

KEIGHLEY TOWN COUNCIL

Minutes of an meeting of the Civic Centre & Strategy (CCS) Committee held in the Victoria Meeting Room, Keighley Civic Centre on Tuesday, 5th February 2019

Present: Councillor S Mahmood - Chair
Councillor Corkindale (ex-officio)
Councillor Fletcher
Councillor Morris
Councillor M Walker

Also Present: Anne Wilson, Locum Town Clerk
Nichola Powell, Minute Taker
Mark Watkin, Caretaker

52/2018 (CCS) Fire Safety Announcement

A fire safety announcement was made.

53/2018 (CCS) Apologies for Absence

Apologies had been received from:

- Councillor Adams, personal commitment
- Councillor C A Mahmood, personal commitment

54/2018 (CCS) Declarations of Interest

RESOLVED: there were no 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 from either Members or Officers.

55/2018 (CCS) Public Question Time and Participation

There were no members of the public present.

56/2018 (CCS) Minutes

RESOLVED to confirm the minutes of the meeting held on Tuesday, 4th December 2018 be confirmed as a true record of the proceedings and signed by the Chair.

57/2018 (CCS) Civic Centre Maintenance and Health & Safety

Works to be Carried Out

57.1 All external blue doors, railings, notice board and post box to be painted.

57.2 A new sign to be produced and installed above the main entrance. The Locum Town Clerk informed members that the replacement sign was the same as the previous sign as it would not require planning permission to erect.

57.3 A new wall mountable notice board would be affixed to the right hand side wall of the main entrance. It was envisaged that all the noticed which were currently on the front door would then be placed in the new notice board. Following a question from a member, the

Locum Town Clerk said a notice board at the front of the building would require planning permission hence having a wall mounted one by the front door.

57.3 Heating - the Caretaker informed members that the start date for replacing the boiler had been postponed until the 16th April 2019 due to the main hall and bar area being booked by Peel Entertainment.

57.4 Asbestos - the Caretaker said that the small cellar under the cafe area was contamination free, however, the duct/cellar area off the boiler room was not contamination free. The company who had carried out the survey had quoted approximately £100,000 to remove the asbestos. Following discussions members agreed that the ducts should be sealed as there was no reason why the rooms would be used.

Discussions then took place regarding whether there was anything in the contract when the building was purchased regarding clearing the rooms of the asbestos.

Action: *The Locum Town Clerk to contact the solicitors who dealt with the purchase to see whether they could assist in locating the original contract.*

57.5 Roof Repairs - quotations had been received from 2 companies. RN Wooler had declined to quote as they required £1,000 in order for them to survey the work to be undertaken. Croft Roofing and Westerman Roofing were the other 2 companies who had sent in quotations. The Locum Town Clerk informed members that there was earmarked funds which could be used towards the cost of the works - £20,000 in contingencies and £20,000 in special projects.

RESOLVED that the quotation from Croft Roofing be accepted and the work be undertaken as soon as possible using the earmarked monies from the contingency and special projects funds - *1 abstention.*

57.6 Lifts - the Caretaker informed members that a new insurance policy was in place for the disabled lifts and the other lifts in the building. He confirmed that the stair lift was now fully functional but the two-way speaker in the passenger lift had not been functioning for the past month. He informed members that there was no legal requirement to have a two-way speaker especially as the alarm was very loud.

Action: *The Caretaker would look into repairing the two-way speaker in the passenger lift.*

58/2018 (CCS) Financial Matters

58.1 The Locum Town Clerk informed members that there were no Civic Centre & Strategy Committee payments.

58.2 There was no financial committee report available but the Locum Town Clerk said the RFO was working on the accounts and reports would be available in the near future.

Following a question from a member regarding the long-term plan for the Civic Centre the Locum Town Clerk said that the building was not currently used to full capacity so she intended to publicise the function room by taking photos of the room dressed for different occasions eg. Christmas, weddings, etc. She was also looking at installing IT equipment into the meeting room and would be holding open days for local businesses, registrars and local residents to see what could be offered.

59/2018 (CCS) Date of Next Committee Meeting

The Locum Town Clerk said if a meeting was required before purdah the only date currently available was Tuesday, 19th March 2019. The Chair did not think another meeting would be required but would contact the Locum Town Clerk if an extra-ordinary meeting was required.

60/2018 (CCS) Civic Centre Security

The Locum Town Clerk said, apart from the office staff, only the Mayor and Deputy Mayor had the access code for the doors and all the key codes on the external doors had been changed.

61/2018 (CCS) Business Consultancy and Planning

No update was available.

Member thanked the Caretaker, Mark Watkin, for the work her had undertaken to date on behalf of the Civic Centre & Strategy Committee.

Signed Date

Chair

DRAFT