |
| 40 | 09/05/2024 | 2024-2025/54 | | Unity Current | | Cleaning Materials | Class Office Equipment Ltd | S | 89.10 | 17.82 | 106.92 |
| 40 | 09/05/2024 | 2024-2025/54 | | Unity Current | | Cleaning Materials | Class Office Equipment Ltd | S | 21.00 | 4.20 | 25.20 |
| 40 | 09/05/2024 | 2024-2025/54 | | Unity Current | | Cleaning Materials | Class Office Equipment Ltd | S | 79.80 | 15.96 | 95.76 |
| 40 | 09/05/2024 | 2024-2025/54 | | Unity Current | | Cleaning Materials | Class Office Equipment Ltd | S | 15.00 | 3.00 | 18.00 |
| 40 | 09/05/2024 | 2024-2025/54 | | Unity Current | | Cleaning Materials | Class Office Equipment Ltd | S | 79.56 | 15.91 | 95.47 |
| 40 | 09/05/2024 | 2024-2025/54 | | Unity Current | | Cleaning Materials | Class Office Equipment Ltd | S | 59.50 | 11.90 | 71.40 |
| 48 | 09/05/2024 | 2024-2025/125 | | Unity Current | | Cleaning Materials | Class Office Equipment Ltd | S | 17.55 | 3.51 | 21.06 |
| 104 | 20/05/2024 | | | Petty Cash | | Dishwasher Tablets | Asda | S | 4.17 | 0.83 | 5.00 |
| 131 | 06/06/2024 | | | Petty Cash | | Catering / Cleaning Supplies | Booker Ltd | S | 14.98 | 3.00 | 17.98 |
| 168 | 09/07/2024 | 2024-2025/161 | | Unity Current | | Bin | D3 Office Group | S | 8.06 | 1.61 | 9.67 |
| 208 | 01/07/2024 | | | Petty Cash | | Dishwasher Tablets | Asda | S | 4.17 | 0.83 | 5.00 |
| 251 | 16/08/2024 | 0299534 | | Lloyds Card | | Catering Supplies | Booker Ltd | S | 18.58 | 3.71 | 22.29 |
| 251 | 16/08/2024 | 0299534 | | Lloyds Card | | Catering Supplies | Booker Ltd | S | 14.99 | 3.00 | 17.99 |
| 256 | 22/08/2024 | | | Petty Cash | | Cleaning Materials | Asda | S | 0.83 | 0.17 | 1.00 |
| 285 | 12/09/2024 | 00135976 | | Unity Current | | Cleaning / Stationery Supplies | Class Office Equipment Ltd | S | 202.68 | 40.55 | 243.23 |
| 311 | 08/10/2024 | 25815 | | Unity Current | | Cleaning / Stationery Supplies | D3 Office Group | S | 9.04 | 1.81 | 10.85 |
| 441 | 18/11/2024 | | | Lloyds Card | | Altro Floor mop | Chemiclean | S | 49.45 | 9.89 | 59.34 |
| 442 | 18/11/2024 | | | Lloyds Card | | Altro Floor Cleaning Solution | Altro Ltd | S | 129.86 | 25.97 | 155.83 |
| 462 | 18/11/2024 | | | Petty Cash | | Bucket | B&Q | S | 0.83 | 0.17 | 1.00 |
| 533 | 11/12/2024 | 2024-2025/239 | | Lloyds Card | | Cleaning Materials | Asda | S | 1.00 | 0.20 | 1.20 |
| 598 | 07/02/2025 | 2024-2025/258 | | Unity Current | | Cleaning / Stationery Supplies | D3 Office Group | S | 14.22 | 2.84 | 17.06 |
| 599 | 03/02/2025 | 2024-2025/260 | Clerks Authc | Unity Current | | Cleaning / Stationery Supplies | Class Office Equipment Ltd | S | 28.80 | 5.76 | 34.56 |
| Subtotal for Code: Cleaning | | | | | | | | | £1,102.77 | £220.56 | £1,323.33 |

Code Number 65 Norwood St O/S

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|-------|------------|--------------|--------|---------------|-----------|--------------------------|-------------------------------|----------|------|------|-------|
| 13 | 12/04/2024 | 2024-2025/43 | | Unity Current | | Employee Expenses - Fuel | Glasshoughton Service Station | S | 6.52 | 1.30 | 7.82 |

NORMANTON TOWN COUNCIL

7 February 2025 (2024-2025)

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2024 and 07-02-2025)

D

| | | | | | | | | | | | |
|-----------------------------------|------------|---------------|--|---------------|--|--------------------------|-------------------------------|---|---------|--------|---------|
| 122 | 27/06/2024 | | | Unity Current | | Employee Expenses | Employees | Z | 20.00 | | 20.00 |
| 123 | 27/06/2024 | | | Unity Current | | Employee Expenses - Fuel | Glasshoughton Service Station | S | 7.02 | 1.41 | 8.43 |
| 271 | 10/09/2024 | | | Unity Current | | Employee Expenses - Fuel | Glasshoughton Service Station | S | 8.37 | 1.67 | 10.04 |
| 517 | 20/11/2024 | 2024-2025/154 | | Lloyds Card | | Skip Hire | Pickup Skips | S | 133.33 | 26.67 | 160.00 |
| 569 | 24/01/2025 | 2024-2025/274 | | Unity Current | | Employee Expenses - Fuel | Glasshoughton Service Station | S | 7.16 | 1.43 | 8.59 |
| Subtotal for Code: Norwood St O/S | | | | | | | | | £182.40 | £32.48 | £214.88 |

Code Number 72 Utilities NTH

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|----------------------------------|------------|---------------|--------|---------------|-----------|-------------|-------------------|----------|---------|---------|---------|
| 309 | 08/10/2024 | 91316410957 | | Unity Current | | Utilities | Wakefield Council | S | 349.23 | 65.60 | 414.83 |
| 561 | 24/01/2025 | 2024-2025/269 | | Unity Current | | Utilities | Wakefield Council | Z | 100.81 | | 100.81 |
| 561 | 24/01/2025 | 2024-2025/269 | | Unity Current | | Utilities | Wakefield Council | S | 338.84 | 67.77 | 406.61 |
| Subtotal for Code: Utilities NTH | | | | | | | | | £788.88 | £133.37 | £922.25 |

Code Number 73 Utilities WCC

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|----------------------------------|------------|---------------|--------|---------------|-----------|-------------|--------------------|----------|-----------|---------|-----------|
| 59 | 16/04/2024 | | | Unity Current | | Utilities | Octopus Energy Ltd | L | 675.18 | 33.76 | 708.94 |
| 63 | 16/04/2024 | | | Unity Current | | Water Bill | Everflow Water | Z | 39.89 | | 39.89 |
| 93 | 13/05/2024 | KI-OD421A68- | | Unity Current | | Utilities | Octopus Energy Ltd | L | 188.69 | 9.43 | 198.12 |
| 100 | 16/05/2024 | 3259241 | | Unity Current | | Water Bill | Everflow Water | Z | -30.74 | | -30.74 |
| 110 | 14/06/2024 | | | Unity Current | | Utilities | Octopus Energy Ltd | L | 420.27 | 21.01 | 441.28 |
| 113 | 17/06/2024 | | | Unity Current | | Water Bill | Everflow Water | Z | 35.55 | | 35.55 |
| 195 | 01/07/2024 | | | Unity Current | | Utilities | Octopus Energy Ltd | L | | | |
| 202 | 16/07/2024 | | | Unity Current | | Water Bill | Everflow Water | Z | 31.90 | | 31.90 |
| 222 | 15/08/2024 | 0036 | | Unity Current | | Utilities | Octopus Energy Ltd | L | 251.54 | 12.58 | 264.12 |
| 229 | 16/08/2024 | 3500735 | | Unity Current | | Water Bill | Everflow Water | Z | 31.45 | | 31.45 |
| 276 | 16/09/2024 | 3582765 | | Unity Current | | Water Bill | Everflow Water | Z | 31.90 | | 31.90 |
| 329 | 15/10/2024 | | | Unity Current | | Utilities | Octopus Energy Ltd | L | 249.09 | 12.45 | 261.54 |
| 330 | 16/10/2024 | | | Unity Current | | Water Bill | Everflow Water | Z | 35.11 | | 35.11 |
| 425 | 14/11/2024 | KI-0D421A68-(| | Unity Current | | Utilities | Octopus Energy Ltd | L | 187.71 | 9.39 | 197.10 |
| 433 | 18/11/2024 | 3747480 | | Unity Current | | Water Bill | Everflow Water | Z | 97.75 | | 97.75 |
| 489 | 18/12/2024 | | | Unity Current | | Utilities | Octopus Energy Ltd | L | 107.33 | 5.37 | 112.70 |
| 578 | 16/01/2025 | A-OD421A68 | | Unity Current | | Utilities | Octopus Energy Ltd | L | 660.03 | 33.00 | 693.03 |
| 579 | 16/01/2025 | 3913924 | | Unity Current | | Water Bill | Everflow Water | Z | 37.89 | | 37.89 |
| Subtotal for Code: Utilities WCC | | | | | | | | | £3,050.54 | £136.99 | £3,187.53 |

Code Number 108 Lease WCC

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|------------------------------|------------|------------|--------|---------------|-----------|--------------------|----------|----------|-------|-----|-------|
| 437 | 01/11/2024 | 00126978 | | Unity Current | | Rent of Land - WCC | WDH | E | 1.00 | | 1.00 |
| Subtotal for Code: Lease WCC | | | | | | | | | £1.00 | | £1.00 |

Code Number 113 Alice Bacon Bench

| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|-------|------------|---------------|--------|---------------|-----------|------------------------------|------------------------|----------|----------|--------|----------|
| 171 | 09/07/2024 | 2024-2025/116 | | Unity Current | | Repairs to Alice Bacon Bench | RCW Building Solutions | S | 2,100.00 | 420.00 | 2,520.00 |

NORMANTON TOWN COUNCIL

7 February 2025 (2024-2025)

D

Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2024 and 07-02-2025)

| | | | | | | | Subtotal for Code: | Alice Bacon Bench | £2,100.00 | £420.00 | £2,520.00 |
|---------------------|------------------------|---------------|--------|---------------|-----------|---------------|----------------------------|--------------------|-------------------|------------------|-------------------|
| Code Number | 114 Train Station Sign | | | | | | | | | | |
| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 53 | 22/04/2024 | | | Petty Cash | | Dehumidifiers | B&M | S | 4.97 | 0.99 | 5.96 |
| 378 | 31/10/2024 | | | Petty Cash | | Dehumidifiers | B&M | S | 5.83 | 1.17 | 7.00 |
| | | | | | | | Subtotal for Code: | Train Station Sign | £10.80 | £2.16 | £12.96 |
| Code Number | 124 Repairs & Renewals | | | | | | | | | | |
| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| 560 | 24/01/2025 | 2024-2025/207 | | Unity Current | | Chairs | Class Office Equipment Ltd | S | 2,100.00 | 420.00 | 2,520.00 |
| | | | | | | | Subtotal for Code: | Repairs & Renewals | £2,100.00 | £420.00 | £2,520.00 |
| | | | | | | | Subtotal for Cost Centre: | PROPERTY CTTEE | 39,036.90 | 4,754.17 | 43,791.07 |
| TOTALS | | | | | | | | | £39,036.90 | £4,754.17 | £43,791.07 |



Normanton Town Council

Checklist for

Alice Bacon Bench

| | |
|-------------------------|----------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | All sites |
| Workspace being checked | Outside Area |
| Checklist frequency | Monthly |
| Next checklist date | 06/03/2025 |

Checklist items

| | |
|--|-----|
| Is the brick wall free in good condition? Free from damage, no loose bricks, mortar in good condition. | Yes |
| Are the rose arches in good condition? Securely attached to the wall with no sharp edges. | Yes |
| Is the seat secure and in good condition? | Yes |
| Is the surrounding area in a good condition and free from rubbish? | Yes |
| Are there any other observations | No |



Normanton Town Council

Checklist for

Welcome to Normanton Sign

| | |
|-------------------------|----------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | All sites |
| Workspace being checked | Outside Area |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

| | |
|---|------------|
| Are the legs secure and free from damage, moss etc? | Yes |
| Are the glazed panels in good condition and securely attached? | Yes |
| Notes: Scratches present - quotes awaited for replacement | |
| Is the artwork in good condition? | Yes |
| Does the sign require replacement moisture traps? | No |
| Is the surrounding area free from weeds and litter? | Yes |
| Are there any other comments? | No |
| Notes: Inspection completed by JW | |



Normanton Town Council

Checklist for

Woodhouse Building Inspection

| | |
|---------------------|--------------------------------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | Woodhouse Community Centre (WF6 1JF) |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

| | |
|--|-----|
| Entrance - Is the decoration in good condition? | Yes |
| Entrance - Is the front door in good condition with a properly operating lock and handle? | Yes |
| Entrance - Is the lighting in good working order? | Yes |
| Entrance - Are sockets and Switches in working order? | Yes |
| Entrance - Is the fire alarm displaying any faults? | No |
| Entrance - Is the burglar alarm displaying any faults? | No |
| Entrance - Is the flooring in good condition and clean with no trip hazards? | Yes |
| Toilets - Is the decoration in good condition? | Yes |
| Toilets - Is the main toilet door in good condition with a properly operating handle? | Yes |
| Toilets - Are the cubicle doors in a good condition with properly operating handles and locks? | Yes |
| Toilets - Are the sinks in good condition with fully working taps? | Yes |
| Toilets - Are the toilets in working order with a working flush mechanism? | Yes |
| Toilets - Is the lighting in good working order? | Yes |
| Toilets - Are the toilet roll dispensers filled and operational? | Yes |
| Toilets - Are the soap dispenser filled and operational? | Yes |
| Toilets - Are the paper towel dispenser filled and operational? | Yes |
| Toilets - Are the windows in a good state of repair and clean? | Yes |
| Toilets - Is the flooring clean and in a good state of repair with no trip hazards. | Yes |
| Toilets - Are handrails (where fitted) in good order and secure? | Yes |
| Toilets - Is the baby changing mat in the disabled toilet in a reasonable condition? | Yes |
| Kitchen - Is the decoration in good condition? Are the walls and ceiling clean? | Yes |
| Kitchen - Is the fridge in working order and clean inside and out? | Yes |
| Kitchen - Are cupboards in a good state of repair and clean? | Yes |
| Notes: Tatty and in need of replacement in the future | |
| Kitchen - Is the kitchen door in working order with a properly operating lock and handle? | Yes |
| Kitchen - Is the bin in good condition and recently emptied? | Yes |
| Kitchen - Is the kettle / tea boiler in working order? | Yes |
| Kitchen - Is the window in good working order and clean? | Yes |
| Kitchen - Is the kitchen clear of clutter and reasonably tidy? | Yes |
| Kitchen - Is the First Aid Kit present and in date? | Yes |

| | |
|--|--------------|
| Kitchen - Is the eye wash kit present and in date? | Yes G |
| Kitchen - Is the washing up bowl and drainer in good condition and clean? | Yes |
| Kitchen - Is the sink and tap in good working order and clean? | Yes |
| Kitchen - Is the Carbon Monoxide detector in working order? | Yes |
| Main Hall - Are the double doors in good condition with working handles? | Yes |
| Kitchen - Is the central heating boiler in working order with no faults? | Yes |
| Main Hall - Is the decoration in good condition? | Yes |
| Main Hall - Is the flooring in good condition with no trip hazards? | Yes |
| Main Hall - Is the lighting in good working order? | Yes |
| Main Hall - Are the windows in working order and clean? | Yes |
| Main Hall - Are the sockets and switches in working order? | Yes |
| Main Hall - Are the blinds in good working order? | Yes |
| Main Hall - Is the wifi in working order | Yes |
| Main Hall - Is the central heating controller in working order? | Yes |
| Notes: Does not connect to the App - Hive quotes are being obtained. | |
| Store 1 - Is the door in working order with a properly operating handle? | Yes |
| Store 1 - Is the decoration in good condition? | Yes |
| Store 1 - Is the flooring in good condition with no trip hazards? | Yes |
| Store 1 - Is the lighting in working order? | Yes |
| Store 1 - Is the window operational and clean? | Yes |
| Store 1 - Are the sockets and switches in working order? | Yes |
| Store 1 - Is the room free of clutter and generally tidy? | Yes |
| Store 1 - Is the gas meter accessible? | Yes |
| Store 2 - Is the door in working order with a properly operating handle? | Yes |
| Store 2 - Is the decoration in good condition? | Yes |
| Store 2 - Is the flooring in good condition, clean and free from trip hazards? | Yes |
| Store 2 - Is the lighting in working order? | Yes |
| Store 2 - Are the windows in working order and clean? | Yes |
| Store 2 - Are the sockets and switches in working order? | Yes |
| Store 2 - Is the room free of clutter and generally tidy? | Yes |
| Store 2 - Is the fly killer in working order and has it been emptied? | Yes |
| Store 2 - Is the fire escape door in working order with a properly operating push bar and bolts? | Yes |

| | |
|---|-----|
| Outside - Is the fire escape ramp clear of obstructions and leaves? | Yes |
| Outside - Is the wall on the ramp in a good state of repair? | Yes |
| Outside - Is the handrail on the fire escape in good condition? | Yes |
| Outside - Is the key box in working order with a key available? | Yes |
| Outside - Are there any trip hazards in the grounds? | No |
| Outside - Are the grounds in a good condition in terms of grass cutting and weeding? | Yes |
| Outside - Is there any litter or fly tipping in the grounds? | No |
| Outside - Does the fence appear to be in good condition? | Yes |
| Outside - Are the gates in working order and able to be locked easily? | No |
| Corrective action: | |
| Notes: The slide bar on the gate is very difficult to lock - the gates may have dropped. JW intends to file down the slide bar to see if that helps. | |
| Outside - Is the grit bucket present and filled? | Yes |
| Outside - Is the wheeled bin present and recently emptied? | Yes |
| Outside - Is the mailbox in working order and recently emptied? | Yes |
| Outside - Do the trees require any maintenance? | No |
| Outside - Are the bollards in place with no signs of damage? | Yes |
| Outside - Does the roof of the building appear to be in good condition? | Yes |
| Outside - Do the window grilles appear to be secure and in good condition? | Yes |
| Outside - Do the walls appear to be in a good condition? | Yes |
| Outside - Does the external lighting appear to be working? | Yes |
| Outside - Is the guttering in good order and free of blockages? | Yes |
| Outside - Is the signage in good order and properly fixed? | Yes |



Expert Water Services

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"> • Calorifiers and Water Heaters should be recalibrated or repaired normally within two months • Cold water supply over-temperatures, seek advice from technician • Thermostatic Mixing Valve faults should be repaired within one month • All other problems usually within 6 months, following discussion with technician |
| Low | No action required at this time |



Expert Water Services

| | | | |
|--|----------|---------------------------|----------|
| 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"> Refer to current Risk Assessment | | | |

Additional Information:

| | | |
|---------------------------------|------------|-----------------------------------|
| Technician: Gareth Pritchard | Signature: | Date of Inspection: 10/01/2025 |
|---------------------------------|------------|-----------------------------------|



Expert Water Services

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"> • Calorifiers and Water Heaters should be recalibrated or repaired normally within two months • Cold water supply over-temperatures, seek advice from technician • Thermostatic Mixing Valve faults should be repaired within one month • All other problems usually within 6 months, following discussion with technician |
| Low | No action required at this time |



Expert Water Services

| | | | |
|--|----------|---------------------------|----------|
| 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">Refer to current Risk Assessment | | | |

Additional Information:

| | | |
|---------------------------------|------------|---|
| Technician: Gareth Pritchard | Signature: | Date of Inspection: 30/01/2025 (for Feb) |
|---------------------------------|------------|---|



Normanton Town Council

Checklist for

Town Hall Building Inspection

| | |
|---------------------|----------------------------------|
| Conducted by | Donna Johnston |
| Date completed | 07/02/2025 |
| Site affected | Normanton Town Council (WF6 2DZ) |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

| | |
|--|-----|
| Check All Rooms - Is the decoration maintained to a good standard? | Yes |
| Check All Rooms - Are all doors in good working order with fully operational handles and locks? | Yes |
| Notes: The lock on the GF store cupboard can stick occasionally - may need WD40 | |
| Check All Rooms - Is the lighting in good working order with no overly shadowed areas? | Yes |
| Check All Rooms - Are sockets and switches in good working order? | Yes |
| Check All Rooms - Is flooring in a good condition and free from trip hazards? | Yes |
| Notes: Slight lump noticed under CR1 flooring - May need further investigation. | |
| Check All Rooms - Is heating / air conditioning fully operational with no warning lights? | Yes |
| Check All Rooms - Are all windows operational and clean with no signs of water ingress? | Yes |
| Check All Rooms - Are all blinds / curtains in good working order? | Yes |
| Check All Toilets - Are the toilets, urinals and sinks in full working order with hot/cold running water? | Yes |
| Check All Toilets - Are all toilet roll dispensers, soap dispensers and paper towel dispensers operational and filled? | Yes |
| Check All Toilets - are all DOC M grab rails securely fixed? | Yes |
| Check All Toilets - Are cubicles doors in good working order with fully operational locks and handles? | Yes |
| Check Disabled Toilets - Are toilet alarms accessible and operational? | Yes |
| Check Disabled Toilets - Are baby changing units securely fixed and in good working order? | Yes |
| Check All Rooms - Are all ceiling tiles straight, secure and clean? | No |
| Corrective action: | |
| Notes: A number of ceiling tiles require straightening - some are dirty and may need to be cleaned or replaced. | |
| Check All Rooms - Is all furniture (inc tables, chairs, coat racks, clocks and bins) in a good state of repair and free from damage? | Yes |
| Check All Kitchens - Are all work surfaces in a good state of repair? | Yes |
| Check All Kitchens - Are all cupboards / shelving in a good state of repair? | Yes |
| Check All Kitchens - Are all kettles and tea boilers in good working order? | Yes |
| Check All Kitchens - Are all sinks and taps in good working order with hot and cold running water? | Yes |
| Check All Kitchens - are electrical appliances in good working order (kettles, toasters, coffee machines, microwaves etc) | Yes |
| Check All Kitchens - Are all fridges / freezers clean and in good working order? | Yes |
| Notes: Freezer in staff room needs defrosting | |

| | |
|---|-----|
| Check All Kitchens - Is there a fully stocked first aid kit available? | Yes |
| Main Entrance - Is the front door in good condition with fully operational handles, locks, bolts and catches? | Yes |
| Notes: The front door sticks due to the weather - bottom lock could benefit from WD40. | |
| Main Entrance - Is the automatic door in good working order with fully operational locks? | Yes |
| Main Entrance - Are the buzzer system and cameras operational? | Yes |
| Main Entrance - Is the lift fully operational and clean? | Yes |
| Main Entrance - Is the link corridor to WMDC in good order with no obstructions? | Yes |
| Notes: Damp has been reported to WMDC and scheduled to be dealt with 13.02.25 | |
| Servery - Are fire shutters in good working order? | Yes |
| Staircase - Are the stained glass windows in good condition? | Yes |
| Staircase - Are the banister and railings in good condition with no defects? | Yes |
| Landing - Is the disabled refuge clearly indicated and free from obstruction? | Yes |
| Landing - Is the Disabled Call Point in good working order? | Yes |
| Balcony - Is the balcony clean and free of debris and rain water? | Yes |
| Check Councillors Kitchen - Are the workstation and computer in good working order? | Yes |
| Staff Room - Is the washer, dishwasher and dryer in good working order with no evidence of water leaks? | Yes |
| Notes: Dishwasher leak identified and repair awaited | |
| Staff Room - Is there an eyewash station available? | Yes |
| Admin Office - Is the fire shutter in good working order? | No |
| Corrective action: | |
| Notes: Operational but not linked to the fire alarm. | |
| Exterior - Is the sign securely fixed and in good condition? | Yes |
| Exterior - Have the external areas been cleared of litter, weeds and trip hazards? | Yes |
| Exterior - Are the flower beds maintained in a reasonable condition? | Yes |
| Exterior - Is the Air Con compound free from weeds and litter and in good condition? | Yes |
| Exterior - Is the fabric of the building in good condition (stonework, bricks, guttering, roof etc) | No |
| Corrective action: | |
| Notes: Stonework crumbling and reported to WMDC. Guttering missing from balcony and reported to WMDC. | |

Exterior - Are the ramp, steps and railings in good order and free of obstructions?

Yes



Normanton Town Council

Checklist for

Sid Jones Bench

| | |
|-------------------------|----------------------------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | Normanton Town Council (WF6 2DZ) |
| Workspace being checked | Outside Area |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

| | |
|---|-----|
| Are the slats on the seat and back on good condition? | Yes |
| Does the bench require any maintenance - cleaning, sanding, painting? | No |
| Are the legs secure and bolted down? | Yes |
| Is the memorial plaque for Sid Jones in good condition? | Yes |
| Is the surrounding area free from weeds and litter? | Yes |
| Are there any other comments? | Yes |
| Corrective action: Please enter the comments below. | |
| Notes: The varnish / stain may need renewing - will review at the next inspection. | |



Normanton Town Council

Checklist for

Town Hall Bench

| | |
|-------------------------|----------------------------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | Normanton Town Council (WF6 2DZ) |
| Workspace being checked | Outside Area |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

| | |
|--|------------|
| Are the slats on the seat and back on good condition? | Yes |
| Does the bench require any maintenance - cleaning, sanding, painting? | No |
| Are the legs secure and bolted down? | Yes |
| Is the surrounding area free from weeds and litter? | Yes |
| Are there any other comments? | No |



Normanton Town Council

Checklist for

Step Stool 1

| | |
|---------------------|----------------------------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | Normanton Town Council (WF6 2DZ) |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

K

| | |
|--|-----|
| Is Step Stool clean, free of grease, mud and paint etc | Yes |
| Is step secure, not bent, cracked or missing and free from excessive wear? | Yes |
| Is step free from any splinters or sharp edges? | Yes |
| Are tie-rods, rivets or screws free of decay, corrosion, damage or distortion? | Yes |
| Are feet/wheels intact, in good condition and free from grease and dirt? | Yes |
| Is the step correctly stored when not in use? | Yes |
| Is the step protected from damage | Yes |
| Is the step secure, to prevent unauthorised use? | Yes |
| Notes: Inspection completed by JW | |



Normanton Town Council

Checklist for

Step Stool 2

| | |
|---------------------|----------------------------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | Normanton Town Council (WF6 2DZ) |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

K

| | |
|--|-----|
| Is Step Stool clean, free of grease, mud and paint etc | Yes |
| Is step secure, not bent, cracked or missing and free from excessive wear? | Yes |
| Is step free from any splinters or sharp edges? | Yes |
| Are tie-rods, rivets or screws free of decay, corrosion, damage or distortion? | Yes |
| Are feet/wheels intact, in good condition and free from grease and dirt? | Yes |
| Is the step correctly stored when not in use? | Yes |
| Is the step protected from damage | Yes |
| Is the step secure, to prevent unauthorised use? | Yes |



Normanton Town Council

Checklist for

Stepladder 1

| | |
|---------------------|----------------------------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | Normanton Town Council (WF6 2DZ) |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

K

| | |
|--|-----|
| Are ladders clean, free of grease, mud and paint etc | Yes |
| Are rungs secure, not bent, cracked or missing and free from excessive wear? | Yes |
| Are stiles free of wear, distortion, decay, corrosion, cracks, or splits? | Yes |
| Are stiles or rungs free from any splinters or sharp edges? | Yes |
| Are tie-rods, rivets or screws free of decay, corrosion, damage or distortion? | Yes |
| Are stays and brackets secure and not damaged? | Yes |
| Are ropes cords, pulleys, hinges in good condition? | Yes |
| Are ladder feet intact, in good condition and free from grease and dirt? | Yes |
| Is the ladder correctly stored when not in use? | Yes |
| Is the ladder protected from damage | Yes |
| Is the ladder secure, to prevent unauthorised use? | Yes |
| Notes: Inspection completed by JW | |



Normanton Town Council

Checklist for

Stepladder 2

| | |
|---------------------|----------------------------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | Normanton Town Council (WF6 2DZ) |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

K

| | |
|--|-----|
| Are ladders clean, free of grease, mud and paint etc | Yes |
| Are rungs secure, not bent, cracked or missing and free from excessive wear? | Yes |
| Are stiles free of wear, distortion, decay, corrosion, cracks, or splits? | Yes |
| Are stiles or rungs free from any splinters or sharp edges? | Yes |
| Are tie-rods, rivets or screws free of decay, corrosion, damage or distortion? | Yes |
| Are stays and brackets secure and not damaged? | Yes |
| Are ropes cords, pulleys, hinges in good condition? | Yes |
| Are ladder feet intact, in good condition and free from grease and dirt? | Yes |
| Is the ladder correctly stored when not in use? | Yes |
| Is the ladder protected from damage | Yes |
| Is the ladder secure, to prevent unauthorised use? | Yes |
| Notes: Inspection completed by JW | |



Normanton Town Council

Checklist for

Stepladder 3

| | |
|---------------------|--------------------------------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | Woodhouse Community Centre (WF6 1JF) |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

K

| | |
|--|-----|
| Are ladders clean, free of grease, mud and paint etc | Yes |
| Are rungs secure, not bent, cracked or missing and free from excessive wear? | Yes |
| Are stiles free of wear, distortion, decay, corrosion, cracks, or splits? | Yes |
| Are stiles or rungs free from any splinters or sharp edges? | Yes |
| Are tie-rods, rivets or screws free of decay, corrosion, damage or distortion? | Yes |
| Are stays and brackets secure and not damaged? | Yes |
| Are ropes cords, pulleys, hinges in good condition? | Yes |
| Are ladder feet intact, in good condition and free from grease and dirt? | Yes |
| Is the ladder correctly stored when not in use? | Yes |
| Is the ladder protected from damage | Yes |
| Is the ladder secure, to prevent unauthorised use? | Yes |
| Notes: Inspection completed by JW | |



Normanton Town Council

Checklist for

Ladder 9ft

| | |
|---------------------|----------------------------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | Normanton Town Council (WF6 2DZ) |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

K

| | |
|--|-----|
| Are ladders clean, free of grease, mud and paint etc | Yes |
| Are rungs secure, not bent, cracked or missing and free from excessive wear? | Yes |
| Are stiles free of wear, distortion, decay, corrosion, cracks, or splits? | Yes |
| Are stiles or rungs free from any splinters or sharp edges? | Yes |
| Are tie-rods, rivets or screws free of decay, corrosion, damage or distortion? | Yes |
| Are stays and brackets secure and not damaged? | Yes |
| Are ropes cords, pulleys, hinges in good condition? | Yes |
| Are ladder feet intact, in good condition and free from grease and dirt? | Yes |
| Is the ladder correctly stored when not in use? | Yes |
| Is the ladder protected from damage | Yes |
| Is the ladder secure, to prevent unauthorised use? | Yes |
| Notes: Inspection completed by JW | |



Normanton Town Council

Checklist for

Telescopic Ladder

| | |
|---------------------|----------------------------------|
| Conducted by | Donna Johnston |
| Date completed | 06/02/2025 |
| Site affected | Normanton Town Council (WF6 2DZ) |
| Checklist frequency | Non Reccuring |
| Next checklist date | None |

Checklist items

K

| | |
|--|-----|
| Are ladders clean, free of grease, mud and paint etc | Yes |
| Are rungs secure, not bent, cracked or missing and free from excessive wear? | Yes |
| Are stiles free of wear, distortion, decay, corrosion, cracks, or splits? | Yes |
| Are stiles or rungs free from any splinters or sharp edges? | Yes |
| Are tie-rods, rivets or screws free of decay, corrosion, damage or distortion? | Yes |
| Are stays and brackets secure and not damaged? | Yes |
| Are ropes cords, pulleys, hinges in good condition? | Yes |
| Are ladder feet intact, in good condition and free from grease and dirt? | Yes |
| Is the ladder correctly stored when not in use? | Yes |
| Is the ladder protected from damage | Yes |
| Is the ladder secure, to prevent unauthorised use? | Yes |
| Notes: Inspection completed by JW | |



Health & Safety

Site Visit Report.



| | |
|------------------------|--------------------------------------|
| Report For: | Woodhouse Community Centre |
| Conducted By: | Richard Hayday BSc (Hons), Cert IOSH |
| Date Conducted: | 22/01/2025 |

Workplace Inspection

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| 26 | Call Us For Further Support | 20 |

Normanton Town Council

Queen Elizabeth Drive
Normanton
WF6 1JF
England

24/01/2025

Dear Donna,

Please find enclosed the health and safety inspection report that covers matters discussed with either yourself or nominated contacts at your premises on 22/01/2025. The report may identify site-specific hazards or shortcomings in your health and safety management system. If that is the case it will include specific recommendations that will assist in you completing these.

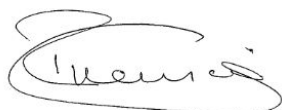
Delay in progressing these recommendations may leave the business open to further scrutiny or possible enforcement action by relevant enforcement authorities.

If there is any area in this report that is unclear or if there are any items you wish to discuss, please contact me via our head office or alternatively on my direct number {{sitevisit.user.telephone}}

It is important to ensure that if you move, alter your business premises or any of your working practices, or you are visited/contacted by an Enforcement Officer, you should inform me or the Health and Safety helpline 03458 444 848 at the earliest possible time so that the appropriate advice can be given.

Finally may I take this opportunity to thank yourself and your staff for the help and co-operation extended to me during my visit.

Yours Sincerely,



Richard Hayday BSc (Hons), Cert IOSH
Safety and Health Practitioner

Introduction

This report is designed to assist you in managing and prioritising the health and safety risks in your workplace.

At Citation, we appreciate that all businesses will have competing demands for their time and resources and that health and safety may not always appear to be the greatest priority. However, it is very important for you to consider the recommended actions contained within this report as they are based upon the observed/stated conditions and your working practices and reflect your legal obligations under health and safety law. The priority rating is provided to assist you in planning the required actions. Whilst you should review each recommended action on its own merits, it is important to remember that all items need to be addressed.

Even the smallest change in employers' or employees' actions or behaviour could reduce (if not eliminate) the potential for an accident occurring, thus avoiding the loss of working time/productivity, and reduce the potential for Enforcement Authority action (at worst leading to a criminal prosecution or intervention costs) or civil claim, that could have a damaging effect on your trading reputation.

This report refers to the condition of the premises at the time of inspection. However, there may be areas that were not inspected and there may have been situations that have arisen since the inspection. We therefore urge you to read the contents of this report in conjunction with the relevant guidance contained within your Health and Safety Policy documentation.

When carrying out inspection visits our consultants will use their experience, skills and expertise to identify matters in respect of which you may not be complying, either totally or in part, with relevant statutory health and safety provisions. However, especially given the finite amount of time that can be allocated to the visits, our consultants may not identify every example of non-compliance and Citation gives no warranty, expressed or implied, that they will do so. Unless you draw the consultant's attention to a specific matter and request his (or our) advice, we cannot be held responsible for any instance of non-compliance that the consultant may not identify.

If you make changes to your business premises/activities/personnel which may affect health and safety, or where there has been an accident, or an Enforcement Officer has contacted you for any reason, and for any other issues or concerns, please contact your consultant or the Citation Health and Safety helpline, 03458 444 848 to ensure that the correct advice can be provided.

You should also regularly monitor and make changes, where necessary, to your health and safety management system, including risk assessments and safe systems of working, training requirements, etc. in order to ensure continued legal compliance. Particular attention should be given following any business changes or workplace related accidents/incidents or near misses.

Citation cannot accept any responsibility for any failure by the company to comply with the recommendations contained within this report, or any changes that are subsequently made in relation to the company's premises, equipment or processes that were not disclosed during the visit.

Health and Safety Inspection Report

| | | | |
|-----------------------------|----------------------------|------------------------------|----------------|
| Place of Inspection: | Woodhouse Community Centre | Date of Inspection: | 22/01/2025 |
| Name of Consultant: | Richard Hayday | For the Attention of: | Donna Johnston |

Priority Definitions:

| | |
|--|--|
| <p>Immediate Priority</p> <p>Action must be taken NOW.</p> | <p>Immediate action is required to remove an observed or stated dangerous condition/practice that is likely to cause an imminent risk of a fatality, serious personal injury or ill health. This also applies to a situation that could lead to a Prohibition Notice being issued by an Enforcing Authority and /or which may lead to legal proceedings being instigated by an Enforcing Authority. An Immediate Action Form will have been provided at the time of the visit.</p> |
| <p>High Priority</p> <p>Act Now.</p> | <p>Contravention of statutory requirements that could lead to fatal or serious personal injury, ill health, issuing of an Improvement Notice and / or which may lead to legal proceedings being instigated by the Enforcing Authority. These matters require urgent action.</p> |
| <p>Medium Priority</p> <p>Plan Actions.</p> | <p>Contravention of statutory requirements which could lead to personal injury or an ill health effect, the receipt of an Enforcement letter and / or legal proceedings being instituted by the Enforcing Authority indicating an area of non-compliance. These matters require a planned programme of action to eliminate or control the risk identified.</p> |
| <p>Low Priority</p> <p>Consider Improvements.</p> | <p>Recommendations for ensuring compliance with best practice or stated policy and procedures. Enforcement action is less likely, although accident or property damage is possible. The recommendations made are desired improvements, precautions or techniques consistent with good health and safety control and practice.</p> |

Executive Summary

The Executive Summary and Observations Overview below, highlight matters identified during the visit. The Observations Overview provides a list of the observations only, in order of priority. Full details, including recommended actions can be found in the report below.

Consultant comments

Thank you Donna for your time and co-operation during the recent H&S annual visit, and for providing the necessary information to prepare this inspection report. It is clear from our discussions and documentation reviewed that H&S is a priority within the business and all actions from the previous visit have been completed.

The inspection report sets out the findings based on a single visit to the site, interpretation of the information available and working practices seen. It uses examples throughout to demonstrate compliance and non-compliance based on statutory duties and best practice.

The building and exterior areas to the left of the building are owned by Normanton Town Council, the car park area is leased from Wakefield DC. Normanton TC are responsible for all services and utilities, fire detection system, emergency lighting systems etc. No fulltime employees work from this building, a cleaner takes responsibility of the fire alarm testing.

There is a list of key holders for the building, these are groups that use the premises for social activities/clubs/sports and meetings. Procedures are in place to manage these events and lease hirers are given adequate information of their responsibilities. Emergency contact numbers are displayed along with other relevant information for service users.

If you have any concerns or require further guidance or clarification with regards to the action points raised, please call Citation on 0345 844 4848 and we will be more than happy to assist. You can also contact the H&S Adviceline team at handsadvice@citation.co.uk

| | |
|-----------------------------------|------|
| Non Compliance - Immediate | 0. |
| Non Compliance - High | 0. |
| Non Compliance - Medium | 0. |
| Non Compliance - Low | 0. |
| Compliance | 118. |

Progress since your last inspection

There were 1 observations raised in your previous visit dated 01/03/2024.

2 of these have been marked as completed. Any outstanding tasks are included as observations in this report.

Access and Egress

Positive observations

Good access and egress was observed to all areas at the time of the visit.

Accident Reporting

Consultant notes

- Reporting of accidents and incidents is completed using the Atlas Platform
-

Contractors

Positive observations

Only approved and verified contractors are used by Normanton Town Council

COVID And Respiratory Illnesses

Positive observations

COVID-19 Government guidance will be followed when required to do so.

Displayed Notices and Certificates

Positive observations

A current Employers Liability Insurance document is available to review

It was good to see a completed H&S law poster displayed to the notice board.

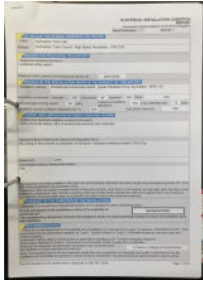


[Woodhouse
H&S Law
poster](#)

Electrical Safety

Positive observations

It was positive to see that a dated Electrical Installation Condition Report (EICR) has been carried out for the premises



[Woodhouse
EICR
document](#)

It was good to see that annual PAT regime is in place with documents retained at the Town Council office.



[Woodhouse
Annual PAT
document](#)

Fire - Detection and Alarm

Positive observations

A suitable level of fire alarm & detection system is installed to the premises.

The fire alarm system is serviced periodically by CHUBB

Weekly documented testing is completed at the community centre

There were no faults displayed to the fire alarm panel at the time of the visit.



[Woodhouse
Fire Panel no
faults
displayed](#)

Fire alarm activation points are identified

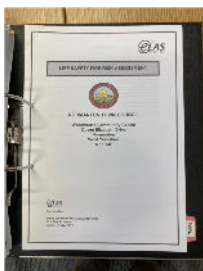


[Woodhouse
Identified Fire
Alarm
Activation
Points](#)

Fire - Documentation

Positive observations

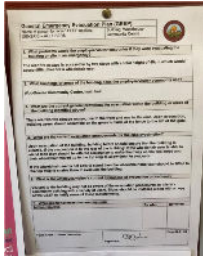
A suitable and sufficient fire risk assessment has been completed for the premises in May 2021 by ELAS. This is reviewed internally by Donna.



[Woodhouse
FRA document](#)

Community Centre floor plans are displayed

General Emergency Evacuation Procedures are in place and displayed to the Community Centre



[Woodhouse
GEEP](#)

Fire - Emergency Lighting

Positive observations

Monthly documented emergency lighting testing is completed.

Fire - Extinguishers

Positive observations

Annual service contract is in place with CHUBB

All firefighting equipment is clearly identified with compliant signage



[Woodhouse
Identified
Firefighting
equipment](#)

Fire - Monitoring

Positive observations

Fire monitoring is completed and documented



[Woodhouse
monitoring
records](#)

First Aid

Positive observations

First Aid & Eye Wash kits are available at the community centre



[Woodhouse
First Aid and
Eye Wash kits](#)

Gas / Oil / Solid Fuel Safety

Positive observations

New gas boiler is fitted at the community centre, annual service in place with documents retained on file.



[Woodhouse
Gas Safety
document](#)

Legionella

Positive observations

Expert Water Services carryout all legionella assessing and water bacterial testing for the premises.

Additional Risk Assessment / Health and Safety Support

Positive observations

Client is fully aware of Citations Additional Support services and is open for additional support when required.

Training

Positive observations

Training is issued to and completed by employees with records retained on file.

Working at Height

Positive observations

It was confirmed that a ladder register and inspection regime is in place for all step ladders.

Workplace Health, Safety and Welfare

Consultant notes

- Adequate welfare facilities were observed to be in place at the time of the visit.
 - Housekeeping standards were high
 - Lighting levels to the premises were observed to be adequate.
-

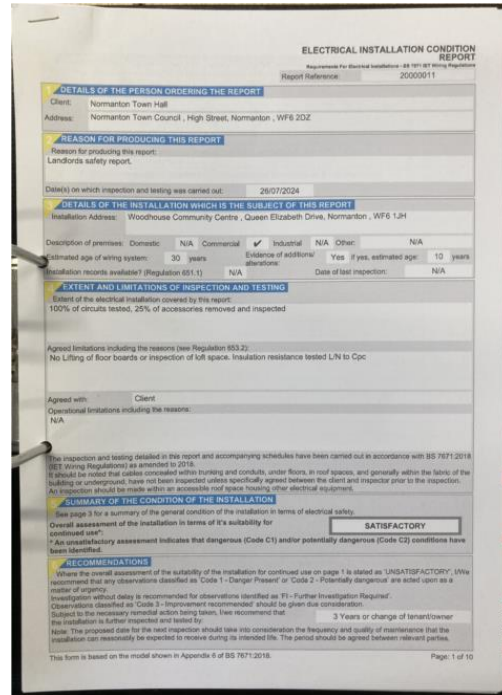
Workplace Inspection Media Positive Observations Media

Displayed Notices and Certificates



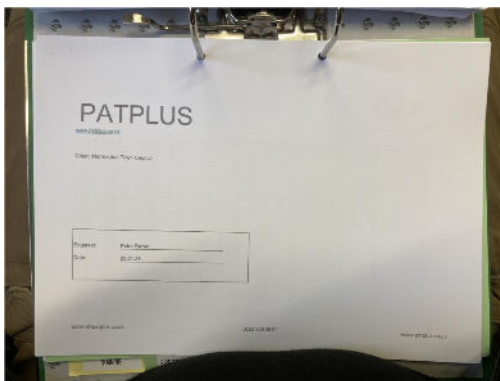
[Woodhouse H&S Law poster](#)

Electrical Safety



[Woodhouse EICR document](#)

Electrical Safety



[Woodhouse Annual PAT document](#)

Fire - Detection and Alarm



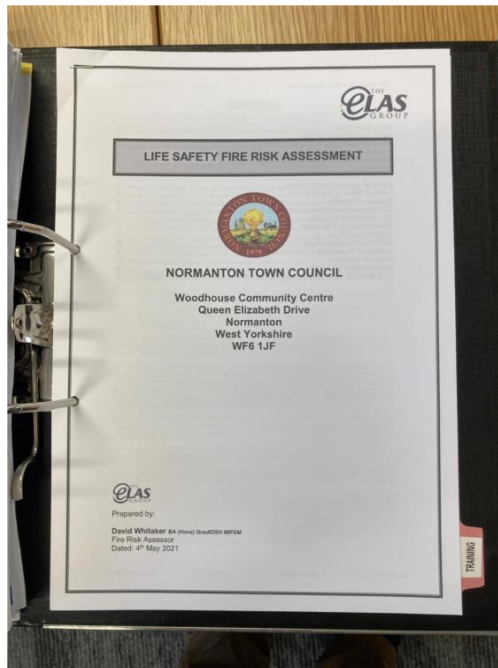
[Woodhouse Fire Panel no faults displayed](#)

Fire - Detection and Alarm



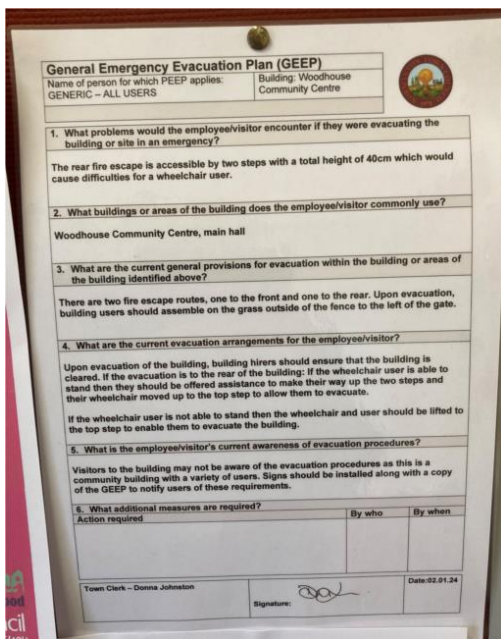
[Woodhouse Identified Fire Alarm Activation Points](#)

Fire - Documentation



[Woodhouse FRA document](#)

Fire - Documentation



[Woodhouse GEEP](#)

Fire - Extinguishers



[Woodhouse Identified Firefighting equipment](#)

Fire - Monitoring

| DATE | EXTINGUISHERS (Numbers) | ESCAPE ROUTES (Front / Rear) | FIRE ALARM TEST (Call Point) (Audible / Y/N) | EMERGENCY LIGHTING (Numbers) | NOTES | INITIALS |
|----------|-------------------------|------------------------------|--|------------------------------|-------|----------|
| 13.02.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 20.02.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 27.02.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 06.03.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 13.03.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 20.03.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 27.03.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 03.04.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 10.04.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 17.04.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 24.04.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 01.05.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 08.05.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 15.05.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 22.05.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 29.05.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 05.06.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |
| 12.06.21 | 1, 2, 3, 4 | ✓ | 2 | 2 | | LS |

[Woodhouse monitoring records](#)

First Aid



[Woodhouse First Aid and Eye Wash kits](#)

Gas / Oil / Solid Fuel Safety

LANDLORD / HOME OWNER GAS SAFETY RECORD Form No. **ASG 4253844**

This inspection is for gas safety purposes only to comply with the Gas Safety (Installation and Use) Regulations. Flues have been inspected visually and checked for satisfactory condition of products of combustion. A detailed internal inspection of the flue integrity, construction and lining has NOT been carried out.

INSPECTION DETAILS

| APPLIANCE DETAILS | PLUS TESTS | INSPECTION DETAILS |
|--|--|---|
| 1. Gas Cooker Make: Baxi Model: 830 Serial: 12345678 Type: A Status: Safe | Flue: X Vent: X Gas Pressure: X Leakage: X Safety: X Ignition: X Control: X Burner: X Flame: X Other: X | Gas Supply: X Gas Valve: X Gas Isolation: X Gas Pipework: X Gas Appliances: X Gas Connections: X Gas Controls: X Gas Flues: X Gas Vents: X Gas Safety: X |

OTHER COMMENTS OR OBSERVATIONS

NEXT GAS SAFETY CHECK DUE BEFORE: 06/11/21

SIGNED BY GAS ENGINEER: [Signature]

RECEIVED BY: [Signature]

[Woodhouse Gas Safety document](#)

Conclusion

The assessor believes that the information contained within this inspection report to be correct at the time of printing. The report is based on matters that were observed or came to the attention of the assessor at the time of the visit and should not be relied on as an exhaustive record of all possible risks or hazards that may exist. Hazards associated with the organisation's business should be addressed during the risk assessment process.

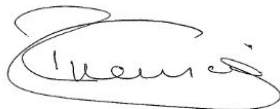
During the course of the inspection, not all areas within the premises or equipment may have been inspected, however, any issues that were apparent and visible at the time were either verbally commented upon or included in this report.

It will be important to ensure that if any new equipment is introduced into the organisation or any new work activities commence, appropriate risk assessments are compiled to comply with the Provision and Use of Work Equipment Regulations and any training that is required is completed by relevant members of staff.

In order to maintain the integrity of the inspection process and to protect all parties, the assessors will not divulge the contents of the inspection report to any unauthorised person without prior agreement or if legally obligated to do so.

Sign Off:

Client Representative: Donna Johnston



Consultant:

Kings Court, Water Lane, Wilmslow, Cheshire, SK9 5AR

www.citation.co.uk



How Citation can help

For any further information please get in touch with us on **0345 844 1111**





Health & Safety

Site Visit Report.



| | |
|------------------------|--------------------------------------|
| Report For: | Normanton Town Council |
| Conducted By: | Richard Hayday BSc (Hons), Cert IOSH |
| Date Conducted: | 22/01/2025 |

Workplace Inspection

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Normanton Town Council

Town Hall, High Street
Normanton
WF6 2DZ
England

24/01/2025

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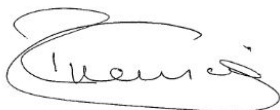
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Health and Safety Inspection Report

| | | | |
|-----------------------------|------------------------|------------------------------|----------------|
| Place of Inspection: | Normanton Town Council | Date of Inspection: | 22/01/2025 |
| Name of Consultant: | Richard Hayday | For the Attention of: | Donna Johnston |

Priority Definitions:

| | |
|--|--|
| <p>Immediate Priority</p> <p>Action must be taken NOW.</p> | <p>Immediate action is required to remove an observed or stated dangerous condition/practice that is likely to cause an imminent risk of a fatality, serious personal injury or ill health. This also applies to a situation that could lead to a Prohibition Notice being issued by an Enforcing Authority and /or which may lead to legal proceedings being instigated by an Enforcing Authority. An Immediate Action Form will have been provided at the time of the visit.</p> |
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Executive Summary

The Executive Summary and Observations Overview below, highlight matters identified during the visit. The Observations Overview provides a list of the observations only, in order of priority. Full details, including recommended actions can be found in the report below.

Consultant comments

Thank you Donna for your time and co-operation during the recent H&S annual visit, and for providing the necessary information to prepare this inspection report. It is clear from our discussions and documentation reviewed that H&S is a priority within the business and all actions from the previous visit have been completed.

The inspection report sets out the findings based on a single visit to the site, interpretation of the information available and working practices seen. It uses examples throughout to demonstrate compliance and non-compliance based on statutory duties and best practice.

Consideration is to e given to:

- Re enforce the councils mobility scooter policy with visitors - one mobility scooter observed to be left on charge against council policy. This could be considered as a fire risk and must be stopped.

Wakefield Council are the landlords for the premises and as such retain a lot of the H&S responsibilities such as;

- Fire Detection System – service and maintenance
- Fire Evacuation Drills
- Fire Extinguisher service
- 5 year fixed electrical testing (EICR)
- Legionella
- Asbestos

If you have any concerns or require further guidance or clarification with regards to the action points raised, please call Citation on 0345 844 4848 and we will be more than happy to assist. You can also contact the H&S Adviceline team at handsadvice@citation.co.uk

| | |
|-----------------------------------|----|
| Non Compliance - Immediate | 0. |
| Non Compliance - High | 0. |

| | |
|--------------------------------|------|
| Non Compliance - Medium | 0. |
| Non Compliance - Low | 0. |
| Compliance | 138. |

Progress since your last inspection

There were 2 observations raised in your previous visit dated 01/03/2024.

3 of these have been marked as completed. Any outstanding tasks are included as observations in this report.

Access and Egress

Positive observations

At the time of the visit very good access and egress was maintained to the premises, external paths were clear and clean, ramped entrance for disabled access, internal areas had high levels of housekeeping, stairways were clear and had appropriate banister rails.

Accident Reporting

Consultant notes

- Accident reporting is via Atlas platform, no accidents have been recorded in the last year.

Asbestos

Positive observations

An asbestos refurbishment survey has been completed for the building, some asbestos has been identified most of which has been fully removed. Some asbestos identified in artex covering which has been labelled and added to the register.

Consultant notes

- Asbestos management is the responsibility of Wakefield Council
-

Consultation

Positive observations

General discussions are held within the office, however, formal documented 1 to 1 meetings are to take place periodically.

Contractors

Positive observations

The Council only used approved and verified contractors.

COVID And Respiratory Illnesses

Positive observations

COVID-19 Government guidance will be followed as and when required.

Disabled Discrimination

Positive observations

A suitable disabled ramp is provided to the front entrance of the premises, handrails are installed to aid walking.

Display Screen Equipment

Positive observations

Individual DSE assessments are completed and reviewed.

Displayed Notices and Certificates

Positive observations

A current employers liability insurance document was available to review at the time of the visit, the current document is due for renewal in March 2025.

It was good to see a completed H&S Law poster was displayed to the employee rest room

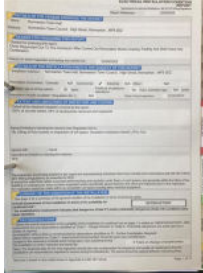


[Health and Safety Law Poster](#)

Electrical Safety

Positive observations

An EICR is currently in place, this is deemed SATISFACTORY and is dated 25th September 2023.



[EICR document](#)

Annual PAT regime is currently in place, client is awaiting the test documentation at the time of the visit.



[Annual PAT document](#)

Fire - Detection and Alarm

Positive observations

A fire alarm and detection system is installed to the premises, the fire panel is located to the Wakefield District Council part of the building and is controlled by Wakefield DC.

Wakefield DC test the fire alarm every Friday, this is documented by the client on the monitoring sheets.



[Fire & Disabled Toilet](#)

[monitoring records](#)

It was positive to see that the fire alarm call points are clearly identified with compliant finger & flame signs.



[Identified fire activation points](#)

Fire - Documentation

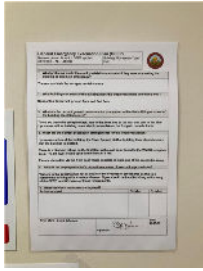
Positive observations

A suitable and sufficient Fire Risk Assessment has been completed by ELAS on 4 th May 2021, Wakefield DC has also carried out a FRA for the premises on 23rd May 2023.



[Premises Fire Risk Assessment](#)

It was positive to see Fire Action Notices and General Emergency Evacuation Procedures (GEEP's) displayed to the premises.



[GEEPs document displayed](#)

It was positive to see that refuge areas are in place with emergency call points.



[Refuge area call point](#)

Fire Wardens are appointed and trained.



[Fire Marshal Notice](#)

Fire - Emergency Lighting

Positive observations

It was positive to see that the emergency lighting is subject to a 6 monthly inspection with a 3 hour drain down test by an accredited electrical contractor.

Monthly internal testing is carried out and documented on the fire monitoring sheet

Fire - Extinguishers

Positive observations

Monthly documented fire extinguisher checks are carried out with records retained.

All firefighting equipment on the premises is clearly identified.



[Identified
Firefighting
equipment](#)

Fire - Monitoring

Positive observations

Wakefield DC carryout regular fire drills, these are now documented by Normanton TC employees.

First Aid

Positive observations

It was positive to see a first aid notice displayed that showed the names and contact details of the trained first aid persons available on site.



[First Aid Notice](#)

Health Screening

Positive observations

Health questions are asked at the start of employment, it was discussed that further health questions are to be discussed during employee formal 1 to 1 meetings.

Lifting Equipment

Positive observations

The passenger lift is subject to a comprehensive service agreement which includes 4 service visits annually. Documentation of service was available on the computer drive, 6 monthly LOLER Thorough Examinations are now completed.

Additional Risk Assessment / Health and Safety Support

Positive observations

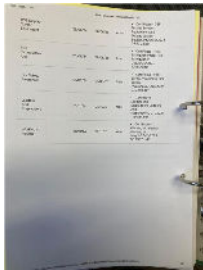
The client is aware of Citations additional support services but states that none are required at this time.

Training

Positive observations

Atlas H&S training modules are issued to and completed by employees. Records of training are retained on Atlas Platform.

H&S Training records are retained on file



[Evidene of
H&S Training](#)
(2)



[Evidene of
H&S Training](#)
(1)

Working at Height

Positive observations

It was positive to see that the new equipment log and QR codes are being used for ladder inspections

Workplace Health, Safety and Welfare

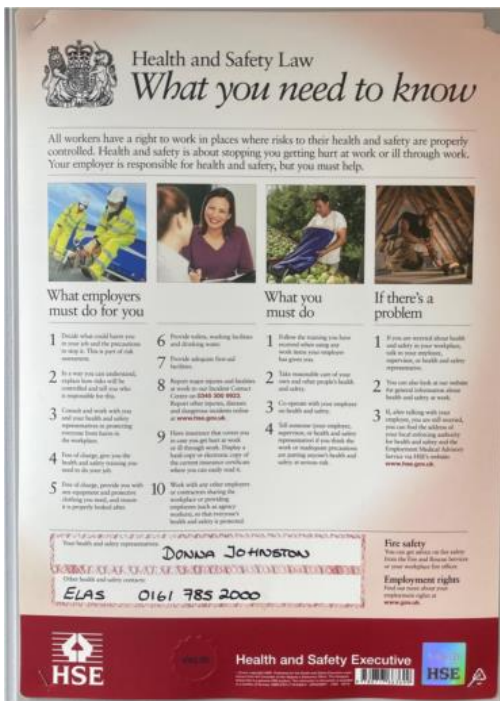
Consultant notes

- Adequate welfare facilities were observed at the time of the visit
- Suitable lighting levels were observed within the premises
- Housekeeping standards were high

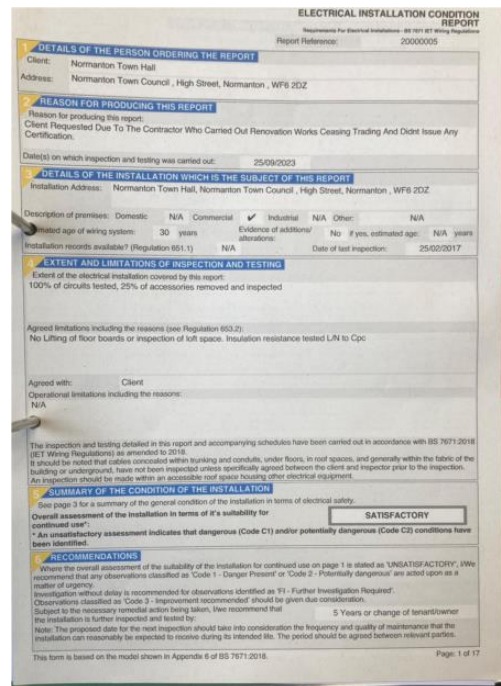
Workplace Inspection Media Positive Observations Media

Displayed Notices and Certificates

Electrical Safety

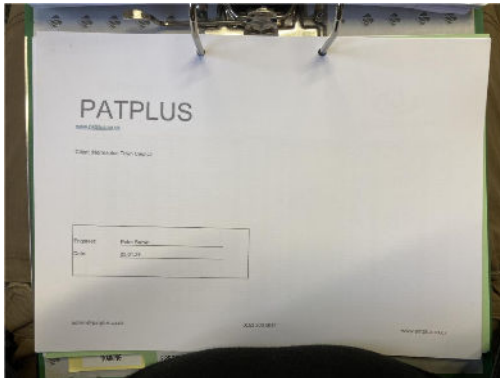


[Health and Safety Law Poster](#)



[EICR document](#)

Electrical Safety



[Annual PAT document](#)

Fire - Detection and Alarm

| DATE | EXTINGUISHERS (Number) | ESCAPE ROUTES (Start Point) | FIRE ALARM TEST (Call Point) | EMERGENCY LIGHTING (Number) | DISABLED TOILET ALARM (IS / NI) | NOTES | INITIALS |
|----------|------------------------|-----------------------------|------------------------------|-----------------------------|---------------------------------|-------|----------|
| 12.02.23 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 13.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 14.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 15.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 16.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 17.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 18.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 19.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 20.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 21.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 22.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 23.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 24.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 25.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 26.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 27.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 28.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 29.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |
| 30.02.24 | 1-11 | 1-14 | Y | 1-11 | 1-2 | | SL |

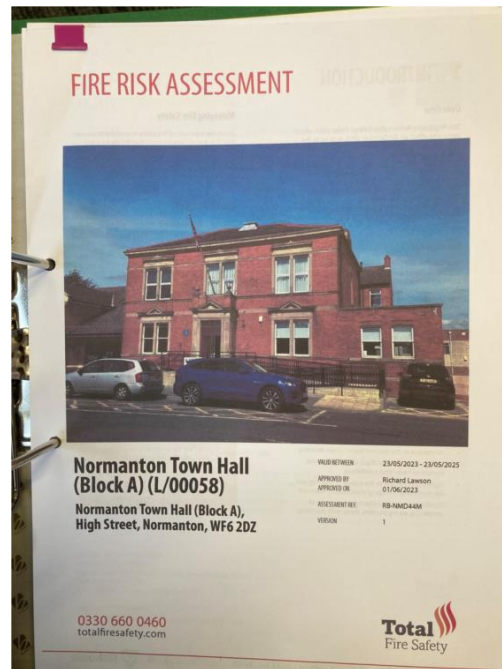
[Fire & Disabled Toilet monitoring records](#)

Fire - Detection and Alarm



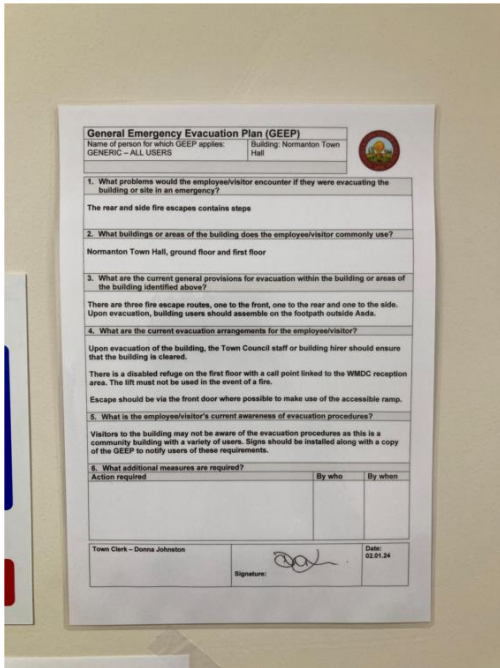
[Identified fire activation points](#)

Fire - Documentation



[Premises Fire Risk Assessment](#)

Fire - Documentation



[GEEPs document displayed](#)

Fire - Documentation



[Refuge area call point](#)

Fire - Documentation



[Fire Marshal Notice](#)

Fire - Extinguishers



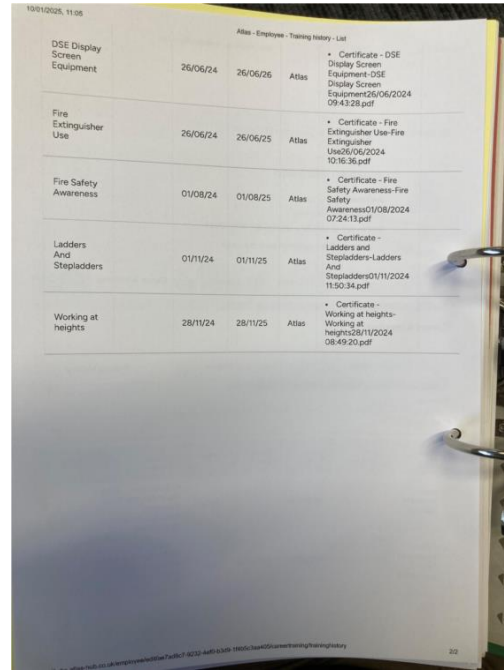
[Identified Firefighting equipment](#)

First Aid



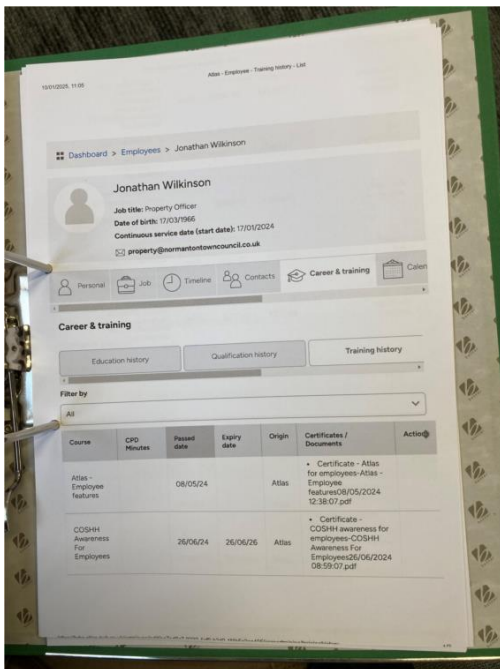
[First Aid Notice](#)

Training



[Evidce of H&S Training \(2\)](#)

Training



[Evidce of H&S Training \(1\)](#)

Conclusion

The assessor believes that the information contained within this inspection report to be correct at the time of printing. The report is based on matters that were observed or came to the attention of the assessor at the time of the visit and should not be relied on as an exhaustive record of all possible risks or hazards that may exist. Hazards associated with the organisation's business should be addressed during the risk assessment process.

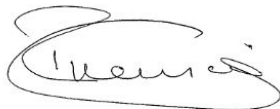
During the course of the inspection, not all areas within the premises or equipment may have been inspected, however, any issues that were apparent and visible at the time were either verbally commented upon or included in this report.

It will be important to ensure that if any new equipment is introduced into the organisation or any new work activities commence, appropriate risk assessments are compiled to comply with the Provision and Use of Work Equipment Regulations and any training that is required is completed by relevant members of staff.

In order to maintain the integrity of the inspection process and to protect all parties, the assessors will not divulge the contents of the inspection report to any unauthorised person without prior agreement or if legally obligated to do so.

Sign Off:

Client Representative: Donna Johnston



Consultant:

Kings Court, Water Lane, Wilmslow, Cheshire, SK9 5AR

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How Citation can help

For any further information please get in touch with us on **0345 844 1111**



Normanton Town Council

TREE MANAGEMENT POLICY 2025

1. Introduction

Normanton Town Council follows Wakefield MDC's tree policies for consistency and clarity. Our aim is to manage Council-owned trees responsibly, ensuring safety while preserving their benefits to the environment and the community.

2. Why Trees Matter

Trees play a vital role in our community by:

- ✓ Improving air quality and reducing pollution
- ✓ Providing shade and cooling
- ✓ Supporting wildlife and biodiversity
- ✓ Absorbing carbon dioxide to combat climate change
- ✓ Preventing flooding by absorbing rainwater
- ✓ Enhancing the local landscape and public spaces

3. Tree Inspections & Maintenance

- **Routine Inspections:** All trees will be regularly inspected, with those in higher-risk areas (roads, pavements, parks, public buildings) checked more often.
- **Tree Work:** If a tree poses a safety risk, action will be taken. Maintenance includes:
 - Removing dead or dangerous trees.
 - Pruning for safety (e.g., removing low branches obstructing paths).
 - Planting new trees when necessary.
- **Tree Removal:** Trees will only be removed if they are:
 - Dead, dying, or dangerous.
 - Causing structural damage (e.g., subsidence).
 - Interfering with other trees or a long-term management plan.

4. Dealing with Unsafe Trees

Situation

Council Response

Emergency (Immediate danger to people/property, e.g., fallen trees, snapped branches, road blockages)

Attended within **1-2 hours**, with emergency work carried out as soon as possible.

High-Risk Trees (Serious but not immediate danger, e.g., dead/diseased trees at risk of falling)

Made safe within **7 working days**.

Non-Urgent Issues (General maintenance, minor risks, or essential work that is not an immediate hazard)

Addressed within **one year**.

5. Common Questions & Council Policies

5.1 Overhanging Branches

- The Council **does not** prune trees overhanging private properties unless they pose a safety risk.
- Residents can cut branches overhanging their property **but must not trespass beyond their boundary**.

5.2 Trees Touching Buildings

- If a tree owned by the Council is **touching** a private property (house, garage, wall), action will be taken.

5.3 Tree Roots in Drains

- The Council **will not** remove roots from drains. Tree roots only enter drains that are already cracked or damaged. The homeowner is responsible for drain repairs.

5.4 Blocking Light or Views

- There is **no legal right** to light or a view. The Council **will not** remove or prune trees to improve light levels or views.

5.5 Leaves, Fruit, or Sap

- The Council **will not** prune or remove trees due to falling leaves, fruit, or sap—these are natural occurrences.

5.6 Wildlife & Insects

- Trees provide vital habitats for birds and insects. The Council **will not** remove trees due to concerns about birds, bees, or wasps.

5.7 TV & Satellite Signal Issues

- The Council **will not** prune or fell trees to improve television, satellite, or radio reception.

5.8 Solar Panels & Renewable Energy

- The Council **will not** remove trees to improve solar panel performance.

5.9 Telephone Wires & Trees

- The Council **will not** remove trees interfering with telephone wires. In some cases, minor pruning may be considered.

5.10 Vandalism to Trees

- Reports of vandalism will be investigated, and damaged trees will be repaired where possible.

5.11 Subsidence & Structural Damage

- The Council will **only** remove a tree if there is **clear, independent evidence** (e.g., an engineer's report) proving it is causing structural damage.

6. Tree Management for Highways & Footpaths

The Council will **undertake work** if trees:

- **Obstruct roads** (minimum 5.5m clearance needed).
- **Block visibility** at junctions or crossings.
- **Obscure traffic signs, streetlights, or signals.**
- **Create a serious trip hazard** due to raised roots.
- **Block pavements** (minimum 2.5m clearance required; 3m for cycle paths).

7. What Residents Can Do

- **Overhanging branches:** You may trim branches that extend over your property but **must not trespass** beyond your boundary.
- **Concerned about a tree?** Contact Normanton Town Council at **01924 893794**.

- **Check if a tree is protected:** Before cutting any tree, check if it's in a **Conservation Area** or has a **Tree Preservation Order (TPO)** by contacting Wakefield MDC at **0345 8 506 506**.

NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
 Tuesday 18th February 2025

GARAGE PLOT RENT

There are 22 garage plots located at Norwood Street with a budgeted income of £660.00 in 2025/26.

The expenditure budget for the garage plots is £500.00, however there has been very little expenditure incurred in recent years. The only expenditure of note was the demolition of an asbestos garage in 2020 at a cost of £1,400.

The rent history is set out below:

| YEAR | RENT |
|-------------|-------------|
| 2025 | £30.00 |
| 2024 | £29.00 |
| 2023 | £28.00 |
| 2022 | £27.00 |
| 2021 | £26.00 |
| 2020 | £25.00 |
| 2019 | £25.00 |
| 2018 | £25.00 |
| 2017 | £25.00 |
| 2016 | £25.00 |
| 2015 | £25.00 |
| 2014 | £25.00 |
| 2013 | £25.00 |
| 2012 | £25.00 |
| 2011 | £20.00 |
| 2010 | £20.00 |
| 2009 | £20.00 |
| 2008 | £20.00 |
| 2007 | £20.00 |
| 2006 | £20.00 |
| 2005 | £20.00 |

Members are asked to consider the level of rent for the 2026/27 financial year.