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

**Held on Wednesday 1st March 2017**

Present: Councillor Mrs E Blezard – Vice-Chairman

Councillor Mrs H Jones

 Councillor B Mayne

 Councillor Mrs P Mayne

 Councillor A Wassell

**23. Welcome and Apologies**

In the absence of the Chairman, the Vice-Chairman welcomed everyone to the meeting. Apologies from members for their inability to attend were recorded in the apology book.

**24. 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.

**25. 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.

**26. Minutes of Property Management Committee**

RESOLVED that the minutes of a meeting of the Property Management Committee held on Thursday 22nd September 2016 (Minute Numbers 18-22; Pages 8-13) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor A Wassell / Seconded by Councillor Mrs P Mayne)

**27. Woodhouse Community Centre - Bookings**

The Town Clerk provided a list of current bookings for the Woodhouse Community Centre and reported that Mondays were currently empty.

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| --- | --- | --- | --- |
| **DAY** | **WEEKLY****/MONTHLY** | **TIME** | **GROUP** |
| Mon |  |  |  |
| Tue | Monthly | 1.00-3.00 | Stroke Group (3rd Tuesday of every month only) |
|  | Weekly | 5.30-8.30 | Gemini |
| Weds | Weekly | 10.00-2.00 | Grace Assembly |
|  | Weekly | 5.30-8.30 | Gemini |
| Thursday | Weekly | 9:00-2.00 | Meet N Eats Diner |
|  | Weekly | 5.00-8.30 | Gemini (Flexible) |
| Fri | Weekly | 9.00-12:30 | Baby Massage |
|  | Weekly | 5.30-8.30 | Gemini |
| Sat | 10 Week Block | 1.30-4.30 | Camera Club (Occasional 10 Week Bookings) |
| Sun | Weekly | 5.30-9.00 | Grace Assembly |

Members suggested it may be worthwhile advertising the availability either through Facebook, the newsletter or the website. Members asked if it was possible to facilitate online bookings. It was reported that this was not currently available with our current website but could be offered if a more developed website was obtained in the future.

RESOLVED that the report be received and the contents noted

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

The Town Clerk circulated a number of quotes for various repairs and maintenance issues, including windows, boxing in of the gas meter, kitchen work surfaces, kitchen taps, legionella testing and air fresheners.

RESOLVED that the following quotes be approved:

1. The replacement of two large and three small windows by Tingles at a cost of £1632.00
2. Boxing in of the gas meter by Abutilon at £162.00
3. Replacement of the kitchen work surfaces and associated electrical works by Abutilon £330.00
4. Replacement of kitchen taps by Abutilon at £65.00
5. Monthly legionella testing by Expert Water Services at a cost of £300.00 per year
6. Serviced air fresheners from Cathedral Hygiene at a cost of £260.00 per year.

**29. Grounds Maintenance**

Abutilon Property Maintenance provided reports on the work undertaken at both Woodhouse Community Centre and the Norwood Street Garage site during 2016. It was reported that Woodhouse Community Centre had benefitted from 18 cuts as opposed from the 16 cuts programmed in. It was recommended that the hard-core areas adjacent to the fencing be filled with gravel to reduce the weed growth in summer. It was further reported that the large grassed area at the side was lacking nutrients and was quite difficult to control with dry patches and weeds, therefore an aeriator and scarifier was used. This still requires a lot of work to bring it up to a good standard.

The report for Norwood Street stated that 16 cuts had been programmed in during 2016 and the hedges trimmed every 3 weeks, however brambles were growing through the shrubbery. There was a dandelion problem, however Weed ‘n’ Feed was applied and seemed to work. It was suggested that additional rubbish was gathering down the side of garages and members suggested that this should be tackled by sending a letter to all the garage tenants.

Further quotes were circulated for the grounds maintenance for 2017.

RESOLVED that Abutilon Property Maintenance be awarded the contract for the Norwood Street Garage Site at a cost of £860.00 and the Woodhouse Community centre at a cost of £780.00.

**30. Woodhouse Community Centre – Proposed Extension**

 This issue was deferred to a future meeting.

**31. Chairs and Tables**

It was reported that 60 chairs had been obtained from the Alice Bacon Centre to be used up at the Woodhouse Community Centre. These would be transported over coming weeks and the folding chairs would be removed and returned to the Town Hall. The Town Clerk asked for guidance on the folding tables that she had been asked to obtain quotes for in April 2016. Members suggested that new quotes should be obtained for square tables and six foot long tables and brought back to a future meeting.

**32. Woodhouse Community Centre Occupancy Levels**

The Town Clerk reported that she had received some information from the Fire Risk Assessment in Small and Medium Places of Assembly under the Regulatory Reform (Fire Safety) Order 2005. The document suggested that the maximum occupancy for the community centre in a dining setting would be 60 and as an assembly setting for public meetings would be no more than 100. It was suggested that the Town Council’s lettings agreement should be altered to reflect this change.

RESOLVED that the report be received and the lettings agreement be updated.

**33. Policy on the Use of Mobility Scooters at Woodhouse Community Centre**

The Town Clerk circulated a draft Policy on the Use of Mobility Scooters which identified the 3 different classes:

Class 1 – Manual wheelchair

Class 2 – Powered wheelchair with a maximum speed of 4mph

Class 3 – Powered wheelchair with a maximum speed of 8mph

Members felt it was important to continue to allow disabled people access to the building to enable them to take part in community activities but had serious concerns regarding the use of the larger Class 3 scooters which have an unladen weight of 150kg. Members felt that the layout of the room would also dictate whether a scooter would be appropriate within the building.

RESOLVED that if the community centre is laid out for dining then Class 1 only would be allowed inside the hall, if open plan or seated then Class 1 & 2 would be permitted inside the building. Class 3 would not be permitted inside the building under any circumstances.

**34. Burglar Alarm Service**

RESOLVED that the burglar alarm be serviced on an annual basis at a cost of £88.00 plus VAT through Calder Security.

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