

KEIGHLEY TOWN COUNCIL

Ms Christine Eastbury
Deputy Clerk to the Town Council
22nd October 2019

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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 28th October 2019** at 6pm.

Deputy Town Clerk

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
Cllr CA. Mahmood
Cllr S. Mahmood
Cllr M. Shaw

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 31st July 2019.

6. Civic Centre Managers Report

Members are asked to receive an update from the Civic Centre Manager regarding maintenance works, health and safety works and inspections. (Copy of report attached for following items)

- i) Roof Repairs
- ii) Recycling
- iii) Internal decorating
- iv) Future possible works in bar area including new toilets
- v) Proposed café area room design and function changes

7. Civic Centre work to be considered

- i) Internal decorating phase 2
- ii) Internal lighting

1 Members are asked to consider carrying out phase 2 of the internal decorating which consists of the following. Mayor's office £350, MP's corridor £750, Small meeting room £375, Project Co-ordinator and Allotments Officers office £375, Civic Centre Managers office £375, A16 passageway £350 and A15 lobby £250

2 Members are asked to consider updating our current internal lighting system to a more eco-friendly and energy saving one. This upgrade will bring it into line with Keighley Town Councils newly adopted environmental policy and along with some of the other changes we have made is another small step in the right direction (See separate Internal Lighting Survey and associated Costs)

8. Financial Matters

- i) Members are asked to receive the financial information in relation to the Civic Centre and Strategy Committee.

9. 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.

10. Exclusion of Public and Press

RECOMMENDED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest

11. Civic Centre Security

Members are asked to note the update given at the meeting.

12. Date of next committee meetings

Members are asked to note the date of the next meeting

Thursday 5th December 6pm