

KEIGHLEY TOWN COUNCIL

Cllr. Peter Corkindale
Temporary Clerk to the Town Council
29th 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 **Thursday 5th December 2019** at **6pm**.

Interim 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 M. Westerman
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 extraordinary meeting of the Civic Centre & Strategy Committee held on Monday 25th November 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) Internal decorating phase 2
- iii) Internal lighting

7. Civic Centre work to be considered

- i) Internal Decorating Phase 3
- ii) Bar Shortening
- iii) Access Control System

1 Members are asked to consider carrying out phase 3 of the internal decorating. MPs area 3 x offices, Victoria Room, Victoria Room kitchen, 2 x small meeting rooms off reception, Downstairs toilets x 3, Main kitchen off hall, Small kitchen 1st floor, Making Space, Then carry out general snagging. Cost for labour and materials £4,925.00

2) Members are asked to consider carrying out the bar shortening project
Company A carried out the original job and have quoted £2944.25 plus VAT
Company B have quoted £1258 plus VAT
Company C failed to turn up on 2 separate occasions

3) Members are asked to consider carrying out the Access Control System
Company A have quoted £7978.06 plus VAT
Company B have quoted £8990.00 plus VAT
Company C Quote to be supplied 5th December at the meeting

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 Temporary 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 meeting

Members are asked to note the date of the next meeting is

Thursday 6th February at 6pm in the Victoria Room, Keighley Civic Centre.

Civic Centre Managers Report

Roof Repairs

Due to inclement weather conditions during September, October and November the roof works are still not quite finished. All the main areas are now complete. However there is a small area of pointing work to be carried out and then the remaining scaffolding on the roof needs to be removed. I have been informed by Tim Croft (Croft Roofing) the weather is set fair over the next few days and everything will be completed by the end of week commencing 2nd December 2019

Internal Decorating

Worth Valley Decorators have completed phase 2 of the internal decorating work agreed at the Civic Centre and Strategy Committee meeting held on the 6th November 2019

Internal Lighting

Internal lighting work agreed at the Civic Centre and Strategy Committee meeting held on the 6th November 2019 has started. There is quite a lot of work to do and as yet I do not have an estimated completion date