

## KEIGHLEY TOWN COUNCIL

Minutes of an meeting of the Civic Centre & Strategy (CCS) Committee held in the Victoria Meeting Room, Keighley Civic Centre on Wednesday, 31<sup>st</sup> July 2019

**Present:** Councillor Fletcher - Chair  
Councillor Corkindale (ex-officio)  
Councillor Abberton  
Councillor Cooper  
Councillor Kirby (until 18.30)  
Councillor M Shaw  
Councillor P Shaw (until 18.50)

**Also Present:** Anne Wilson, Locum Town Clerk  
Nichola Powell, Minute Taker  
Mark Watkin, Civic Centre Manager  
Councillor Adams  
Councillor M Walker  
1 Member of the Public

### **13/2019 (CCS) Fire Safety Announcement**

A fire safety announcement was made.

### **14/2019 (CCS) Apologies for Absence**

Apologies had been received from:

- Councillor A Mahmood, annual leave

### **15/2019 (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.

### **16/2019 (CCS) Public Question Time and Participation**

There were no members of the public present.

### **17/2019 (CCS) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on Tuesday, 25<sup>th</sup> June 2019 be confirmed as a true record of the proceedings and signed by the Chair.

### **18/2019 (CCS) Civic Centre Maintenance**

#### **18.1 Roof Repairs**

The Civic Centre Manager informed members that the main part of the roof on the building had now been repaired. There was additional pointing work which required to be undertaken on the chimneys at an additional cost of £1,700 which was still within the original budget. He also said the worked to date had come in at approximately £7,000 less than the agreed budget. However, the work to undertake the additional work on the second flat roof, which was not part of the original survey and quote, would cost approximately £11,000 more than the budget, however if Croft left the site and had to

remove the scaffolding it would cost more for them to return to undertake the work at a later date. The Locum Town Clerk informed members that there was £80,000 earmarked in the reserves so monies would be available for the additional works to be undertaken.

**RECOMMENDED** to the Finance & Audit Committee and Full Town Council that the roof repairs are completed at an additional cost up to £11,000.

### **18.2 Future Possible Works in Bar Area including new Toilets**

2 quotations had been received to date to install toilets. Company A - £41,847 and Company B - £13,983. The Civic Centre Manager was awaiting a third quotation.

Currently the toilets which were used by members of the public were the same ones the staff used so there was a requirement to get additional toilets for public use. Therefore, the proposal was to put 2 additional unisex and 1 x disabled toilets in the bar area which would require the bar to be shortened. The Civic Centre Manager informed members that the area which was being proposed already had a soil stack installed as there had been toilets in that area in the past.

The Civic Centre Manager said he had only received 1 quote to date regarding work to shorten the bar which would increase the seating capacity. He would update members at the next meeting once a further 2 quotations had been received.

### **18.3 Bar Update re Beers, etc**

There had been a problem with the air conditioning unit in the cellar but this had been serviced and regassed and was now in good working order. The Civic Centre Manager confirmed that he was looking at bringing in more products for the Mayor's Race Night on the 16<sup>th</sup> August. The Locum Town Clerk also confirmed that the licence application had been submitted.

### **18.4 Water Damage Area**

The loss adjuster had visited site and had put it in writing stating that they did not admit liability, therefore, they would not pay out for the work to be completed. Therefore, 3 quotations had been received for the redecoration:

- DME - £8,100
- Worth Valley - £5,300
- Daveric - £14,583

**RESOLVED** that Worth Valley be contracted to undertake the required redecorating work whether portable scaffolding was included in the quotation.

### **18.5 Room Bookings Hire**

There had been an additional 18 bookings to date which was an increase. Once the redecorating had been undertaken the Locum Town Clerk said that she would be looking at promoting the building for a variety of different uses.

### **18.6 IT Equipment/WiFi Update**

The Locum Town Clerk said that the guest WiFi was now operational and the televisions had been installed in the Victoria Meeting room and a portable unit on the first floor. It was anticipated that the information from Bradford MDC would be received the following week. Once the information from Bradford had been received the iPads to Councillors would be issued. Following a query from a member the Locum Town Clerk confirmed that all recipients of the iPads would have to sign a waiver which would state any damage to them would be their responsibility.

**18.7 Roller Shutters**

The Civic Centre Manager informed members that all 4 roller shutter doors had been condemned due to Health & Safety issues. However, due to the proposed changes to the Civic Centre 2 doors may be obsolete and the other 2 would need to be either repaired or replaced as they did not have a failsafe.

**RESOLVED** that the 2 external doors be repaired/replaced as follows:

- Roller Shutter 1 - 3 phase system at a cost of £966 and cost of removing partition
- Roller Shutter 2 - 240v operation system at a cost of £348

**19/2019 (CCS) Financial Matters**

The Locum Town Clerk said the finance report was unavailable due to a few minor amendments but she would issue it to members in the next few days.

**20/2019 (CCS) To Consider Changes to Room Design and Allocation**

Members reviewed the cafe where the changes were proposed and all agreed that the room would need to be used as a dual purpose room especially as there were kitchen facilities.

**RESOLVED** that the Civic Centre Manager would request three quotations to enable the room to be changed to a multifunction room.

**21/2019 (CCS) Date of Next Committee Meeting**

**RESOLVED** to note that the date of the next scheduled meeting of this committee is to be confirmed but will be held in the Victoria Meeting Room, Keighley Civic Centre.

**22/2019 (CCS) Exclusion of Public and Press**

**RESOLVED** 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.

**23/2019 (CCS) Civic Centre Security**

The Civic Centre Manager informed members that he had changed all the door codes and informed everybody in the building that under no circumstances should they divulge these codes to anybody apart from registered staff. However, since then he had been informed that one of the tenants had passed a code on to external members of the public so the codes had been changed again. Members discussed the requirement to have a clause in future contracts regarding the door codes and the penalties if these were divulged.

There being no further issues raised the Chair closed the meeting at 19.10 and thanked all for attending.

**Signed** ..... **Date** .....  
**Chair**