



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk to the Town Council  
6 January 2021

Email: [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Civic Centre & Strategy Committee** which will be virtually via the following link <https://us02web.zoom.us/j/89209712440> on **Wednesday 13 January 2021**. You can also access via phone using the following number and meeting ID number **Meeting ID: 892 0971 2440, Tel No: +44203 481 5240**.

Mr. Joe Cooney  
Town Clerk

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### COMMITTEE MEMBERSHIP

Mayor & Deputy Mayor (Ex-Officio)  
Councillor S. Mahmood – Chairman  
Councillor L. Maunsell – Vice-Chair  
Councillor M. Walker  
Councillor S. Cooper

Councillor C. Abberton  
Councillor E. Bernardini  
Councillor M. Westerman

\*Committee Terms of Reference are contained within the Scheme of Delegation.

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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 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 then 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 after the meeting.

Recording at Council Meetings 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. Welcome & Introduction**

The Chairman will remind members of the arrangements for virtual meetings.

### **2. Apologies for absence**

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

### **3. 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

### **4. 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.

### **5. Minutes – For Decision**

Members are asked to approve the minutes of the Civic Centre & Strategy Committee held on Wednesday 11 November 2020

*Copy attached*

### **6. Progress Report – For Noting**

To receive the progress report following the last meeting held Wednesday 11 November 2020.

*Copy attached*

### **7. Town Plan**

To receive an update on the Town Plan Progress.

*Copy attached*

### **8. Budget Update – For Decision**

To receive an update on the Civic Centre & Strategy budget.

*Copy attached*

## **9. Health & Safety Update – For Noting**

To consider the attached report from the Town Clerk regarding the latest update on the Health & Safety Action plan.

## **10. Town Deal Fund – For Noting**

The Town Clerk will provide a verbal update on the Town Deal Fund.

## **11. Future Items – For Decision**

Councillors are asked to suggest any agenda items for future meetings.

## **12. Date of next meeting**

The date of the next meeting of this committee will be held on Wednesday 10 March 2021 at 6.00pm.

### **OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Joe Cooney (Town Clerk)  
Brian Morris (Contracts and IT Officer)

### **APOLOGIES**

Contact the office during normal opening hours (01535) 872126  
Email: [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

Late apologies should be made by phone to the senior officer  
scheduled to attend.



## KEIGHLEY TOWN COUNCIL

Minutes of the Civic Centre & Strategy (CCS) Committee held remotely on Wednesday 11 November 2020

**Present:** Councillor S Mahmood - Chairman  
Councillor Abberton  
Councillor Maunsell  
Councillor M Walker  
Councillor Westerman  
Councillor Corkindale – Ex Officio

**Also Present:** Joe Cooney, Town Clerk

### **025/2020 (CCS) Welcome and Introduction**

The Chairman reminded members of the arrangements for virtual meetings.

### **026/2020 (CCS) Apologies for absence**

Councillor Cooper  
Councillor C A Mahmood

### **027/2020 (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.

### **028/2020 (CCS) Public Question Time**

None.

### **029/2020 (CCS) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on Wednesday 9 September 2020 be confirmed as a true record of the proceedings and signed by the Chair.

### **030/2020 (CCS) Progress Report**

Councillors considered the Progress Report following the meeting on Wednesday 9 September 2020.

**RESOLVED** Councillors noted the progress report.

### **031/2020 (CCS) Budget Update**

Members considered the draft committee budget for 2020/21.

**RESOLVED** members agreed to recommend the following budget to the Budget Working Group

<b>Budget Heading</b>	<b>2021/22 Budget Request</b>
Public Work Loans Board	£57,063
Utilities	£24,300
Security	£500
Business Rates	£30,000
Chatsworth Trust	£2,000
Alcohol License	£500
Music License	£800
Repair & Maintenance	£15,000

**RESOLVED** members set an income target of £13,000 for the financial year 2021/22 from rental space within the Civic Centre.

**RESOLVED** members set an income target of £3,000 for the financial year 2021/22 from room hire within the Civic Centre.

### **032/2020 (CCS) Health & Safety Update**

Members considered the report from the Town Clerk providing an update on the actions from the Health & Safety Audit.

**RESOLVED** members noted the report and requested a further update at their January 2021 committee meeting.

### **033/2020 (CCS) Promotion of the Civic Centre**

Members considered a report from the Administration & Events Officer regarding the promotion of the Civic Centre as a function venue.

**RESOLVED** members approve the draft marketing plan for the Civic Centre.

**RESOLVED** members delegate authority to the Town Clerk in consultation with the Chairman to finalise the marketing plan and materials.

**RESOLVED** members requested an update at least once a quarter.

### **034/2020 (CSS) Roller Shutter Door Contract**

Members considered a report from the Town Clerk outlining the options for the Roller Shutter Doors servicing contract.

**RESOLVED** members accept the quotation provided by Yorkshire Door Repairs Ltd.

**RESOLVED** members agree to an initial contract for 12 months, with the option to extend for a further 12 months subject to satisfactory performance.

### **035/2020 (CSS) Downstairs Project**

Members considered a report from the Assistant Town Clerk/CDO on the future usage of the former café area.

**RESOLVED** members approve the use of the former café area as a base for future development and create a resource base for the support of a broad range of community development, educational and civic activities.

**RESOLVED** members agree to fund the installation of picture rails and associated hardware as detailed in Financial Implications (16).

**RESOLVED** to delegate authority to the Town Clerk to oversee the installation of exhibition facilities including picture rails, high-quality audio-visual resources and other educational/recreational facilities.

**036/2020 (CSS) Town Plan**

Members considered a progress report from the Assistant Town Clerk/CDO.

**RESOLVED** members noted the progress against the Town Plan objectives.

**RESOLVED** members appointed Cllr C Mahmood as the second substitute on the Town Plan Steering group.

**037/2020 (CSS) Future Agenda Items**

None.

**038/2020 (CCS) Date of Next Meeting**

**RESOLVED** to note the date of the next scheduled meeting of this Committee will be held on Wednesday 13 January 2021 at 6.00pm.

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



**REPORT FROM:** TOWN CLERK

**TO:** CIVIC CENTRE & STRATEGY COMMITTEE

**DATE:** Wednesday 6 January 2020

**Report Author:** Joe Cooney

**Tel No:** 01535 872126

**Email:** [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

**PROGRESS REPORT ON DECISIONS TAKEN AT THE  
CIVIC CENTRE & STRATEGY COMMITTEE MEETING  
DATED WEDNESDAY 11 NOVEMBER 2020**

<b>Item No</b>	<b>Committee Decision</b>	<b>Update</b>
1.	Recommend the following budget to the Budget Working Group Public Work Loans Board £57,063 Utilities £24,300 Security £500 Business Rates £30,000 Chatsworth Trust £2,000 Alcohol License £500 Music License £800 Repair & Maintenance £15,000	Draft budget submitted to the BWG

## Keighley Town Council

Civic Centre, North Street, Keighley, BD21 3RZ

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2.	members set an income target of £13,000 for the financial year 2021/22 from rental space within the Civic Centre.	Draft budget submitted to the BWG
3.	members set an income target of £3,000 for the financial year 2021/22 from room hire within the Civic Centre.	Draft budget submitted to the BWG
4.	members noted the report and requested a further update at their January 2021 committee meeting.	Added to January agenda
5.	members approve the draft marketing plan for the Civic Centre.	The marketing material is continuing to be refined ready for a marketing launch in early 2021.
6.	members delegate authority to the Town Clerk in consultation with the Chairman to finalise the marketing plan and materials.	The marketing material is continuing to be refined ready for a marketing launch in early 2021.
7.	members requested an update at least once a quarter.	Marketing Plan will be shared when it is complete.
8.	members accept the quotation provided by Yorkshire Door Repairs Ltd.	Contract has been signed.
9.	members agree to an initial contract for 12 months, with the option to extend for a further 12 months subject to satisfactory performance.	Contract has been signed.
10.	members approve the use of the former café area as a base for future development and create a resource base for the support of a broad range of community development, educational and civic activities.	Noted
11.	members agree to fund the installation of picture rails and associated hardware as detailed in Financial Implications (16).	Work begins 4th January, with wall mural included. Subject to F&A decision 21/12/2020
12.	to delegate authority to the Town Clerk to oversee the installation of exhibition facilities including picture rails, high-quality audio-visual resources and other educational/recreational facilities.	Work begins 4th January, with wall mural included. Subject to F&A decision 21/12/2020
13.	members appointed Cllr C Mahmood as the second substitute on the Town Plan Steering group.	Noted

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# KEIGHLEY TOWN COUNCIL

## Item 7

### REPORT ON TOWN PLAN PROGRESS



<b>REPORT AUTHOR</b>	Pip Gibson Assistant Town Clerk/CDO
<b>EMAIL</b>	<a href="mailto:pip.gibson@keighley.gov.uk">pip.gibson@keighley.gov.uk</a>
<b>Date</b>	Wednesday 6 January 2021

<b>SUBJECT</b>	<b>TOWN PLAN UPDATE</b>
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#### PURPOSE:

1. To inform Members of the progress made towards the Town Plan Key Objectives.

#### RECOMMENDATION(s):

2. That Members use the information to make decisions and allocate funding where applicable with specific reference to the Committee's areas of responsibility within the Town Plan.

#### REASONS FOR RECOMMENDATION:

3. The Council is responsible for the delivery of the Town Plan, either through the implementation of its own projects and activities, individually, in partnership with key service providers or by commissioning projects and services from third party organisations, groups and individuals.

#### SUMMARY OF KEY POINTS:

4. The Town Plan sets out the Council's aims and objectives over the next 3 years.
5. The Town Plan Steering Group meet quarterly to develop and monitor a general strategic approach and champion the Town Plan's vision and objectives.
6. It is important that all members are involved in the delivery of the Town Plan. The Chair of this Committee will attend the Town Plan Steering Group to share the Committee's progress. In the absence of the Chair, the Vice or another Member of the Committee will attend.
7. The Key Objectives, attached as Appendix A, detail the responsibilities of the Committee over the life of the Plan.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

8. With the exception of staffing and essential running costs, all other Council funding including Committee Budgets should be allocated with reference to Town Plan Objectives.

**TOWN PLAN IMPLICATIONS:**

9. All decisions should be made with direct reference to the Town Plan.

**CLIMATE CHANGE IMPLICATIONS:**

10. Wherever appropriate climate change considerations are factored into all activities implemented with reference to the Town Plan.

**POLICY IMPLICATIONS:**

11. There are no new policy implications arising from this report.

**DETAILS OF CONSULTATION:**

12. In some circumstance's consultations may have taken place.

**BACKGROUND PAPERS:**

13. Town Plan.

**FURTHER INFORMATION PLEASE CONTACT:**

Pip Gibson, Assistant Town Clerk/CDO [pip.gibson@keighley.gov.uk](mailto:pip.gibson@keighley.gov.uk)

## Town Plan 2020-2023

Key Objective	What we will do	Timescale	Who's responsible	Budget Implications	Actions 2020/21	Budget implications 2021/22	Actions 2022/23
<b>Civic Pride</b>							
CP009	Promote civic pride and public participation.	Ongoing (2020-23)	All Councillors and staff		Virtual Ward Forums created for each Ward. Weekly media programme showcasing the work of KTC. Pop Up Markets, Oakworth Village	£0.00	
CP020	Develop a marketing plan to increase usage of the Civic Centre as a function venue.	Medium Term (2021/22)	Civic Centre and Strategy Committee		CC&S have agreed the outline plan. The plan has two streams. One targeting function room hire and a second focussing on meeting and room hire. The full marketing plan will be rolled out in early 2021.	£0.00	
<b>Community Development</b>							
CD008	Seek external funding and sponsorship for the development of open access Café/Workshops in the Civic Centre.	Short Term (2020/21)	Community Development Committee & Civic Centre & Strategy Committee		Match resources and F&A award. REFURBISHMENT PROPOSALS SUBMITTED TO TOWN FUND AND CROWD FUNDING APPEAL LAUNCHED BY K.U.M. 13/11/20	£0.00	
<b>Developing the Local Environment</b>							
<b>Arts &amp; Culture</b>							
AC007	Organise a pilot programme of open access Creative Café/Workshops.	Short Term (2020/21)	Community Development committee. Civic Centre & Strategy		Delayed due to Covid-19 restrictions. Virtual activities in place: Photo/postcard competition, Community Choir, Befriending Penpals	£0.00	
AC011	Commit to reopening the Police History Museum.	Long Term (2022/23)	Civic Centre & Strategy Committee		Trustees established. CIC status in progress	£0.00	

# KEIGHLEY TOWN COUNCIL

Item 8

## REPORT TO CIVIC CENTRE & STRATEGY COMMITTEE



<b>REPORT AUTHOR</b>	Town Clerk Joe Cooney
<b>EMAIL</b>	<a href="mailto:Joe.cooney@keighley.gov.uk">Joe.cooney@keighley.gov.uk</a>
<b>Date</b>	Wednesday 13 January 2021

<b>SUBJECT</b>	<b>Budget</b>
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### PURPOSE:

1. To update members on the budget under the committee's responsibilities.
2. To updated members on progress with the income targets for financial year 2020/21.

### RECOMMENDATION(s):

3. Members note the update on the current budget position for financial year 2020/21.
4. Members request a further update at their March committee meeting.

### REASONS FOR RECOMMENDATION:

5. To ensure members have oversight of the committee budget.

### SUMMARY OF KEY POINTS:

#### Income

6. Members will be aware the committee is responsible for overseeing two streams of income. Firstly, is the income from office rental and secondly is the income from function room/meeting room hire.
7. The annual target for office rental was set at £6,000 for the current financial year. Up to the 31 December 2020 a total of £8,522 had been collected in office rental. £2,522 additional income than originally budgeted for. Members will recall previous reports to the committee outlining the arrangements for leasing office space out to Craven College which has helped increase the Council's income. Perhaps even

more pleasing is all the office space is now either being used by the Council or is being leased out to tenants.

8. By the end of the financial year approximately £12,000 will be collected in rental income, double the target originally set in January 2020.
9. The second income stream relates to income from function room/meeting room hire. A target of £10,000 was originally set in January 2020. However, do to the Covid-19 pandemic the public part of the centre has been closed for the majority of the year.
10. In recent months as restrictions have been updated some room bookings have been possible. Up to the 31 December a total of £1,000 has been generated via room bookings.
11. Earlier in December an application was submitted to Local Restrictions Support Fund managed by Bradford MDC. The national funding has been provided to local authorities to support organisations and businesses that cannot operate due to the current restrictions.
12. The Town Council's application to the fund has been successful. The Council is entitled to £1,500 every 2 weeks whilst, Keighley is under Tier 3 restrictions. Up to the end of December the Council has received a total of £4,500 via the fund.
13. This income will be attributed to the Room hire budget line to offset the lost income due to the closure of the Civic Centre.
14. In November 2020, the Council was approached by a business seeking commercial kitchen premises in the Keighley area to set up a new app-based food delivery service.
15. The Town Clerk met with representatives of the company to discuss the proposal and to show them around the kitchen area. Initially the business was interested subject to the monthly lease cost.
16. For commercial sensitivity purposes the figures have not been included in this report. However, following researching similar commercial kitchens available for rent the Town Clerk provided a range of what the monthly lease charge would be, excluding gas which would be recharged for usage via a separate meter.
17. The business responded with their expectation of the monthly cost which was significantly lower and would be less than current tenants and most likely result in costing the council additional monthly expenditure, particularly on Utilities costs.
18. The Town Clerk shared the information with the committee Chairman, Vice Chairman, Town Mayor and Deputy Town Mayor. Additionally, the business indicated they had secured alternative premises within their price range.
19. Following the Prime Minister's announcement on Monday 4 January 2021, additional support has been provided to Principal local authorities. The Town Clerk will review the schemes once further information has been provided to determine if the Town Council would be eligible for the additional support.

## **Expenditure**

20. The attached budget report in Appendix A, provides a line-by-line breakdown of the current expenditure. Members will see the majority of budget related to the Civic Centre has already been spent or allocated for the current financial year.
21. The second installment of the council PWLB loan is due to be made in March 2021. This accounts for over 50% of the remaining budget relating to the Civic Centre.
22. It is likely the Finance & Audit Committee will be required to virement additional funds into the Repair & Maintenance budget line. This is a result of required work on the Civic Centre fire detectors and emergency exit signage which were not compliant with the necessary regulations.
23. At the time of writing this report the final cost of this work is still to be finalised but it is expected to be approximately £2,500.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

24. None directly arising from this update report.

## **TOWN PLAN IMPLICATIONS:**

25. Meets the Town Plan Key Objectives: CP012, CP016

## **CLIMATE CHANGE IMPLICATIONS:**

26. N/A.

## **POLICY IMPLICATIONS:**

27. N/A.

## **DETAILS OF CONSULTATION:**

28. N/A.

## **BACKGROUND PAPERS:**

29. Appendix A – Civic Centre Budget report

**FURTHER INFORMATION PLEASE CONTACT:** Joe Cooney,  
[joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk), 01535 872126

## Detailed Income &amp; Expenditure by Budget Heading 04/01/2021

Month No: 9

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>801 Civic Centre</b>						
2880 Income - Tenants	8,522	6,000	(2,522)			142.0%
2882 Income - Meeting Room Hire	1,000	10,000	9,000			10.0%
Civic Centre :- Income	<b>9,522</b>	<b>16,000</b>	<b>6,478</b>			<b>59.5%</b>
8001 PWLB	28,532	50,542	22,010		22,010	56.5%
8007 DO NOT USE	0	3,000	3,000		3,000	0.0%
8008 CC - Utilities	9,648	15,500	5,852		5,852	62.2%
8013 Security	0	500	500		500	0.0%
8016 Mayor's Security	0	2,500	2,500		2,500	0.0%
8027 Business Rates	28,416	30,000	1,584		1,584	94.7%
8032 Chatsworth Trust	0	2,000	2,000		2,000	0.0%
8033 Alcohol License	295	300	5		5	98.3%
8034 Music License	0	800	800		800	0.0%
8035 CC - Maint/Repair	31,016	33,000	1,984		1,984	94.0%
Civic Centre :- Indirect Expenditure	<b>97,907</b>	<b>138,142</b>	<b>40,235</b>	<b>0</b>	<b>40,235</b>	<b>70.9%</b>
<b>Net Income over Expenditure</b>	<b>(88,385)</b>	<b>(122,142)</b>	<b>(33,757)</b>			
Grand Totals:- Income	<b>9,522</b>	<b>16,000</b>	<b>6,478</b>			<b>59.5%</b>
Expenditure	<b>97,907</b>	<b>138,142</b>	<b>40,235</b>	<b>0</b>	<b>40,235</b>	<b>70.9%</b>
<b>Net Income over Expenditure</b>	<b>(88,385)</b>	<b>(122,142)</b>	<b>(33,757)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(88,385)</b>					

# KEIGHLEY TOWN COUNCIL

Item 9

## REPORT TO CIVIC CENTRE & STRATEGY COMMITTEE



<b>REPORT AUTHOR</b>	Town Clerk Joe Cooney
<b>EMAIL</b>	<a href="mailto:Joe.cooney@keighley.gov.uk">Joe.cooney@keighley.gov.uk</a>
<b>Date</b>	Wednesday 13 January 2021

<b>SUBJECT</b>	<b>Health &amp; Safety Update</b>
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### PURPOSE:

1. To update members on the progress with the implementation of the health & safety action plan.
2. To provide an update to members on the recent Fire Risk Assessment undertaken within the Civic Centre.

### RECOMMENDATION(s):

3. Members note the update relating to health and safety action plan.
4. Members request a further update at their next meeting.

### REASONS FOR RECOMMENDATION:

5. To provide oversight of Civic Centre health and safety requirements

### SUMMARY OF KEY POINTS:

6. In November 2020 the town council commissioned a Fire Risk Assessment of the Civic Centre. The need for an updated fire risk assessment was identified in the audit carried out in March 2020.
7. The assessment was carried out to comply with the Regulatory Reform (Fire Safety) Order 2005 and provides an assessment of the risk to life from fire in these premises.
8. The fire assessment has identified ten areas where actions are required to improve the management of risk within the Civic Centre. The ten actions are detailed in the attached appendix A.



9. The ten actions were deemed to be of high importance which requires action within 3 months.
10. Appendix A also details the target date and officer responsible for implementing each action. At the time of writing the report, one of the ten actions has been completed.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

11. None arising directly from this report

**TOWN PLAN IMPLICATIONS:**

12. Meets the Town Plan Key Objectives: CP016

**CLIMATE CHANGE IMPLICATIONS:**

13. N/A.

**POLICY IMPLICATIONS:**

14. N/A.

**DETAILS OF CONSULTATION:**

15. N/A.

**BACKGROUND PAPERS:**

16. Appendix A – Fire Risk Assessment Action Plan.

**FURTHER INFORMATION PLEASE CONTACT:** Joe Cooney,  
[joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk), 01535 872126

Action Required	Action Point	Priority Level	Date Action Required	Person Responsible	Who is doing the work	Date Completed
<b>First Floor</b>						
Exit Sign in stairs to alter to direct people down the stairs	1	High	09/02/2021	Brian Morris	Phoenix Fire	
Existed Sinage from Training Room to show alternative Exits.	2	High	10/02/2021	Brian morris	Brian Morris	
Repair small hole in training Room Fire Door where digi lock has been removed	3	High	11/02/2021	Brian Morris	Phil Hanson	
Staff kitchen requires a Fire Blanket	4	High	12/02/2021	Brian Morris	Brian Morris	
Smoke Detector in Drinks Store has been disconnected	5	High	13/02/2021	Brian Morris	Phoenix Fire	
Chefs Office has no detector fitted	6	High	14/02/2021	Brian Morris	Phoenix Fire	
No Detection in Store Room in Kitchen.	7	High	15/02/2021	Brian Morris	Phoenix Fire	
<b>Ground Floor</b>						
No Detection in 2 small offices off reception.	8	High	16/02/2021	Brian Morris	Phoenix Fire	
Museum has heat detector on corridor should be changed to smoke.	9	High	17/02/2021	Brian Morris	Phoenix Fire	
<b>Basement</b>						
Detector in plant room covered by plastic bag	10	High	18/02/2021	Brian Morris	Mark Watkin	10/11/2020