

## KEIGHLEY TOWN COUNCIL

Ms Christine Eastbury  
Deputy Clerk to the Town Council  
19<sup>th</sup> November 2019

Keighley Civic Centre, North Street  
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**YOU ARE HEREBY SUMMONED TO ATTEND** a Meeting of the Civic Centre and Strategy Committee to be held in the Victoria Room, Keighley Civic Centre, Keighley on **Monday 25<sup>th</sup> November 2019** at **6pm**.

Cllr. Clare Abberton

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### COMMITTEE MEMBERSHIP

Town Mayor and Deputy Town Mayor (ex-officio)

Cllr S. Fletcher      Chair  
Cllr C. Abberton      Vice Chair  
Cllr J. Adams  
Cllr S. Cooper

Cllr J. Kirby (Resigned)  
Cllr CA. Mahmood  
Cllr S. Mahmood  
Cllr M. Shaw

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### ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days' notice to the Town Clerk; this may be waived at the Committee Chairman's discretion
- Any member of the public shall not speak for more than five minutes
- In the event of more than three members of the public wishing to address the Council, the priority will be determined by the Chairman, based on subject matter
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting, though the Chairman may direct that a written response will be provided subsequent to the meeting.

### RECORDING

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

### TERMS OF REFERENCE

Committee Terms of Reference are contained within the Scheme of Delegation

## AGENDA

### 1. Fire safety announcement

### 2. Apologies for absence

Members are asked to receive and accept apologies of absence for this meeting.

### 3. Declarations of Interest

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

(Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer).

- i) Declarations of Interest from Members
- ii) Declarations of Interest from Officers

### 4. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

### 5. Minutes

Members are asked to approve the minutes of the meeting of the Civic Centre & Strategy Committee held on Wednesday 6<sup>th</sup> November 2019.

### 6. Civic Centre Items to be considered for purchase

- i) 6' x 2'6" Folding Trestle Tables (Wooden) Qty 20 at £38.50 each £770.00
  - ii) 90" x 52" Premium White Tablecloths Qty 30 at £9.00 each £270.00
- Total £1040

Members are asked to consider the cost of purchasing against the cost of hiring like for like items which are detailed below

6' x 2'6" Folding Trestle Tables (Wooden) Qty 16 at £10.00 each £160.00  
Premium White Tablecloths Qty 16 at £12.00 each (inclusive of cleaning) £192.00  
Delivery £80.00, Collection £80.00, Total £688.00

### 7. Any items for discussion for future agenda

Members are asked to notify the Deputy Clerk of any matters for inclusion on the agenda of the next meeting.

### 8. Date of next committee meeting

Members are asked to note the date of the next meeting is **Thursday 5<sup>th</sup> December 6pm** in the Victoria Room, Keighley Civic Centre at a time to be agreed.