



KEIGHLEY TOWN COUNCIL

Minutes of the Civic Centre & Strategy (CCS) Committee held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Wednesday 16 February 2022

Present: Councillor Corkindale - Chairman
Councillor Abberton
Councillor Bernardini
Councillor M Walker
Councillor Wood
Councillor Shohid
Councillor Adams – Ex Officio

Also Present: Pip Gibson, Assistant Town Clerk/CDO
Brian Morris, Contracts & IT Officer

048/2021 (CCS) Welcome & Fire Instructions

The Chairman opened the meeting and reminded all present about the arrangements should the fire alarm activate.

049/2021 (CCS) Apologies for absence

No apologies were received. Cllrs Kirby and Mahmood were absent.

050/2021 (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.

051/2021 (CCS) Public Question Time

None.

052/2021 (CCS) Minutes

RESOLVED Members approved the minutes of the meeting of the Civic Centre & Strategy Committee Meeting held Wednesday 15 December 2021.

053/2021 (CCS) Progress Report

NOTED The progress report following the last meeting held Wednesday 15 December 2021.

054/2021 (CCS) Town Plan

RESOLVED Members considered the attached report from the Assistant Town Clerk relating to the Town Plan.

RESOLVED that the Town Clerk organise a meeting of the Keighley Police Museum Trustees in order to set up a bank account.

055/2021 (CCS) Budget

RESOLVED to accept a report from the Responsible Financial Officer detailing current budget position.

056/2021 (CCS) Health and Safety Update

RESOLVED Members noted the update and requested a further update at the next meeting.

RESOLVED that the Town Clerk give an update on the Risk Assessments compliance point at the next meeting.

057/2021 (CCS) Audio & Lighting Upgrade

RESOLVED Members request the Town Clerk obtain the necessary number of quotations for the purchase and installation of the audio and lighting specification outlined in Appendix A.

RESOLVED The quotations be presented to a future meeting of the committee for consideration.

Members discussed the need for a new audio system for outdoor activity.

RESOLVED that the Town Clerk ask for the Events & Leisure and Community Development Committees to consider the need for a new audio system at their next meetings.

058/2021 (CCS) External Repairs

RESOLVED Members requested that the Town Clerk undertake a visual inspection of the external of the building and obtain quotations for any external defect.

RESOLVED Members requested that the Town Clerk report the information to a future committee meeting for consideration.

059/2021 (CCS) Reinstatement Assessment

RESOLVED Members authorised the Town Clerk to seek the valuation assessment via the Council's Insurer, Gallagher.

RESOLVED Members approved up to £2,000 for the assessment to be completed.

RESOLVED Members noted the cost will be funded from the Office Administration budget line.

060/2021 (CCS) Bar Staff – For Discussion

Members discussed the 'casual' staff that the HR Committee approved in September. The Committee asked that casual staff be sought to work in the bar and that the Council considers any law if it recruits agency staff to become casual staff at KTC.

061/2021 (CCS) External Lift – For Discussion

Members discussed the external lift and the issues caused when it breaks down.
Members asked that costs be sought for:

- I. The replacement of the existing lift with a new outdoor model
- II. The rewiring of the existing model with a cover erected around it
- III. That the warranty should also be considered with the replacement model

062/2021 (CCS) Police Museum – For Discussion

Members had discussed this item at point 7 and re-iterated the need to organise a meeting of the Keighley Police Museum trustees to look at setting up a bank account.

063/2021 (CCS) Items for future agendas – For Decision

RESOLVED that the following items be added to the next Agenda:

H&S Audit – Risk Assessments; Bar casual staff; External Lift

064/2021 (CCS) Exclusion of Public and Press

RESOLVED That in view of the confidential nature of the business about to be transacted, 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.

RESOLVED Members note the annual rent for the small office will be £80 per month.

065/2021 (CCS) Tenants Update – For Noting

RESOLVED Members authorized the Town Clerk to enter a new lease arrangement with Cougar Foundation for the use of small office (G2).

RESOLVED Members noted the annual rental charge.

066/2021 (CCS) Date of Next Meeting

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Wednesday 20 April 2022 at 6.00pm.

Signed
Chair

Date