**MINUTES OF A MEETING OF THE PROPERTY MANAGEMENT COMMITTEE**

**Held on Wednesday 16th March 2016**

Present: Councillor Mrs E Blezard – Vice Chairman

 Councillor B Mayne

 Councillor Mrs P Mayne

 Councillor Mrs C Moran – Chairman

 Councillor B Smith

 Councillor Mrs H Jones

**9. Welcome and Apologies**

The Chairman welcomed everyone to the meeting. Apologies from members for their inability to attend were recorded in the apology book.

**10. Members Declarations of Interest**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

There were no declarations made.

**11. Public Bodies (Admission to Meetings) Act 1960**

There were no items of a confidential nature from which the public and press were required to be excluded.

**12. Minutes of Property Management Committee**

RESOLVED that the minutes of a meeting of the Property Management Committee held on Thursday 9th July 2015 (Minute Numbers 1-8; Pages 1-3) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B Smith / Seconded by Councillor Mrs H Jones)

**13. Town Hall**

It was understood that the Town Hall would be discussed by WMDC in April. There had been a delay in obtaining the running costs requested but these were due to be sent to the Town Clerk later in the week. Files were due to be moved out of the basement by the end of April.

A meeting had being held with the new tenants (Early Intervention) to discuss reception and other building management issues. They were not aware of the requirement to provide reception and will initially use the buzzer system and keep it under review.

Cleaning complaints had been passed to the manager following the Building User Group Meeting.

RESOLVED that the report be received and the contents noted.

**14. Woodhouse Community Centre - Bookings**

It was reported that the following bookings were currently in the diary:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DAY** | **WEEKLY****/MONTHLY** | **TIME** | **GROUP** | **INCOME****YEAR** |
| Mon | Weekly | 12.45-1.45 | Movement to Music | £230 |
|  | Weekly | 5.45-8.15 | GD Cheer | £575 |
| Tues | Weekly | 9.00-1.00 | Baby Massage (April) | £2750 |
|  | Monthly | 1.30-3.30 | Stroke Group (April) | £120 |
|  | Weekly | 5.30-7.30 | Gemini | £1250 |
| Weds | Weekly | 10.00-2.00 | Grace Assembly | NIL |
|  | Weekly | 5.30-7.30 | Gemini | - |
| Thurs | Weekly | 9.30-11.30 | Home Start | £460 |
|  | Weekly | 11.30-4.00 | Meet N Eats | NIL |
|  | Weekly | 5.30-7.30 | Gemini (Flexible) | - |
| Fri | Weekly | 9.00-4.00 | Baby Massage | - |
|  | Weekly | 5.30-7.30 | Gemini | - |
| Sat | Weekly | 8.30-11.30 | Slimming World | £1500 |
|  | 10 Week Block | 1.30-4.30 | Camera Club | £300 |
| Sun | Weekly | 5.30-9.00 | Grace Assembly | NIL |
|  |  |  | TOTAL | £7185 |

It was pleasing to see the centre being so well used and if occupancy continued at this level then the income for the year would be around £7185.00.

Availability for bookings is shown below:

|  |  |
| --- | --- |
| Monday | 9.00 – 12.00, 2.00 – 4.00 |
| Tuesday | FULL |
| Wednesday | 2.30 – 5.00 |
| Thursday | FULL |
| Friday | FULL |
| Saturday | 5.00 onwards |
| Sunday | 9.00 – 5.00 |

RESOLVED that the report be received and the contents noted.

**15. Woodhouse Community Centre – Repairs and Maintenance**

It was reported that the following maintenance issues could do with attention over the coming year:

Decorating two store rooms

Decorating main hall

Fold out table in main hall

Pointing on outside

Built in shelving / storage in store room

Tables and Chairs – stackable sturdy chairs.

It was suggested that quotes could be obtained and brought back to Committee over the coming months.

RESOLVED that the report be received and quotes be obtained for the works identified.

**16. Luncheon Club**

It was reported that the Meets N Eats Diner was going very well and was attracting a good number of people.

Regular meetings of the Meet N Eats Committee were being held and reported back to Council.

RESOLVED that the report be received and the contents noted.

**17. Allotment Land Issues**

It was reported that there was a vacated plot at Heys Buildings which would need some investment as it had been inaccessible for several years. Some trees would need to be removed and there would also be asbestos to be removed.

The rent was coming in steadily and inspections were due at a number of sites.

RESOLVED that the report be received and the contents noted.

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