

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Civic Centre & Strategy (CCS) Committee held in the Victoria Meeting Room, Keighley Civic Centre on Tuesday, 25th June 2019

Present: Councillor S Fletcher – Chair
Councillor C Abberton – Vice Chair
Councillor P Corkindale (Ex-Officio)
Councillor S Cooper

Also Present: Anne Wilson, Locum Town Clerk
Mark Watkin, Civic Centre Manager

Resignation: Cllr. C Graham tendered her resignation from the committee citing too many other commitments with the Town Council.

01/2019 (CCS) Fire Safety Announcement

A fire safety announcement was made.

02/2019 2. Election of Chairman

RESOLVED that Councillor Samuel Fletcher be elected as Chairman for the ensuing municipal year 2019-2020.

03/2019 (CCS) Election of Vice-Chairman

RESOLVED to elect Councillor Clare Abberton as Vice-Chairman for the ensuing municipal year 2019-2020.

04/2019 (CCS) Apologies for Absence

RESOLVED to receive apologies from:

- Councillor J Kirby - Unwell
- Councillor M Shaw - Work commitment

054/2019 (CCS) Declarations of Interest

RESOLVED to note that 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.

065/2019 (CCS) Public Question Time and Participation

There were no members of the public present.

07/2019 (CCS) Minutes

RESOLVED to confirm the minutes of the meeting held on Tuesday, 5th February 2019 as a true record of the proceedings and signed by the Chair.

08/2019 (CCS) Civic Centre Maintenance and Health & Safety

RESOLVED that Members noted the updates as follows:

- **Works Completed**

- 08.1 The New boiler/plant installation works are now complete and the system is fully Operational.
- 08.2 Weekly fire alarm testing can/will now take place week commencing 1st July 2019
- 08.3 A new 2 way speaker system has been installed in the internal passenger lift by Ace Elevators Northern and they are the first point of contact in the event of an emergency
- 08.4 The old bar cellar lines have been removed and replaced with new ones FOC by Molson Coors Brewers. We currently have 5 new lines. Carling Larger, Coors Lager, Carling Cider, Carling Black Fruits Cider and Worthington's Cream Flow. We also have capacity for additional lines to be introduced if required up to a maximum of 14

- **Ongoing Works**

- 08.5 Weather Permitting the roof works above the Old Police Station should be completed by the end of week commencing 22nd July 2019. Once completed Croft Roofing will commence work on the Flat Roof Area and weather permitting estimate it will take approximately 21 working days to complete
- 08.6 We are in currently in communication with Bradford Council with reference to moving from them to our own independent IT/Wi-Fi system. We have all the new computer equipment in house and the wireless Wi-Fi system is now in place and fully functional

- **Works to be Carried Out**

- 08.7 The heating system for the cells area is not working. However, we arranged for a Cells air handling unit condition report survey to be carried out Wednesday 3rd July 2019
- 08.8 The air conditioning unit in the bar cellar is not functioning correctly and needs to be fixed as the room temperature becomes too high when the lines cooling system is switched on
- 08.9 Dyson Doors came to carry out the annual inspection of our 2 external and 2 internal roller shutter doors Friday 21st June 2019. Due to new legislation all 4 doors failed as no fall arrest devices are fitted. Door 3 also failed the safety edge test.

RESOLVED: That the Locum Town Clerk and Civic Centre Manager work together to ensure all roller shutter doors are updated to meet the new legislation as soon as possible

- **Water Damage**

- 08.10 Ilingworth McNair our buildings insurance broker visited our premises and also have a copy of Crofts Roofing Report. They have been in touch with Ageas the insurance provider claims department who contacted The Civic Centre Manager for additional information and arrangements are in place for a loss adjuster to visit

Monday 1st June 2019. As agreed by members The Town Mayor will be involved in the meeting

Davric Construction will attend site Wednesday 3rd July 2019 to conduct a survey and supply an in depth room by room damage report and provide a quote for all areas that require re-decorating

09/2019 (CCS) Financial Matters

RESOLVED to note that the Locum Town Clerk informed members that there would be an update at the next Civic Centre & Strategy Committee meeting with reference to payments. Full information would be available at the next meeting.

10/2019 (CCS) Date of Next Committee Meeting

RESOLVED that Members agreed that the proposed date of Wednesday 4th September be revised due to the Locum Town Clerk and the Civic Centre Manager being unavailable. The revised date would be confirmed to Members.

11/2019 (CCS) Civic Centre Security

RESOLVED that members noted the following:

- 11.1 Additional combination locks have been purchased and fitted for the small meeting room next to the Town Clerks Office and the 2 upstairs offices at the rear of the building
- 11.2 The Devonshire Street side entrance lock combination has been changed
- 11.3 The Scott Street rear entrance lock has been fixed and is now working fully
- 11.4 That Keighley Town Council and Making Space staff to use Scott Street entrance, the MP's Office will use the Devonshire Street entrance with their own signing in book which would need to be made available for inspection to ensure compliant with Fire regulations
- 11.5 The Civic Centre Manager has a full up to date list of all key/alarm fob holders

12/2019 (CCS) Business Consultancy and Planning

There was no update was available.

Signed
Chair

Date