

KEIGHLEY TOWN COUNCIL

Mrs Anne L Wilson
Clerk to the Town Council
20th June 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 **Tuesday 25th June 2019** at **6pm**.



Locum Town Clerk

COMMITTEE MEMBERSHIP

Town Mayor and Deputy Town Mayor (ex-officio)

Cllr C. Abberton

Cllr S. Cooper

Cllr S. Fletcher

Cllr C. Graham

Cllr J. Kirby

Cllr A. 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. Election of Chairman

- i) Members are asked to elect a Chairman for the ensuing municipal year 2019-2020.

3. Election of Vice-Chairman

- i) Members are asked to elect a Vice-Chairman for the ensuing municipal year 2019-2020.

4. Apologies for absence

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

5. 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

6. 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.

7. Minutes

Members are asked to approve the minutes of the meeting of the Civic Centre & Strategy Committee held on Tuesday 5th February 2019.

Copy attached

8. Civic Centre Maintenance and Health & Safety

To receive an update from the Civic Centre Manager and Locum Town Clerk regarding maintenance works, health and safety works and inspections.

Works complete.

- i) All external blue doors, railings, notice board and post box to be painted
- ii) A new sign to be produced and installed above the main entrance

- iii) A new wall mountable notice board to be affixed to the right hand side wall of the main entrance
- iv) Heating – update to be given
- v) Roof Repairs – Ongoing – update to be given
- vi) Asbestos ducts off plant room have now been sealed and labelled appropriately.
- vii) Two-way speaker in lift now working.
- viii) Future possible works in bar area/new toilets
- ix) Bar – update re: beers, etc.
- x) Water damage areas
- xi) Civic Centre – Rooms – Locum intends to publicise the function rooms/ take photos and dress for different occasions – Room bookings have increased.
- xii) IT equipment/Wi-Fi update

9. Financial Matters

Members are asked:

- i) Civic Centre and Strategy Committee Payments
- ii) To receive a Civic Centre & Strategy Committee budget report

10. Any items for discussion for future agenda

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

11. Date of next committee meetings

Members are asked to note the date of the next meeting is Wednesday 4th September 2019 in the Victoria Room, Keighley Civic Centre at 6pm.

12. Civic Centre Security

Update to be given.

13. Business Consultancy and Planning

There is no update.