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

**Held on Friday 27th September 2019 at 11:00am at Normanton Town Hall**

**Present:** Councillor Mrs H.W. Jones

Councillor B. Mayne – Chairman

Councillor Mrs P. Mayne

Councillor Mrs C. Moran, BEM

**Absent:** Councillor Mrs E. Blezard, Councillor Ms J. Medford, Councillor Mrs A. Moran and Councillor A. Wassell, Councillor K. Wilson

# 7. Welcome and Apologies

The Chairman welcomed everyone to the meeting.

Apologies were received on behalf of Councillor Ms J. Medford and Councillor K. Wilson, JP.

Apologies were received and reasons approved on behalf of Councillor Mrs E. Blezard and Councillor A. Wassell.

# 8. 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.

# 9. Minutes

RESOLVED that the minutes of a meeting of the Property Management Committee held on Tuesday 20th August 2019 (Minute Numbers 1 - 6; Pages 1 - 2) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor Mrs P. Mayne)

# 10. Woodhouse Community Centre - Bookings Update

RESOLVED that the report on bookings at the Woodhouse Community Centre be received and that an advert be placed in the Normanton Advertiser a few times each year to promote the Community Centre.

# 11. Woodhouse Community Centre - Repairs and Maintenance

RESOLVED that the report be received and that:

1. Further quotes be obtained for replacement front doors;
2. The provision of Solar panels be investigated;
3. The provision of intelligent heating controls be investigated;
4. The provision of CCTV be investigated;
5. The provision of Broadband be agreed in principle at a cost of £32.00/m subject to intelligent heating and CCTV being installed in the future;
6. Decorating of the Centre be approved with Five Towns Decorating at a cost of £1,658.72.

# 12. Woodhouse Community Centre – Utility Options

RESOLVED that the report from Utility Aid be noted and that the Council continues to use British Gas for utilities until the renewal date with a view to obtaining a new combined deal on utilities.

# 13. Town Hall – Services and Utilities

RESOLVED that the report be received and noted and that:

1. The water costs projected by WMDC be agreed at £178.50 /yr
2. The gas costs projected by WMDC be agreed at £1462.17 /yr (inc VAT)
3. The electricity costs be referred back to WMDC with a proposal of 6% of the bill being payable;
4. The invoice will be paid 6 monthly in arrears in October and March each year;
5. Upon the installation of the electricity Sub-Meter (no later than April 2020) the costs for utilities will be reviewed.

# 14. Town Hall – Clearance of Compound

RESOLVED that Abutilon Property Maintenance be authorised to clear out the side compound at a cost of £193.00.

# 15. Town Hall – Rates

RESOLVED that the report be received and noted and that:

1. A visit to be arranged for the Valuations Office to re-assess the building;
2. An interim rates bill of £14,000 /yr be approved and back dated to 1st April 2019;
3. Payment of the rates bill would begin on an instalment basis once a formal invoice had been received.

# 16. Architects Plans

RESOLVED that the architects plans be received and agreed in principle and that:

1. The plans be put on display for Councillors to view;
2. Once costs and drawings are available, an open day would be held for the public to attend.

# 17. Land at Station Road

RESOLVED that the report be received and that:

1. The Town Council discuss the Transfer document for the land with a solicitor to establish if it can be transferred or sold;
2. Initial discussions be held with the nearby developer to establish their interest in the small section of land.

# 18. Alice Bacon Memorial Bench

RESOLVED that the report be received and that:

1. The Town Council agrees in principle to fund a small pavement to make the bench accessible;
2. Wakefield MDC will take on responsibility for future maintenance of the pavement once installed;
3. The price for the pavement be awaited.

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