

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO

T: 01924 893794

E: enquiries@normantontowncouncil.co.uk



The Town Hall
High Street
Normanton
West Yorkshire
WF6 2DZ

W: normantontowncouncil.co.uk

To all members of the Property
Committee

Our ref: DJ/hs
Date: 17th April 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Property Committee** to be held on **Monday 22nd April 2024** at **1.00pm** at Normanton Town Hall, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna', written in a cursive style.

Mrs Donna Johnston FdA
Town Clerk & RFO.

PROPERTY COMMITTEE

Monday 22nd April 2024 at 1:00pm at Normanton Town Hall

AGENDA

030.	Apologies for Absence To receive apologies for absence.	
031.	Declarations of Interest To receive declarations of Interest.	
032.	Minutes To receive and sign the minutes of a meeting of the Property Committee held on Tuesday 30 th January 2024 (Minute Numbers 18-29; Pages 7-9).	ENC A
033.	Bookings Update To receive an update on bookings at Normanton Town Hall and Woodhouse Community Centre.	ENC B
034.	Income Received To receive an update on the donations received from building users.	ENC C
035.	Property Committee Budget 2023-24 To review the Property Committee budget for the 2023-24 financial year.	ENC D
036.	Incidents and Accidents To receive an update on any incidents and accidents.	ENC E
037.	Martyn's Law To receive a briefing note on the implications of Martyn's Law on Council managed buildings.	ENC F
038.	Town Hall – Window Cleaning To confirm the window cleaning contract with Wipe Clean.	ENC G
039.	Town Hall - Building Control Inspection To receive the report of the Building Control Officer following the refurbishment of the Town Hall.	ENC H
040.	Town Hall – Health & Safety Report To receive the Health & Safety report for the Town Hall following the inspection by Citation.	ENC I

041.	Town Hall – Installation of Fused Spur To consider quotes for the installation of a fused spur for the water boiler in the ground floor Servery kitchen.	ENC J
042.	Woodhouse Centre - Fire Alarm System To consider recommendations for repairs required on the fire alarm system at Woodhouse Community Centre.	ENC K
043.	Woodhouse Centre – Burglar Alarm To consider quotes for the maintenance of the Burglar Alarm system.	ENC L
044.	Woodhouse Centre – Health & Safety Report To receive the Health & Safety report for the Woodhouse Centre from Citation following the recent inspection.	ENC M
045.	Woodhouse Centre – Decoration To consider quotes for the redecoration of the building.	ENC N



MINUTES OF THE PROPERTY COMMITTEE

Held on Tuesday 30th January 2024 at Normanton Town Hall

Present: Councillor A Bones – Vice Chairman
Councillor H Jones
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor P Sampson
Councillor A Samuels
Councillor K Wilson, JP
Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
Councillor S Hudson

018. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor E Blezard.

019. Declarations of Interest

No declarations of interest were recorded.

020. Minutes

RESOLVED that the minutes of a meeting of the Property Committee held on Monday 23rd October 2023 (Minute Numbers 009-017; Pages 4-6) be received as a true record and signed by the Chairman.

Matters arising:

It was reported that a disputed invoice from the refurbishment of the Town Hall, which had been referred to our legal advisors, had now been closed following a six-month period with no contact from the supplier.

021. Town Hall Repairs and Maintenance

A report was circulated providing updates on several issues including:

- Lift service concluded – a small area of damp was present in the lift shaft below ground level but nothing of concern.
- Electrical works – mostly completed, and installation certificates had been received.

- Plumbing works – the plumber had failed to attend as agreed. The Plumber would be contacted and asked to provide an urgent update on the outstanding works and confirmed completion date and if necessary, an alternative plumber would be employed.
- Building Control – would be able to attend once the plumbing works have been finalised.
- Air Conditioning – the over door heater at the front door was now operational.
- Town Hall benches – final invoice awaited.
- Basement Storage – 3 shelving units purchased at a cost of £216.00.
- Town Hall leaks – no response received from Corporate Landlord at Wakefield Council.
- Flower Beds – these are to be planted up by First Impressions in the next few weeks at a cost of £128.00.
- Water Boiler – it was agreed to purchase a water boiler for making drinks from Nisbets at a cost of £379.99. An electrician would need to install a fused spur and a plumber would need to connect it to the water supply in due course.

RESOLVED that the report be received, and any actions implemented.

022. Bookings Update

RESOLVED that a report on bookings at Normanton Town Hall and Woodhouse Community Centre over the last three months be received.

023. Income Received

A report was circulated showing donation income of £521.20 for the Town Hall and £325.00 for the Woodhouse Community Centre.

RESOLVED that a report on the donations from building users be received.

024. Fire Risk Assessment

RESOLVED that the Fire Risk Assessment be received, and quotes be obtained for the works identified.

025. Incidents and Accidents

A report was circulated on a minor accident at the Town Hall and an incident at Newland Lane Allotments in which a tree on neighbouring land had fallen and caused damage to the allotment fence.

Both issues had been reported in the appropriate way.

RESOLVED that the report be received.

A

026. Fire Alarm System – Woodhouse Community Centre

RESOLVED that the recommended works put forward by Chubb be approved including the replacement of a sounder at a cost of £177.05 and the replacement of 2 detectors at a cost of £491.70.

027. Table Cloths

RESOLVED that 25 table cloths are purchased up to a maximum cost of £450.00. Authority is delegated to the Town Clerk to find the most suitable table cloths within this budget.

028. Property Officer

It was reported that the temporary Property Officer had began work on 17th January 2024 and had already worked through a long list of outstanding tasks. The position would be kept under review over the course of the next six months.

RESOLVED that the report be received.

029. Property Committee Budget

A budget for the Property Committee was circulated showing income of £902.20 and expenditure of £36,147.73.

RESOLVED that the Property Committee budget be received and noted.

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	3	4	5	6	7
	Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 11:30 - 16:00 Yorkshire Ambulance Service Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 09:00 - 20:00 Ad Hoc Booking - Birthday Party	Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
8	9	10	11	12	13	14
Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing		Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
15	16	17	18	19	20	21
Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing		Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
22	23	24	25	26	27	28
Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	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		Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
29	30	31				
Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing				

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	2 Woodhouse Community Centre ● 11:30 - 16:30 Yorkshire Ambulance Service Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	3	4 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
5 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	6 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	7 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	8 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	9 Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	10	11 Woodhouse Community Centre ● 09:00 - 15:00 Ad Hoc Booking - Birthday Party Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
12 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	13 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 12:00 - 16:30 RCW Building Solutions Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	14 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	15 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	16 Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	17	18 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
19 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	20 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	21 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	22 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	23 Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	24 Woodhouse Community Centre ● 09:00 - 16:00 Ad Hoc - Training Day	25 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
26 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	27 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	28 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	29 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing			



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	2	3 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
4 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	5 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	6 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	7 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	8 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	9	10 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
11 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	12 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	13 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	14 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	15 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	16 Woodhouse Community Centre ● 16:00 - 20:00 Loveworld Inc	17 Woodhouse Community Centre ● 09:30 - 15:00 Ad Hoc Booking - Birthday Party Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
18 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	19 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	20 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	21 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	22 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	23	24 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly
25 Woodhouse Community Centre ● 09:30 - 15:00 Exclusive Events - Soft Play Woodhouse Community Centre ● 17:00 - 19:30 The Well Project	26 Woodhouse Community Centre ● 09:30 - 11:00 Music & Movement Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	27 Woodhouse Community Centre ● 10:30 - 14:00 Grace Assembly Woodhouse Community Centre ● 14:30 - 16:30 Yorkshire Ambulance Service Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	28 Woodhouse Community Centre ● 09:00 - 15:00 Meet 'n' Eats Diner Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	29 Woodhouse Community Centre ● 09:30 - 10:30 Baby Massage Woodhouse Community Centre ● 17:00 - 20:00 Gemini Kickboxing	30 Woodhouse Community Centre ● 12:00 - 14:00 Loveworld Inc	31 Woodhouse Community Centre ● 15:30 - 20:00 Grace Assembly

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	4 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A	5	6	7
8 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A Normanton Town Hall - Community Room 2 14:00 - 16:00 Inner Wheel	9 Normanton Town Hall - Community Room 3 11:00 - 13:00 Age UK Digital Group Training	10 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	11 Normanton Town Hall - Community Room 1 19:00 - 20:30 Labour Branch Meeting	12	13	14
15 Normanton Town Hall - Community Room 1 08:00 - 12:00 NTC Event Normanton Town Hall - Community Room 2 08:00 - 12:00 NTC Event Normanton Town Hall - Community Room 1 13:00 - 15:00 NASCA	16 Normanton Town Hall - Community Room 1 08:00 - 12:00 NTC Event Normanton Town Hall - Community Room 2 08:00 - 12:00 NTC Event Normanton Town Hall - Community Room 3 11:00 - 13:00 Age UK Digital Group Training	17 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	18 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A Normanton Town Hall - Community Room 1 12:30 - 15:30 WMDC Building User Group	19 Normanton Town Hall - Community Room 1 08:00 - 13:00 NTC Event Normanton Town Hall - Community Room 2 08:00 - 13:00 NTC Event	20	21
22	23 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training Normanton Town Hall - Community Room 3 11:00 - 13:00 Age UK Digital Group Training	24 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	25	26	27	28
29	30 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	31 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut				

01/02/2024 - 29/02/2024

Grid by Agenda Customer

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Normanton Town Hall - Community Room 1 09:00 - 12:00 Thursday Chat Club	2	3	4
5	6 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	7 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	8	9	10	11
12 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A Normanton Town Hall - Community Room 2 14:00 - 16:00 Inner Wheel	13 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	14 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	15 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A	16 Normanton Town Hall - Community Room 2 10:00 - 12:45 Prince of Wales Hospice	17	18
19 Normanton Town Hall - Community Room 1 13:00 - 15:00 NASCA	20 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	21 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	22	23 Normanton Town Hall - Community Room 2 10:00 - 12:45 Prince of Wales Hospice	24	25
26	27 Normanton Town Hall - Community Room 1 08:00 - 13:00 NTC Event Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	28 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	29 Normanton Town Hall - Community Room 1 09:00 - 12:00 Thursday Chat Club Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A			



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Normanton Town Hall - Community Room 2 10:00 - 12:45 Prince of Wales Hospice	2	3
4	5 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	6 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	7	8 Normanton Town Hall - Community Room 2 10:00 - 12:45 Prince of Wales Hospice Normanton Town Hall - Community Room 2 18:45 - 21:00 Pontefract & Castleford District Scouts	9	10
11 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A Normanton Town Hall - Community Room 1 14:00 - 16:00 Inner Wheel	12 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	13 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	14 Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A	15 Normanton Town Hall - Community Room 1 09:00 - 21:00 Denise Clay Normanton Town Hall - Community Room 2 10:00 - 12:45 Prince of Wales Hospice	16	17
18 Normanton Town Hall - Community Room 1 13:00 - 15:00 NASCA	19 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	20 Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut Normanton Town Hall - Community Room 2 13:30 - 16:00 Freeston & Sagars Almhouse Charity	21	22 Normanton Town Hall - Community Room 2 10:00 - 12:45 Prince of Wales Hospice Normanton Town Hall - Community Room 1 18:30 - 20:00 Labour Branch Meeting	23	24

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26 Normanton Town Hall - Community Room 2 11:00 - 13:00 Age UK Digital Group Training	27 Normanton Town Hall - Community Room 2 12:00 - 16:00 Kitty's Hut Normanton Town Hall - Community Room 1 13:00 - 16:00 Kitty's Hut	28 Normanton Town Hall - Community Room 1 09:00 - 12:00 Thursday Chat Club Normanton Town Hall - Community Room 2 10:00 - 12:00 U3A	29 Normanton Town Hall - Community Room 1 08:00 - 13:00 NTC Event Normanton Town Hall - Community Room 2 08:00 - 13:00 NTC Event	30	31

NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Monday 22nd April 2024

INCOME RECEIVED

During the 2023/24 financial year, we received income as follows:

Town Hall £668.20

Woodhouse Centre £372.00

Including £250.00 received from Wakefield Council in respect of the Election.

NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2023 - 2024
Cost Centre 5 (Between 01/04/2023 and 31/03/2024)

PROPERTY COMMITTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Telephone / Internet				2,100.00	1,499.11	600.89	600.89 (28%)
45	Hire NTH		668.20	668.20				668.20 (N/A)
46	Hire WCC	1,000.00	372.00	-628.00				-628.00 (-62%)
47	Deposits		25.00	25.00				25.00 (N/A)
55	Town Hall Refurb				42,971.62	19,059.81	23,911.81	23,911.81 (55%)
56	Business Rates				17,000.00	12,175.60	4,824.40	4,824.40 (28%)
58	Defibrillator				250.00	699.85	-449.85	-449.85 (-179%)
59	Hygiene Services				2,700.00	2,563.08	136.92	136.92 (5%)
60	Repairs & Maint NTH				6,000.00	6,309.76	-309.76	-309.76 (-5%)
61	Repairs & Maint WCC				5,250.00	5,626.81	-376.81	-376.81 (-7%)
62	Waste Removal				900.00	657.40	242.60	242.60 (26%)
63	Garages	594.00		-594.00				-594.00 (-100%)
64	Cleaning				1,150.00	1,606.48	-456.48	-456.48 (-39%)
65	Norwood St O/S				1,000.00	29.63	970.37	970.37 (97%)
72	Utilities NTH				4,000.00	3,364.36	635.64	635.64 (15%)
73	Utilities WCC				4,000.00	4,465.66	-465.66	-465.66 (-11%)
101	Lease NTH				1.00		1.00	1.00 (100%)
108	Lease WCC				1.00	1.00		(0%)
SUB TOTAL		1,594.00	1,065.20	-528.80	87,323.62	58,058.55	29,265.07	28,736.27 (N/A)
Restated								(N/A)
NET TOTAL		1,594.00	1,065.20	-528.80	87,323.62	58,058.55	29,265.07	28,736.27 (32%)
V.A.T.						8,163.57		
GROSS TOTAL			1,065.20			66,222.12		

NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Monday 22nd April 2024

INCIDENTS AND ACCIDENTS

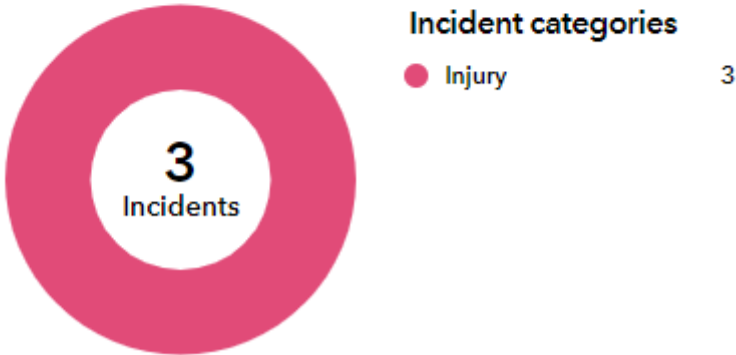
There have been no further incidents or accidents at the Town Hall or Woodhouse Centre since the last meeting.

Incidents

Incidents This Year

There are no incidents recorded for the year

Incidents Last Year



NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Monday 22nd April 2024

MARTYN'S LAW

The purpose of this report is to make members aware of the draft bill which is set to impact buildings with a capacity of 100 or more. This will include the Woodhouse Community Centre and Town Hall, both of which have a capacity of 100.

The Terrorism (Protection of premises) draft Bill, also known as Martyn's Law, was included in the King's Speech on 7 November as part of the programme of legislation the Government intends to pursue in the forthcoming Parliamentary session. Following important feedback on the requirements of the Standard Tier as part of the pre-legislative scrutiny process, the Government launched a public consultation on an updated approach to the Standard Tier. The Bill will be introduced as soon as parliamentary time allows.

The six-week consultation ran from 5th February to 18th March. You can find more information on the updated approach [here](#).

The Bill is also known as 'Martyn's Law' in tribute to Martyn Hett, who was tragically killed alongside 21 others in the Manchester Arena terrorist attack in 2017.

Why do we need Martyn's Law?

There have been 14 terror attacks in the UK since the start of 2017.

The threat picture is complex, evolving, and enduring, with terrorists choosing to attack a broad range of locations.

Martyn's Law will improve the safety and security of public venues and keep the British public safe from terrorism.

The Bill will make sure public premises and events are better prepared for, and protected from, terrorist attacks; requiring them to fulfil necessary but proportionate steps according to their capacity size to mitigate the impact of a terrorist attack and reduce harm. Through Martyn's Law, premises will be better prepared and ready to respond in the event of a terrorist attack.

We are aware through engagement with businesses that, without legal compulsion, counter terrorism security efforts often fall behind legally required activities, such as health and safety. Our expert security partners assess that individuals are more likely to take action that can reduce harm and save lives, if they have considered what they would do, and how, prior to a terrorist attack occurring.

What will Martyn's Law do?

Through Martyn's Law premises will be better prepared, ready to respond, and their staff will know what to do in the event of a terrorist attack.

It will enhance public safety by ensuring there is better preparedness for, and protection from, terrorist attacks. This will be done by mandating, for the first time, who is responsible for considering the risk from terrorism and how they would respond to a terrorist attack at certain premises and events.

The Bill will raise the security standard throughout the UK requiring a base level of security procedures to be in place at premises and events. Our expert security partners strongly consider that even basic knowledge will deliver a wholesale raising of the public safety bar.

Who will be in scope?

To be in scope:

- Premises and events must be accessible to the public.
- Premises must be used for a purpose listed in the Bill (e.g. entertainment and leisure, retail, food and drink).
- Have a capacity of 100 or more individuals.
- Premises may be a building or outdoor locations which have a readily identifiable physical boundary and access by express permission.
- Provision is made in the Bill for temporary events such as festivals that have express permission to enter and a capacity of 800 or more individuals.

How will it work?

The Bill will establish a tiered model, linked to the activity that takes place at a premise or event and its capacity:

Enhanced Tier – this tier will see additional requirements placed on high-capacity venues in recognition of the potential catastrophic consequences of a successful attack. This will apply to premises and events with a capacity of 800 or more individuals, for example, live music premises or events, theatres, and department stores. Those responsible for an enhanced duty premises or qualifying public events must:

- notify the Regulator of their premise or event.
- take 'reasonably practicable' measures that will reduce the risk of a terrorist attack occurring or physical harm being caused. The reasonably practicable test is utilised in other regulatory regimes e.g., Health and Safety, and will enable organisations to tailor their approach to the nature of the premises, and their activities and resources.

- keep and maintain a security document, aided by an assessment of the terrorism risk, which must also be provided to the Regulator; and
- if the responsible person is a body corporate, they must appoint an individual as the designated senior individual for the premise or event.

Standard Tier – ahead of introducing the Bill in Parliament, the Government launched a consultation on the Standard Tier to ensure the Bill’s measures strike the right balance between public protection and avoiding undue burdens on smaller premises. This follows concerns raised about the implications of the Standard Tier through the pre-legislative scrutiny of the draft Bill last year.

The updated approach to the Standard Tier consulted on means that those responsible for Standard Tier premises must:

- **Notify the Regulator that they are, or have become, responsible for premises within scope of the Bill (and so subject to the relevant requirements).**
- **Have in place procedural measures that could be expected to reduce, so far as reasonably practicable, the risk of physical harm to individuals at the premises in the event of an attack.** These relate only to the procedures to be followed by people working at the premises in the event of an attack occurring or being suspected as about to occur. As the procedural measures are about procedures for responding to an attack or suspected attack, it is not expected or required that physical alterations be undertaken, or additional equipment purchased for Standard Tier premises.
- In contrast to the published draft Bill, there is no requirement to complete a specified form (the ‘Standard Terrorism Evaluation’) for Standard Tier premises or ensure that people working at the premises are given any specific training. However, as part of putting in place the procedural measures, workers will need to be sufficiently instructed or trained to carry them out effectively.

Why did the government consult on the Standard Tier?

The Government wants to ensure businesses and venues can deliver what is required of them rather than imposing conditions upon them that they will struggle to meet. This will mean the law stands the test of time, and be accessible, proportionate, and deliverable for smaller premises.

This follows concerns raised by the Home Affairs Select Committee.

Why is there a difference in thresholds for premises and events?

We want to strike the right balance between proportionality for different premises and events against ensuring appropriate security has been considered and taken forward.

Who is responsible for requirements at a premise or event in scope?

The Bill places the requirement on the person who has control of the premises; this is usually the operator or occupier. It also places a requirement for co-operation on those with aspects of control of the premises (e.g., the owner of a premises where not the operator) where necessary to deliver requirements.

Will this affect accessibility?

These changes should never compromise accessibility.

How will Martyn's Law be enforced?

The Regulator will monitor compliance and advise premises within scope. The Regulator will have the tools to address non-compliance, including investigatory powers and monetary sanctions.

How will you ensure this doesn't create undue burden on businesses?

We have consulted with the business community, and this is integral to our approach. Government has carefully considered the impact on premises and events that may be captured. This includes ensuring requirements are proportionate whilst achieving better public security, and without placing undue burden on responsible persons. However, it is reasonable that many premises and events should take appropriate and proportionate measures to protect their staff and the public.

Following important feedback on the requirements of the Standard Tier as part of the pre-legislative scrutiny process, the Government launched a public consultation on an updated approach to the Standard Tier. The six-week consultation ran from 5th February to 18th March. You can find more information on the updated approach [here](#). The Bill will be introduced as soon as parliamentary time allows.

Is there support for this legislation?

Seven in ten respondents to the [Protect Duty consultation](#) in 2021 agreed that those responsible for publicly accessible locations should take appropriate and proportionate measures to protect the public from attacks. This [18-week consultation](#) closed on 2nd July 2021 and received a total of 2,755 responses from a wide range of participants across the UK.

The [Manchester Arena Inquiry Volume One Report](#) strongly recommended the introduction of a legislative requirement to improve the safety and security of public venues.

Figen Murray and the Martyn's Law campaign team have tirelessly campaigned for the introduction of new legislation. Their efforts have helped the Government to raise awareness of this important issue.

Our engagement on the proposals, how they impact those in scope and how we can work together to improve public security continues with a wide range of stakeholders.

How will my business or organisation be supported on Martyn's Law?

Dedicated guidance and support will be provided for Martyn's Law, to ensure that those in scope have the required information on what to do and how best to do it. As part of this approach, we will expand the support available to those responsible for delivering security in public venues.

ProtectUK is a central, consolidated hub for trusted guidance, advice, learning and engagement with experts in security and Counter Terrorism. It serves as the 'go to' resource for free, 24/7 access to the latest information on protective security and is regularly updated with new engaging content and increased functionality.

What about premises/events run by charities and volunteers?

Charities, community groups and social enterprises own and operate a broad range of premises (museums, national trust and other sizeable public premises) and often host or operate events. Recent attacks demonstrate that terrorists may choose to target a broad range of locations. It is therefore right that we bolster the UK's preparedness for and protection from terrorist attacks, through the implementation of requirements proportionate to the overall level of risk.

The proposals for places of worship are different to other premises in scope. All places of worship will be placed within the Standard Tier, regardless of their capacity, barring a small cohort across all faiths that charge a fee for admission. This is in recognition of the existing range of mitigation activities delivered and funded by Government to reduce their vulnerability to terrorism and hate crime.

Will Martyn's Law apply to all of the UK?

Yes. The legislation will apply across England, Wales, Scotland and Northern Ireland, as national security is a reserved matter for the UK Government.

When will this legislation be introduced?

Following the conclusion of the consultation process, the Government will introduce the Bill to Parliament as soon as parliamentary time allows.

NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Monday 22nd April 2024

TOWN HALL – WINDOW CLEANING

The window cleaning is carried out every 8 weeks by Wipe Clean at a cost of £120.00 per visit. This includes the cleaning of all windows and signs on each side of the building using a water fed pole system. A total cost of £720.00 per year based on 6 visits.

They have been carrying out the work to a good standard for the last twelve months.

Wipe clean have a health and safety policy, risk assessment and public liability insurance in place.

The quote was originally agreed by the Chairman and Clerk under Clerks authority, on the basis of the following quotes:

Company 1 - £120.00 per visit

Company 2 - £216.00 per visit

Company 3 - £40.00 per visit (verbal quote with no references or insurance provided)

Members are asked to consider the quote and confirm if they are happy for Wipe Clean to continue to carry out the work for the next three years or until the prices are increased.

NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Monday 22nd April 2024

TOWN HALL – BUILDING CONTROL INSPECTION

Building Control inspected the Town Hall in March 2024 and have provided the following report.

There is no specified timescale for the remedial work but given that most of these issues relate to fire safety, they recommend that the works should be undertaken as a matter of urgency and as soon as practicable.

Basement Level

- Fire doors were missing fire rated hinges, screws missing along with smoke seals – as discussed on site a fire door needs to have three fire rated hinges to comply.
- The fire door to the main storeroom (B3) did not have a kite mark on the bottom glass panel – we will need to confirm this is fire rated glazing.
- The protected lobby area needs to achieve 30 minutes fire resistance, therefore the area needs to be fully fire boarded and skimmed.
- There are areas where pipework/wires have been installed through compartments without the appropriate fire protection in place. There are large gaps, which have been left around pipework and areas where a pink foam has been used to fill gaps. These gaps are breaching the compartmentation of the building and will need to be appropriately fire stopped using the correct materials. I am unable to confirm what foam has been used, therefore, I would advise this to be redone with the appropriate materials to achieve 30 minutes fire resistance.
- The new access door to the underside of the floor will need to achieve a minimum 30 minutes fire resistance.

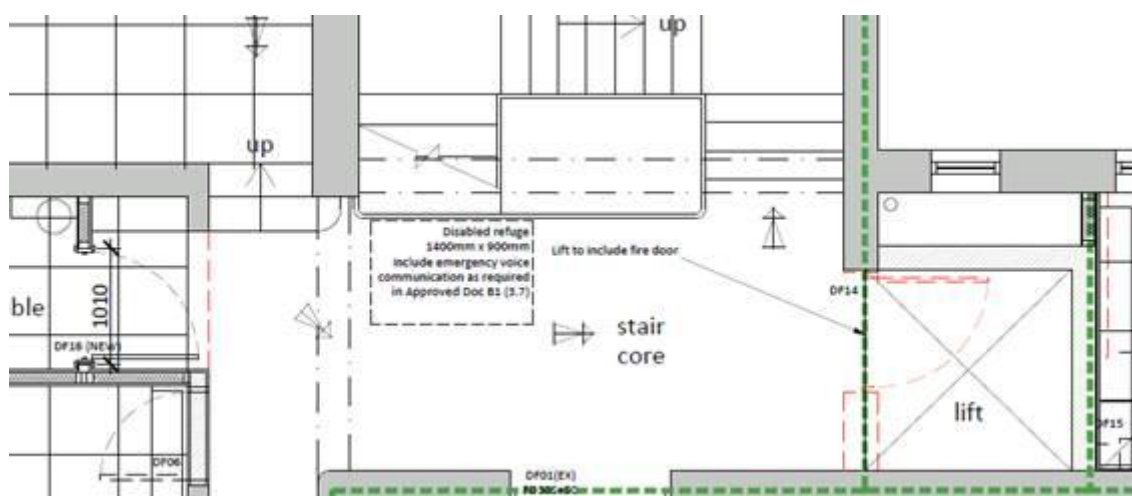
Ground Floor Level

- The fire resisting shutters for the kitchen and office on the first floor will need to be checked by the installer as there were gaps left open at the bottom of the shutter when closed.
- The void area between the lift shaft and outer wall needed to be fire lined with the installation of fire detection in this area as per my previous conversations with the agent. Please can you confirm if this has been done?
- Manifestation is missing from some of the doors as discussed on site.
- Existing fire doors need to comply where possible – I noticed there were some large gaps to the underside of the doors, which will need addressing to prevent fire spread.

- Again, there were issues with breaches to compartmentation as holes have been left in the ceiling.
- The gap in the store cupboard door to the Newspaper room was also too wide, this needs to be less than 4mm.

First Floor Level

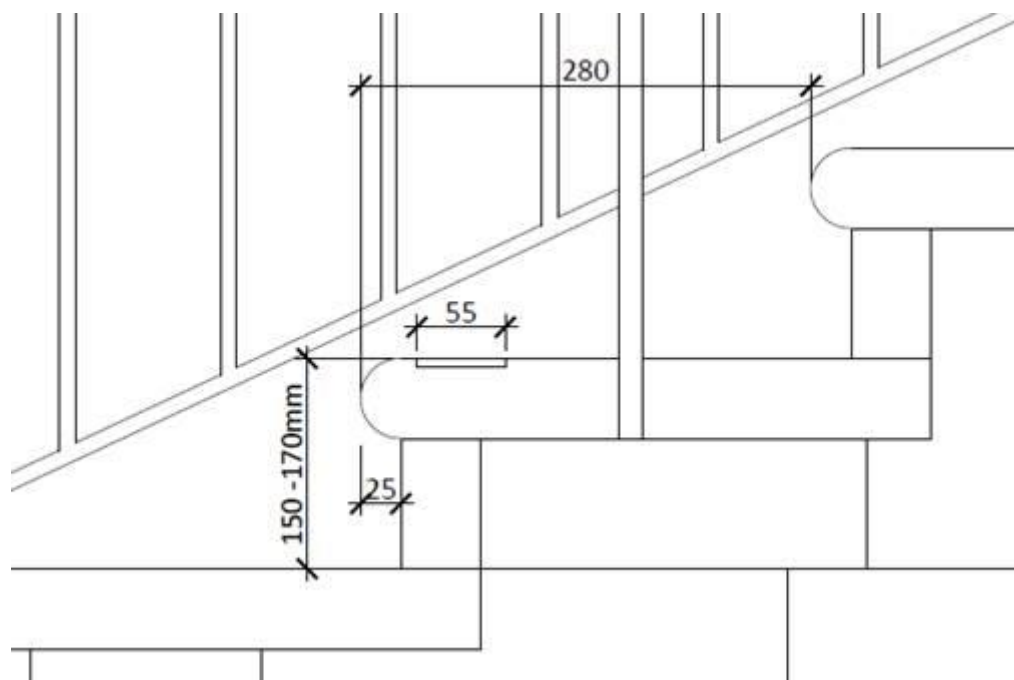
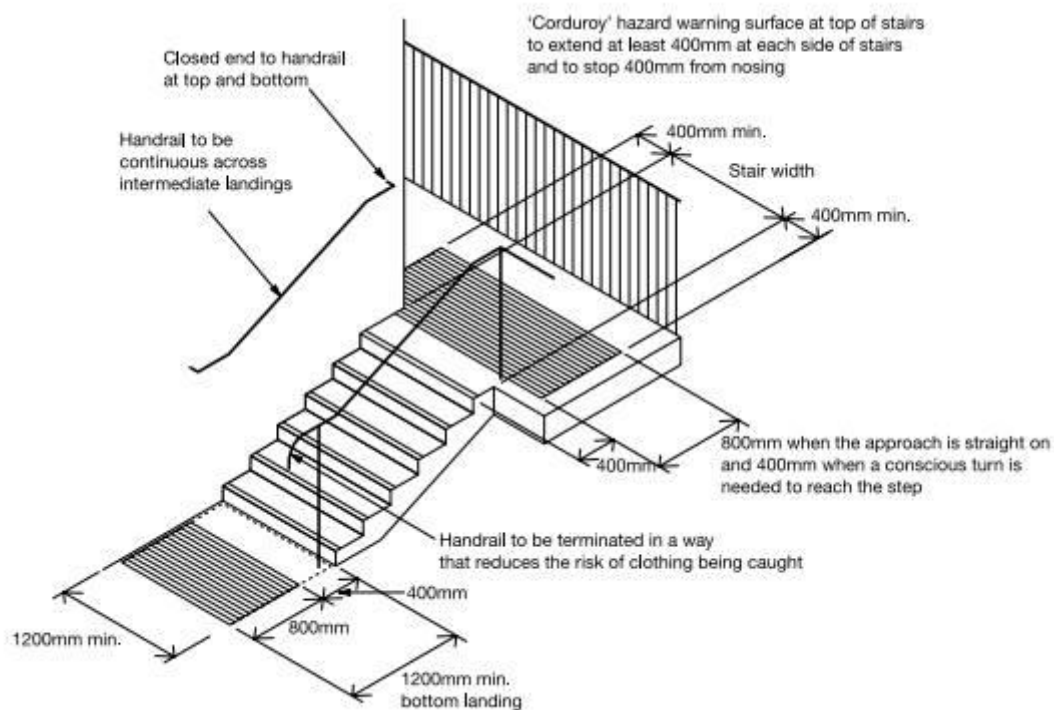
- The refuge point needs to be clearly marked – the agent has shown the area on the plan below for the refuge point. There should be a blue mandatory sign worded Refuge- Keep clear in addition to the fire safety signs.
- The call point can remain where it is, however, I just need a bit more information on the communication link to the next building and whether this is acceptable. Does this go to the main reception?
- Fire doors need to comply with regulations and existing fire doors need to comply where possible as discussed and noted within the Fire Risk Assessment.
- To confirm the doors to your office are OK provided the left-hand panel has the kite mark. I would assume this kite mark has been hidden as the rest of the glazing is fine.
- There is a breach of compartmentation to the store cupboard adjacent to the office, which will need addressing.



Outside Area

- I have checked the ramp and stairs for compliance. The ramp appears to be satisfactory, however, the stairs require some additional work. Please see diagram below to show a compliant stair.
- The bottom of the steps will be fine, provided there is a 400mm gap between the bottom step and corduroy hazard warning surface as shown below.
- The Corduroy pattern will need to be extended at the top of the steps by 400mm. I note you won't be able to achieve this on the building side, but this can be extended on the external side.

- We also require a contrasting colour on the steps. Your agent provided a detail we were happy with as the design changed to a bull nose tread with a contrasting colour shown at the top of the step, please see below.



General Comments

- I have attached the door schedule – all new fire doors should comply with the attached schedule.
- The disabled toilets are OK in terms of contrasting to the walls; however, we will need the handle on the door to differ from the toilet door as discussed on site.
- Confirmation is required to check smoke detection in the void areas above the ceiling where this is more than 800mm.



Health & Safety

Site Visit Report.



Report For:	Normanton Town Council
Conducted By:	Richard Hayday BSc (Hons), Cert IOSH
Date Conducted:	15/02/2024

Workplace Inspection

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Normanton Town Council

Town Hall, High Street
Normanton
WF6 2DZ
England

26/02/2024

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 15/02/2024. 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.

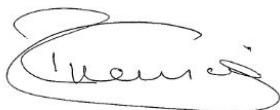
Delay in progressing these recommendations may leave the business open to further scrutiny or possible enforcement action by relevant enforcement authorities.

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:	Normanton Town Council	Date of Inspection:	15/02/2024
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 assistance and co-operation during the visit and providing the necessary information to prepare this inspection report. It is clear from our discussion during the meeting that you have a very good attitude to H&S and put in a lot of effort to maintain standards.

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

The inspection report sets our findings based on the interpretation of the information available, and information about processes that were discussed. This report uses examples throughout to demonstrate compliance and noncompliance based on statutory duties and best practice.

It was positive to see that the previous visits actions had been closed out with only 2 new actions identified from this visit.

Consideration is to be given to:

- Creation of a suitable Contractor Assessment document
- Creation of a Fire Evacuation Drill record sheet - a template is available on Atlas
- Obtaining a suitable Evac chair and train employees in it's use.

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. Templates to help complete some outstanding actions can be found in the useful documents & templates section of Atlas.

Non Compliance - Immediate	0.
Non Compliance - High	0.
Non Compliance - Medium	1.
Non Compliance - Low	1.
Compliance	146.

Progress since your last inspection

There were 4 observations raised in your previous visit dated 10/01/2023.

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

Observations Overview

Medium

Contractors

At the time of the visit a contractor selection process was still being worked on, please use the recommended action notes to guide you as to what is required.

Low

Disabled Discrimination

Evacuation chairs have not been provided to assist in the evacuation of disabled visitors from the premises?

Positive observations

Access and Egress

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.

Consultant notes

- Accident book is available at the premises, Donna also uses the Atlas accident/incident reporting facility.
 - 3 accidents were recorded, 1 was a RIDDOR - Citations assistance was sought.
-

Positive observations

Asbestos

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.

Positive observations

Consultation

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

Observations and recommendations

Contractors

Observation

At the time of the visit a contractor selection process was still being worked on, please use the recommended action notes to guide you as to what is required.

Recommendation

Contractors should have sufficient skills and knowledge to undertake the service they are offering safely, and without risk to health and safety.

As with all contractors they should be selected on criteria that include: -

- Ability to do the job
- accreditation e.g. contractors who have current membership of Safety Schemes in Procurement (SSIP) should be able to satisfy you of their health and safety competence
- training, qualification and experience
- references
- resource and insurance.

To aid your selection process, utilise the Sub-contractors health and safety questionnaire on Citation's online resource.

Priority : Medium

Responsible Person :

Recommended Deadline Date :

Positive observations

COVID And Respiratory Illnesses

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

Disabled Discrimination

Observation

Evacuation chairs have not been provided to assist in the evacuation of disabled visitors from the premises?

Recommendation

In accordance with the Regulatory Reform (Fire Safety) Order (RRO) all organisations must undertake a fire risk assessment which includes making provisions for disabled

persons who may be present in the building.

It is therefore advisable to review the company's assessment and ensure it specifies the evacuation plan for removing disabled persons from the premises.

If necessary obtain a suitable evacuation wheelchair which is specifically designed for the safe and convenient evacuation of less-abled people during an emergency situation.

Once purchased, ensure that nominated fire wardens are trained in the use of the wheelchair.

Priority : Low

Responsible Person :

Recommended Deadline Date :

Positive observations

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

It was positive to see that the disabled toilet alarm is now tested by an employees and documented evidence is retained.



[Disabled Alarm Testing](#)

Positive observations

Displayed Notices and Certificates

A current employers liability insurance document was available to review at the time of the visit, this is due to expire 31st March 2024.

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



[Health and Safety Law Poster](#)

Positive observations **Electrical Safety**

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



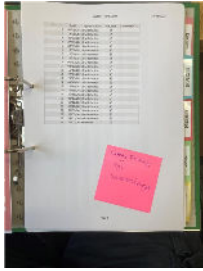
[EICR document](#)

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

Positive observations **Fire - Detection and Alarm**

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



[Fire Alarm test by Wakefield Council](#)

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



[Identified Call Points](#)

Positive observations Fire - Documentation

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.

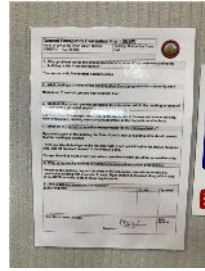


[FRA Document](#)

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



[Fire Action Notice](#)



[General Emergency Evacuation Procedure](#)

Fire Safety Awareness training completed on Atlas by employees.

It was positive to hear that any 3rd party groups using any of the rooms are made aware of the fire procedures

Fire Marshal notices are displayed to the premises showing the names and contact details of all trained fire marshals.



[Fire Marshal Notice](#)

Positive observations

Fire - Doors/Emergency Exits

It was positive to see that a new final fire exit door had been installed to the ground floor with a suitable push bar opening device. This replaces the previous fire door which could be locked.

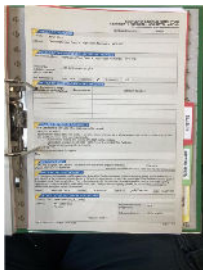


[New Fire Exit Door](#)

Positive observations

Fire - Emergency Lighting

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.



[Emergency Lighting Inspection document](#)

Positive observations

Fire - Extinguishers

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



[Fire](#)

[Extinguisher Checks](#)

All firefighting equipment on the premises is clearly identified.



[Identified Fire Extinguishers](#)

Positive observations **Fire - Monitoring**

Wakefield DC carryout regular fire drills, these are not documented by Normanton TC employees.

Fire routes are subject to a weekly documented check



[Fire Route Checks](#)

Consultant notes

It was discussed during the visit that creating a basic check record to record all Wakefield DC Fire Evacuation Drills.

Positive observations

First Aid

First Aid Kits and eye wash are provided on site, these are checked and items are within date



[First Aid Kit and Eye Wash Kit](#)

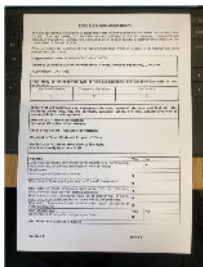
Donna is the appointed person for the Normanton TC offices.

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](#)

It was positive to see that a first aid needs assessment had been completed by Normanton TC.



[Normanton TC First Aid Needs Assessment](#)

Positive observations

Hazardous Substances/COSHH

CoSHH assessments are being created on Atlas for all the cleaning products used at the premises.

Positive observations

Health Screening

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.

Positive observations

Lifting Equipment

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, however, it could not be determined if a Thorough Examination every 6 months was included. Donna is to contact the contractor to confirm.

Positive observations

Additional Risk Assessment / Health and Safety Support

Client is aware of Citations additional support and will be enquiring about this further.

Positive observations

Training

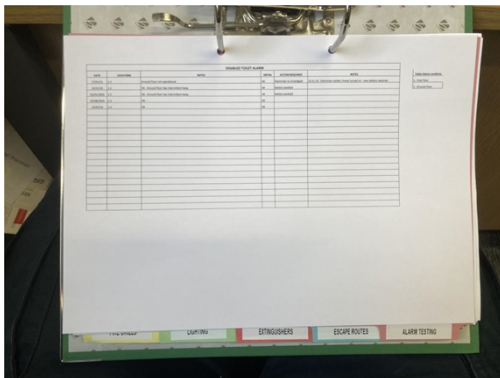
Atlas H&S training modules are issued to and completed by employees. Records of training are retained on Atlas Platform.

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

Disabled Discrimination



[Disabled Alarm Testing](#)

Displayed Notices and Certificates



[Health and Safety Law Poster](#)

Electrical Safety

ELECTRICAL INSTALLATION CONDITION REPORT
 Report Reference: 20000005

DETAILS OF THE PERSON ORDERING THE REPORT
 Client: Normanton Town Hall
 Address: Normanton Town Council, High Street, Normanton, WF6 2DZ

REASON FOR PRODUCING THIS REPORT
 Reason for producing this report: Client Requested Due To The Contractor Who Carried Out Renovation Works Ceasing Trading And Didn't Issue Any Certification

Date(s) on which inspection and testing was carried out: 25/09/2023

DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT
 Installation Address: Normanton Town Hall, Normanton Town Council, High Street, Normanton, WF6 2DZ

Description of premises: Domestic N/A Commercial Industrial N/A Other: N/A
 Estimated age of wiring system: 30 years Evidence of additional alterations: No If yes, estimated age: N/A years
 Installation records available? (Regulation 65-11) N/A Date of last inspection: 25/02/2017

EXTENT AND LIMITATIONS OF INSPECTION AND TESTING
 Extent of this inspection/evaluation covered by this report: 100% of circuits tested, 25% of accessories removed and inspected

Agreed limitations including the reasons (see Regulation 65.2):
 No Lifting of floor boards or inspection of loft space. Insulation resistance tested L/N to C/pc

Agreed with: Client
 Operational limitations including the reasons: N/A

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018 (as amended) and BS 5839-1:2017. It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible and clear location after electrical equipment.

ASSESSMENT OF THE CONDITION OF THE INSTALLATION
 See page 3 for a summary of the general condition of the installation in terms of electrical safety. SATISFACTORY
 Overall assessment of the installation in terms of its suitability for continued use on page 1 is stated as **UNSATISFACTORY**. This assessment is based on the following observations identified as Code 1 - 'Danger Present' or Code 2 - 'Potentially dangerous' and acted upon as a matter of urgency.
 * An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified.

RECOMMENDATIONS
 Where the overall assessment of the suitability of the installation for continued use on page 1 is stated as **UNSATISFACTORY**, this assessment is based on the following observations identified as Code 1 - 'Danger Present' or Code 2 - 'Potentially dangerous' and acted upon as a matter of urgency.
 Recommendation that any observations identified as Code 1 - 'Danger Present' or Code 2 - 'Potentially dangerous' are acted upon as a matter of urgency.
 Investigation without delay to recommend to observations identified as T1. Further investigation required.
 Observations identified as Code 3 - 'Improvement recommended' should be given due consideration.
 Subject to the necessary remedial action being taken, it is recommended that: 5 Years or change of manufacturer
 The installation be further inspected and tested by: [Name] 5 Years or change of manufacturer
 Note: The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation risk reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

Page 1 of 17

[EICR document](#)

Fire - Detection and Alarm

WEEKLY - Fire Alarm 10/01/2023

ID	DATE	REPORTED BY	AUDIBLE	COMMENTS
1	06/08/2021	DM Johnson	✓	
2	13/08/2021	DM Johnson	✓	
3	20/08/2021	DM Johnson	✓	
4	27/08/2021	DM Johnson	✓	
5	03/09/2021	DM Johnson	✓	
6	10/09/2021	DM Johnson	✓	
7	17/09/2021	DM Johnson	✓	
8	24/09/2021	DM Johnson	✓	
9	01/10/2021	DM Johnson	✓	
10	08/10/2021	DM Johnson	✓	
11	15/10/2021	DM Johnson	✓	
12	22/10/2021	DM Johnson	✓	
13	29/10/2021	DM Johnson	✓	
14	05/11/2021	DM Johnson	✓	
15	12/11/2021	DM Johnson	✓	
16	19/11/2021	DM Johnson	✓	
17	26/11/2021	DM Johnson	✓	
18	03/12/2021	DM Johnson	✓	
19	10/12/2021	DM Johnson	✓	
20	17/12/2021	DM Johnson	✓	
21	07/01/2022	DM Johnson	✓	
22	14/01/2022	DM Johnson	✓	
23	21/01/2022	DM Johnson	✓	
24	08/02/2022	DM Johnson	✓	

Every Friday by Ian/lori/ange

[Fire Alarm test by Wakefield Council](#)

Fire - Detection and Alarm



[Identified Call Points](#)

Fire - Documentation

FIRE RISK ASSESSMENT (MORTUORATORY)

Normanton Town Hall (Block A) (L/00058)
 High Street, Normanton, WF6 2DZ

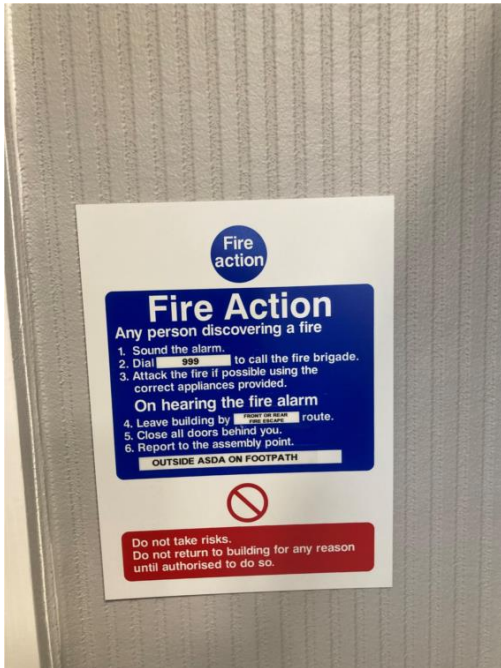
MADE BETWEEN: 23/05/2023 - 23/05/2023
 APPROVED BY: Richard Lawson
 APPROVED DATE: 01/06/2023
 ACCIDENT REF: RB-NM-1488
 VERSION: 1

0330 660 0460
 totalfreesafety.com

Total Fire Safety

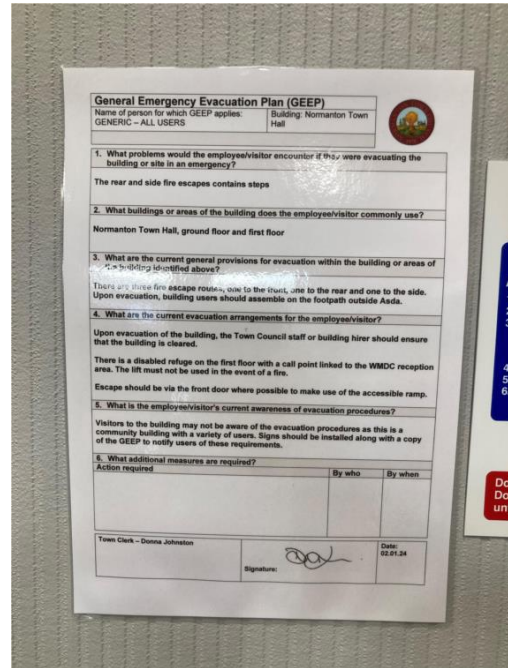
[FRA Document](#)

Fire - Documentation



[Fire Action Notice](#)

Fire - Documentation



[General Emergency Evacuation Procedure](#)

Fire - Documentation



[Fire Marshal Notice](#)

Fire - Doors/Emergency Exits



[New Fire Exit Door](#)

Fire - Emergency Lighting

EMERGENCY LIGHTING COMPLETION CERTIFICATE FOR SMALL NEW INSTALLATIONS
Certificate Reference: 120004

1. DETAILS OF THE CLIENT
Client: Town Council
Address: Normanton Town Council, High Street, Normanton, WF6 2DZ

2. DETAILS OF THE EMERGENCY LIGHTING INSTALLATION
Installation Address: Normanton Town Council, High Street, Normanton, WF6 2DZ
Extent of the Installation covered by this certificate: Add 6x Emergency Lights
The installation is: New N/A An addition An alteration N/A

3. DETAILS OF DEVIATIONS FROM THE STANDARD
Deviation (Modification or Verification) | Clause number | Details of Deviation

4. RELATED REFERENCE DOCUMENTS
This Certificate is only valid when accompanied by current:
a) Design Declaration
b) Photometric Design data. This can be in any of the following formats but in all cases appropriate de-rating factors must be used and identified to the relevant design requirements, with appropriate notes:
- Calculations as detailed in BS 5266-1:2016, Annex D, and CIBSE/GLS Guide LG12
- Appropriate computer print-out of results
c) Test log book
d) All related reference documents.

5. NEXT INSPECTION
After the original 12 MONTHS that this installation is further inspected and tested: 12 Months
after an interval of not more than: (See clause 4 in connection with clause 6.1 of BS 5266-1:2016, Annex D, table 10.3.1.1)

6. DECLARATION OF COMPETENCE
I, the undersigned, in possession of the approved declaration, hereby declare that the emergency lighting system installation, or the extent thereof, complies with the approved declaration, and that the installation complies with the requirements of BS 5266-1:2016, Emergency lighting - Part 1. Code of practice for the emergency lighting of premises, BS EN 18206:2013 Lighting installations - Emergency lighting and BS EN 18206:2013 Emergency escape lighting systems, as set out in the accompanying declaration, except as stated below/otherwise:
Name: James McCulloch Position: Electrician Signature: [Signature] Code: 011202023

DETAILS OF THE ELECTRICAL CONTRACTOR
Trading Title: JSM Electrical (UK) Limited
Address: 44 Pavilion Drive, Royaston
Registration Number: 15117
IP registration:
Telephone Number: 07864149526
Postcode: DT1 4P9

Form ELEC/CLM Copyright Tyscot 2019 Page: 1 of 2

[Emergency Lighting Inspection document](#)

Fire - Extinguishers

Fire Extinguisher Checklist

DATE	LOCATION	TYPE	STATUS	ACTION REQUIRED	NOTES	INSPECTOR'S SIGNATURE
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		

INSPECTOR'S SIGNATURE: [Signature]

[Fire Extinguisher Checks](#)

Fire - Extinguishers



[Identified Fire Extinguishers](#)

Fire - Monitoring

FIRE ROUTE CHECKS

DATE	LOCATION	TYPE	STATUS	ACTION REQUIRED	NOTES	INSPECTOR'S SIGNATURE
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		
20/01/20	1.10	CO2	OK	N/A		

INSPECTOR'S SIGNATURE: [Signature]

[Fire Route Checks](#)

First Aid



[First Aid Kit and Eye Wash Kit](#)

First Aid



[First Aid Notice](#)

First Aid

First Aid Needs Assessment

This risk assessment is designed to assist employers determine their first aid needs for the workplace (or part of an appropriate), i.e. both the numbers and type of first aid personnel, equipment and content of first aid kits. Consideration should be given to each section to establish their impact on the current level of first aid facilities.

When completing this assessment it is recommended that reference is made to the Citation fact sheet entitled 'First aid at work'.

Organisation name: NORMANTON TOWN COUNCIL
 Address (or where part of the workplace is being assessed separately) / location:
 NORMANTON TOWN HALL

How many of the following type of first aid personnel are currently available in the workplace?		
Appointed persons	Emergency first aiders	First aiders
1	0	0

What first aid facilities, e.g. emergency showers, eyewash stations, and first aid kits, including travel kits, etc. are currently available, where are they located and who is responsible for checking these?

First Aid Kit - First Floor Kitchen
 Eye wash Kit - First Floor Kitchen
 Small First Aid Kit - Ground Floor Kitchen
 Checked by Town Clerk and Property Officer
 Defibrillator - Outside front door to the right.
 Checked weekly by Admin Staff

Hazards	Yes	No
Does your workplace have higher level hazards, e.g. warehousing, work involving dangerous machinery or work at height?		X
Employees		
How many employees work on site?	5	
How many of these employees work shifts and/or weekends?	0	
How many of these employees work away from the main site, work alone or travel on work related business?	2	
How many of your employees could be at greater risk of harm, e.g. young or disabled workers or those with health problems?	0	
How many of your employees work on sites under the control of other employers?	0	
Non-employees		
Do members of the public visit your premises?	X	
Accidents and cases of ill health		

Version 1 Issue 1

[Normanton TC First Aid Needs Assessment](#)

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.

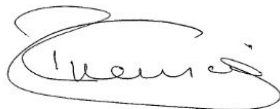
During the course of the inspection, not all areas within the premises or equipment may have been inspected, however, any issues that were apparent and visible at the time were either verbally commented upon or included in this report.

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**



NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Monday 22nd April 2024

TOWN HALL – INSTALLATION OF FUSED SPUR

The installation of a hot water boiler in the ground floor Served kitchen was agreed at the last meeting and on discussion with the electrician who carried out the remedial works on the building, he suggested that a fused spur would be required.

Innova can carry out this work at a cost of £200.00, however this does not include the installation of the actual unit as it was not present on site when the quote was provided.

A plumber would also be required to connect the boiler to the water supply.

NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Monday 22nd April 2024

WOODHOUSE CENTRE – FIRE ALARM SYSTEM

Chubb carried out an inspection at Woodhouse Community Centre on 12th February 2024 and found that two detectors failed to operate.

These detectors require replacement to ensure that fires can be detected in the store room and stage area.

The cost is set out below:

2	Optical Detectors	£150.00	£300.00
2	Diode Base	£66.32	£132.64
1	Hour labour	£99.39	£99.39
			£532.03

This includes parts, labour, and commissioning.

NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Monday 22nd April 2024

WOODHOUSE CENTRE – BURGLAR ALARM

The burglar alarm is not currently serviced or maintained and regularly has faults when users are trying to set the alarm.

A number of quotes have been obtained:

Company 1 £374.07 for the year

Full-service contract including annual service, call outs (emergency or next day), preventative maintenance visits, parts (excluding consumables), minor system adjustments and a 24/7/365 service help desk support.

Company 2 £112.00 Service and £72.00 call out fee.

This company does not offer a maintenance agreement and does not include any parts.

Company 3 £85.00 call out and £35/hr for work

This company does not offer a maintenance agreement and does not include any parts.



Health & Safety

Site Visit Report.



Report For:	Woodhouse Community Centre
Conducted By:	Richard Hayday BSc (Hons), Cert IOSH
Date Conducted:	15/02/2024

Workplace Inspection

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Normanton Town Council

Queen Elizabeth Drive
Normanton
WF6 1JF
England

26/02/2024

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 15/02/2024. 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.

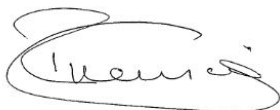
Delay in progressing these recommendations may leave the business open to further scrutiny or possible enforcement action by relevant enforcement authorities.

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:	15/02/2024
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 visit and for providing the necessary information to prepare this inspection report. It is clear from our discussions that you have a very good attitude towards H&S and put in a lot of effort to maintain standards.

The inspection report sets our findings based on the interpretation of the information available, and information about processes that were discussed. This report uses examples throughout to demonstrate compliance and noncompliance 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.

Non Compliance - Immediate	0.
Non Compliance - High	0.
Non Compliance - Medium	1.
Non Compliance - Low	0.
Compliance	133.

Progress since your last inspection

There were 5 observations raised in your previous visit dated 10/01/2023.

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

Observations Overview

Medium

Fire - Detection and Alarm

Fire alarm activation points were not clearly marked.

Positive observations**Access and Egress**

Good access and egress was maintained at the time of the visit, with high levels of housekeeping observed.

Positive observations**COVID And Respiratory Illnesses**

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

Positive observations**Displayed Notices and Certificates**

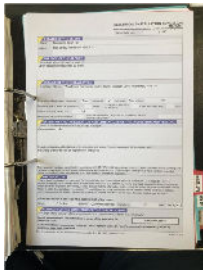
It was good to see a completed H&S law poster displayed to the notice board.



[Woodhouse
Health and
Safety Law
poster](#)

Positive observations Electrical Safety

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



[Woodhouse
CC EICR
document](#)

Observations and recommendations

Fire - Detection and Alarm

Observation

Fire alarm activation points were not clearly marked.

Recommendation

Display suitable 'flame and finger' signs in an easy to view position, close to the 'red box' call/activation points to ensure that they can be spotted quickly in an emergency.

If necessary, the signs should be made from photo-luminescent material to ensure that the call point can be easily located and identified, even in total darkness or smoke filled atmospheres.

Priority : Medium

Responsible Person :

Recommended Deadline Date :



[Call Points are not signed.](#)

Positive observations

The fire alarm system is serviced periodically by CHUBB

Internal documented testing is carried out, testing is recorded on the fire monitoring form



[Woodhouse
CC Fire
Monitoring](#)

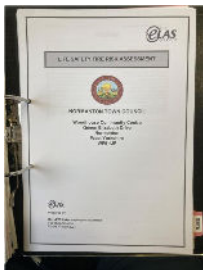
It was positive to see that no faults were displayed to the fire panel at the time of the visit



[Woodhouse
CC Fire Panel](#)

Positive observations Fire - Documentation

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
CC FRA
document](#)

A suitable floor plan is displayed to the notice board



[Woodhouse
Floor Plan](#)

A general Emergency Evacuation Procedure is clearly displayed to the notice board.



[Woodhouse](#)
[CC GEEP](#)

All 3rd party users are provided with adequate fire procedure information

Positive observations
Fire - Extinguishers

All firefighting equipment is clearly identified with compliant signage



[Woodhouse](#)
[CC Identified](#)
[Extinguishers](#)

Positive observations
First Aid

It was good to see that a suitable first aid kit and eye wash kit were available on site



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

First aid items and eye wash was within date at the time of the visit.

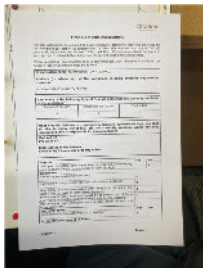


[Woodhouse
CC eye wash
in date](#)



[Woodhouse
CC first aid kit
items in date](#)

It was positive to see that a first aid needs assessment had been completed for the premises.

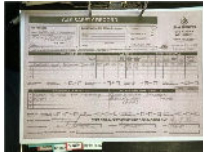


[Woodhouse
CC First Aid
Needs
Assessment](#)

Positive observations

Gas / Oil / Solid Fuel Safety

The gas boiler is subject to annual Gas Safe service from an accredited engineer.



[Woodhouse
CC Gas Safe
Document](#)

It was positive to see that a suitable carbon monoxide detector was located to the kitchen



[Woodhouse
CC CO2
Monitor](#)

Positive observations Legionella

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

Positive observations Additional Risk Assessment / Health and Safety Support

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

Workplace Inspection Media

Fire - Detection and Alarm



[Call Points are not signed.](#)

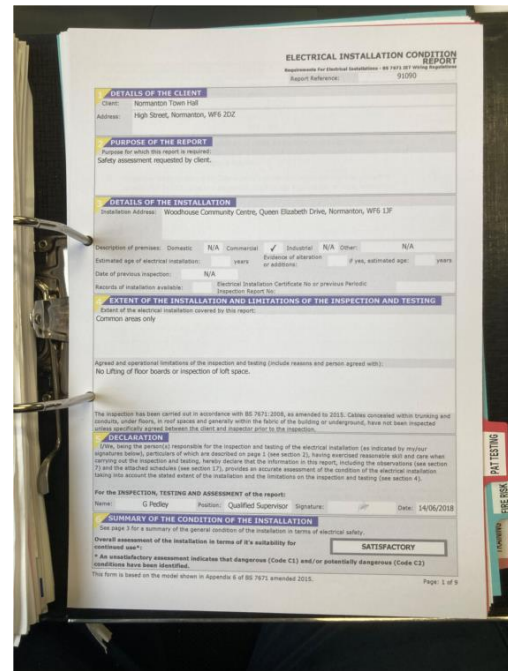
Positive Observations Media

Displayed Notices and Certificates



[Woodhouse Health and Safety Law poster](#)

Electrical Safety



[Woodhouse CC EICR document](#)

Fire - Detection and Alarm

DATE	EXTINGUISHERS (Numbers)	ESCAPE ROUTES (Point / Area)	FIRE ALARM TEST (Call Point)	FIRE ALARM TEST (Chubb VTN)	EMERGENCY LIGHTING (Numbers)	NOTES	INITIALS
14/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
15/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
16/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
17/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
18/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
19/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
20/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
21/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
22/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
23/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
24/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
25/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
26/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
27/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
28/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
29/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
30/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
31/07/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
01/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
02/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
03/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
04/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
05/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
06/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
07/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
08/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
09/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
10/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
11/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
12/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
13/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
14/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
15/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
16/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
17/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
18/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
19/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
20/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
21/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
22/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
23/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
24/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
25/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
26/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
27/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
28/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
29/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
30/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓
31/08/22	1, 2, 3, 4	✓	✓	✓	1, 2		✓

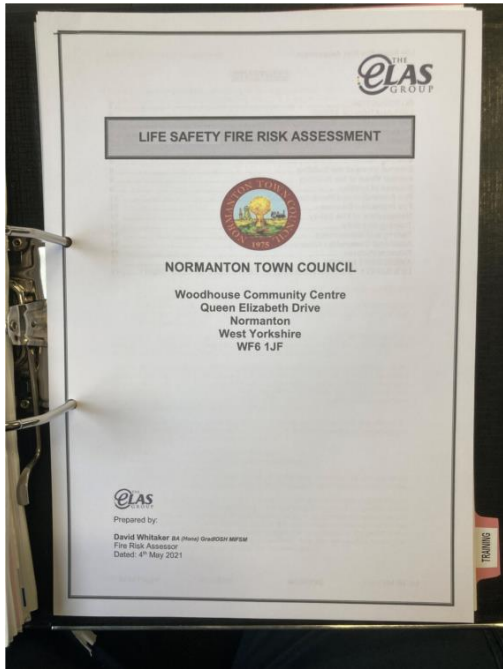
Woodhouse CC Fire Monitoring

Fire - Detection and Alarm



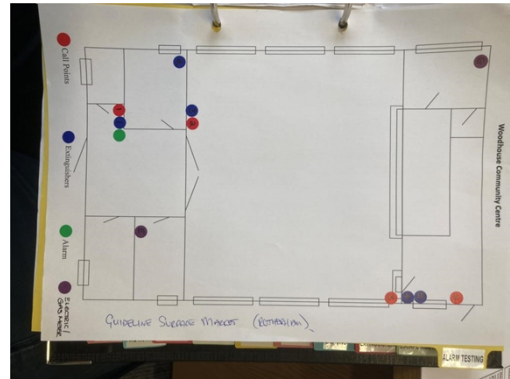
Woodhouse CC Fire Panel

Fire - Documentation



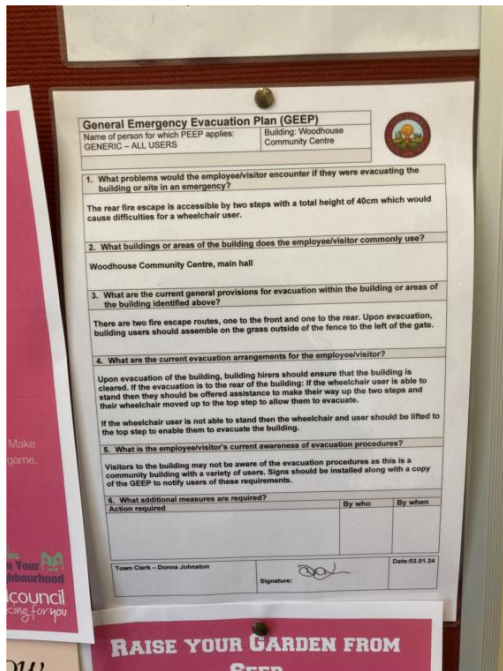
[Woodhouse CC FRA document](#)

Fire - Documentation



[Woodhouse Floor Plan](#)

Fire - Documentation



[Woodhouse CC GEEP](#)

Fire - Extinguishers



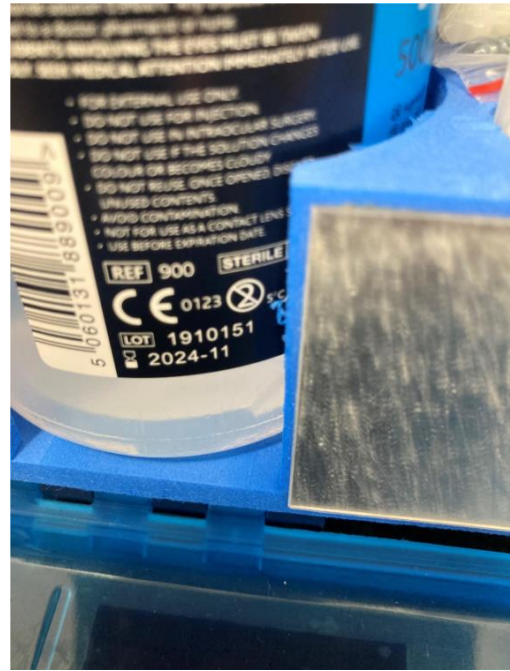
[Woodhouse CC Identified Extinguishers](#)

First Aid



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

First Aid



[Woodhouse CC eye wash in date](#)

First Aid



[Woodhouse CC first aid kit items in date](#)

First Aid

Citation

First Aid Needs Assessment

This risk assessment is designed to assist employers determine their first aid needs for the workplace (or part of as appropriate), i.e. both the numbers and type of first aid personnel, equipment and content of first aid kits. Consideration should be given to each section to establish their impact on the current level of first aid facilities.

When completing this assessment it is recommended that reference is made to the Citation fact sheet entitled 'First aid at work'.

Organisation name: NORMANTON TOWN COUNCIL

Address (or where part of the workplace is being assessed separately) / location:
WOODHOUSE COMMUNITY CENTRE

How many of the following type of first aid personnel are currently available in the workplace?

Appointed persons	Emergency first aiders	First aiders
1	0	0

What first aid facilities, e.g. emergency showers, eyewash stations, and first aid kits, including travel kits, etc. are currently available, where are they located and who is responsible for checking these?

First Aid Kit:
Eye wash kit
Both located in the kitchen.
Checked by Cleaner and property officer

Hazards	Yes	No
Does your workplace have higher level hazards, e.g. warehousing, work involving dangerous machinery or work at height?		X
Employees		
How many employees work on site?	1	
How many of these employees work shifts and/or weekends?	0	
How many of these employees work away from the main site, work alone or travel on work related business?	0	
How many of your employees could be at greater risk of harm, e.g. young or disabled workers or those with health problems?	0	
How many of your employees work on sites under the control of other employers?	0	
Non-employees		
Do members of the public visit your premises?	X	

Accidents and cases of ill health

Version 1 Issue 1

[Woodhouse CC First Aid Needs Assessment](#)

Gas / Oil / Solid Fuel Safety

GAS SAFETY RECORD

JOB ADDRESS
Name: *Woodhouse Community Centre*
Address: *Woodhouse Community Centre*
Post code: *LS15 7JG*

CLIENT / LANDLORD DETAILS (if applicable)
Name: _____
Address: _____
Post code: _____

SERVICE
INSTALLATION
SAFETY CHECK

LIAM SPENCER
GAS HEATING & PLUMBING
17 Woodhouse Avenue, Woodhouse, Leeds LS15 7JG
Liam Spencer 0113 254 5228

Appliance	Make / Model	Type	FLUE TESTS				DISCUSSION DETAILS				
			CO	CO2	SpO2	SpO2	Notes	Notes	Notes	Notes	
1	Boiler	Gas	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Boiler	Gas	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Boiler	Gas	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Boiler	Gas	✓	✓	✓	✓	✓	✓	✓	✓	✓

REPAIRS & MAINTENANCE
1. *Boiler service on 12/12/24*
2. *Gas safety check on 12/12/24*

REPLICATION WORK CARRIED OUT
1. *Boiler service on 12/12/24*
2. *Gas safety check on 12/12/24*

NEXT GAS SAFETY CHECK MUST BE CARRIED OUT
12/12/25

[Woodhouse CC Gas Safe Document](#)

Gas / Oil / Solid Fuel Safety



[Woodhouse CC CO2 Monitor](#)

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.

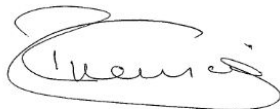
During the course of the inspection, not all areas within the premises or equipment may have been inspected, however, any issues that were apparent and visible at the time were either verbally commented upon or included in this report.

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**



NORMANTON TOWN COUNCIL
PROPERTY COMMITTEE
Monday 22nd April 2024

WOODHOUSE CENTRE – DECORATION

The Property Officer has requested quotes for the decoration of the Woodhouse Community Centre:

Company 1 £2,808.00

Including entrance hall, main hall, stage, storerooms, toilets, kitchen, doors, and radiators.
Using Dulux Diamond Eggshell and Gloss / Undercoat as required.

Company 2 £2,495.00

Including entrance hall, main hall, storerooms, toilets, kitchen, doors, and woodwork.
Using Dulux Diamond Eggshell and Gloss / Undercoat as required

Company 3 £2,950.00

Including ceilings in white emulsion, walls in Dulux Diamond Eggshell, woodwork and radiators in white gloss.