



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk  
30<sup>th</sup> January 2020

Email: townclerk@keighley.gov.uk

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 6<sup>th</sup> February 2020 at 6:00pm.**

Joe Cooney  
Town Clerk

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### COMMITTEE MEMBERSHIP

Mayor or Deputy Town Mayor (ex-officio)

Cllr C. Abberton – Vice Chair

Cllr J. Adams

Cllr S. Cooper

Cllr C. Mahmood

Cllr S Mahmood

Cllr M. Walker

Cllr M. Westerman

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### 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 Clerk'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 then priority will be determined by the Town Clerk, 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 at Council Meetings Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

## **AGENDA**

### **1. Fire safety announcement**

### **2. Election of Chairman – For Decision**

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

### **3. Apologies for absence**

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

### **4. 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

### **5. 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.

### **6. Minutes – For Approval**

Members are asked to approve the minutes of the extraordinary meeting of the Civic Centre & Strategy Committee held on Thursday 5<sup>th</sup> December 2019 and Tuesday 7<sup>th</sup> January 2020.

### **7. Civic Centre Managers Report – For Noting and Discussion**

Copies attached

Members are asked to receive an update from the Civic Centre Manager regarding maintenance works, health and safety works and inspections. Verbal update to be given.

### **8. Civic Centre Access Control System Proposal– For Decision**

Members are asked to decide on which Access Control System to procure following presentations held on Tuesday 7<sup>th</sup> January 2020.

Copies attached

### **9. Financial Matters – For Discussion**

- i) Members are asked to receive the financial information in relation to the Civic Centre and Strategy Committee.

ii) Future projects subject to finances.

#### **10. Updates Room Booking Forms - For Decision**

Members are asked to discuss the draft room booking form and agree the new booking procedure.

Copy attached

#### **11. Promoting the Civic Centre – For Discussion**

Members are asked to discuss how the Council can promote greater use of the Civic Centre.

#### **12. Any items for discussion for future agenda**

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

#### **13. 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

#### **14. Date of next committee meeting**

Members are asked to note the date of the next meeting is **Thursday 5<sup>th</sup> March 2020 at 6pm** in the Victoria Room, Keighley Civic Centre.