



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk to the Town Council  
30 May 2022

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 held at Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ on **Wednesday 8 June 2022 at 6pm.**

Mr. Joe Cooney  
Town Clerk

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### **COMMITTEE MEMBERSHIP**

Cllr C. Abberton	Cllr A. Shohid
Cllr E. Bernardini	Cllr M. Walker
Cllr P. Corkindale	Cllr M. Wood
Cllr C. Graham	Mayor/Deputy Mayor – Ex-officio
Cllr S. Mahmood	

\*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. Election of Chairman for Municipal – For Decision**

To elect a Chairman for the Municipal year 2022/23

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

To elect a Vice Chairman for the Municipal year 2022/23

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

Members are asked to receive 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 Decision**

Members are asked to approve the minutes of the meeting of the Civic Centre & Strategy Committee Meeting held Wednesday 20 April 2022.

*Copy attached*

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

To receive the progress report following the last meeting held Wednesday 20 April 2022.

*Copy attached*

### **8. Town Plan Update – For Decision**

To consider the attached report from the Assistant Town Clerk relating to the Town Plan.

*Copy attached*

### **9. Budget – For Noting**

To consider the attached budget report from the Town Clerk.

*Copy attached*

#### **10. Audio & Lighting Report – For Decision**

To consider the attached report from the Town Clerk outlining quotations received for the agreed upgrades to the Audio and Lighting systems in the Main Hall.

*Copy attached*

#### **11. External Repairs – For Decision**

To consider the attached report from the Town Clerk outlining potential repair work to the external of the Civic Centre.

*Copy attached*

#### **12. Items for future agendas – For Decision**

To consider items for inclusion on future agendas.

#### **13. Date of next meeting**

The date of the next meeting of this committee will be held on Wednesday 14 September 2022 at 6.00pm.

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

Officers scheduled to attend: Joe Cooney, Town Clerk  
Brian Morris, Contracts & I.T Officer

#### **APOLOGIES**

Contact the office during normal opening hours (01535) 872126  
Email: [sarah.kissack@keighley.gov.uk](mailto:sarah.kissack@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 at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Wednesday 20th April 2022

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

**Also Present:** Joe Cooney, Town Clerk  
Brian Morris, Contracts & IT Officer

### **067/2021 (CCS) Welcome & Fire Instructions**

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

### **068/2021 (CCS) Apologies for absence**

No apologies were received.

### **069/2021 (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.

### **070/2021 (CCS) Public Question Time**

None.

### **071/2021 (CCS) Minutes**

**RESOLVED** Members approved the minutes of the meeting of the Civic Centre & Strategy Committee Meeting held Thursday 16 February 2022.

### **072/2021 (CCS) Progress Report**

To receive the progress report following the last meeting held Wednesday 16 February 2022.

**RESOLVED** to note the report.

### **073/2021 (CCS) Town Plan**

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

**RESOLVED** to note the update.

### **074/2021 (CCS) Budget**

Members considered a report from the Town Clerk detailing the Committee budget for financial year 2022/23.

**RESOLVED** to request a budget update at each committee meeting in 2022/23.

### **075/2021 (CCS) Health and Safety Update**

Members received a verbal update from the Town Clerk on the progress being made against the Health & Safety action plan.

**RESOLVED** members noted the update.

### **076/2021 (CCS) Audio & Lighting Report**

Members considered a report from the Town Clerk relating to Audio and Lighting upgrades in the Main Hall.

**RESOLVED** members agreed to defer this item until the June Committee meeting.

### **077/2021 (CCS) External Lift**

Members discussed options to improve the external lift on North Street.

**RESOLVED** members requested the Town Clerk present indicative costs to the June meeting for a full replacement lift and costs to install a cover over the current lift.

### **078/2021 (CCS) Items for future agendas**

None.

### **079/2021 (CCS) Date of Next Meeting**

**RESOLVED** to note the date of the next scheduled meeting of this Committee will be held on Wednesday 8 June 2022 at 6.00pm.

Signed .....  
Chair

Date .....



**REPORT FROM:** TOWN CLERK

**TO:** CIVIC CENTRE & STRATEGY COMMITTEE

**DATE:** 8 June 2022

**Report Author:** Joe Cooney

**Tel No:** 01535 872126

**Email:** joe.cooney@keighley.gov.uk

## **PROGRESS REPORT ON DECISIONS TAKEN AT THE CIVIC CENTRE & STRATEGY MEETING DATED 20 APRIL 2022**

<b>Item No</b>	<b>Committee Decision</b>	<b>Update</b>
1.	Audio & Lighting  <b>RESOLVED</b> members agreed to defer this item until the June Committee meeting.	Elsewhere on the agenda
2.	External Lift  <b>RESOLVED</b> members requested the Town Clerk present indicative costs to the June meeting for a full replacement lift and costs to install a cover over the current lift.	Quotes are being sought for the options requested by the committee. Once received the item will be brought to a future committee meeting.

# KEIGHLEY TOWN COUNCIL

## Item 8

### 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 8 June 2022

<b>SUBJECT</b>	<b>TOWN PLAN REPORT</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 this 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. Forthcoming Town Plan Steering Group meeting dates: 13 July 2022, 7 September 2022, 14 December 2022 and 1 March 2023.
5. The Town Plan 2020-23 sets out the Council's aims and objectives over a 3-year period. This year will see the final year of the Plan.
6. The Town Plan Steering Group meets quarterly to develop and monitor a general strategic approach and champion the Town Plan's vision and objectives.
7. It is important that all Members are involved in the delivery of the Town Plan.

8. Chairs of Committees are asked to add to the Town Plan proposed Actions for their respective Committees in advance of the Town Plan Steering Group meetings.
9. It is the responsibility of the Chair of each Committee to attend the Town Plan Steering Group and to share this Committee's progress. If the Chair cannot attend, he/she must arrange for the Vice Chair or elected third Member of the Committee to attend.
10. The Chair of each Committee will share the discussion had at each Town Plan Steering Group meeting with Members of their Committee at their next meeting.
11. The Key Objectives, attached as Appendix A, detail the responsibilities of this Committee over the life of the Plan.

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

12. 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:**

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

#### **CLIMATE CHANGE IMPLICATIONS:**

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

#### **POLICY IMPLICATIONS:**

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

#### **DETAILS OF CONSULTATION:**

16. In some circumstances consultations may have taken place.

#### **BACKGROUND PAPERS:**

17. 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

[illegible]

# 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 8 June 2022

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

1. To update members on the committee budget for 2022/23.

#### RECOMMENDATION(s):

2. Members note the report and request a budget update is included on future committee agendas.

#### REASONS FOR RECOMMENDATION:

3. To provide oversight of the committee budget responsibilities.

#### SUMMARY OF KEY POINTS:

4. In January 2022 Council approved the budget for the financial year 2022/23. The report in Appendix A details the budget agreed by Council and a comparison to the 2021/22 budget.
5. Members will be aware the major changes to the budget is an increase to the general Repair & Maintenance budget line up to £25,000.
6. Members will also note £16,000 allocated against Estates Improvements. This is the combined budget for the Audio & Lighting budget agreed by Council. The Audio & Lighting element is covered on a separate agenda item.
7. The cost of utilities is predicted to remain roughly the same throughout the year, the council currently has fixed rate tariffs for both gas and electric up to 2024, which means the council is somewhat shielded from the current increase in energy prices.

8. Part of the council's ongoing commitment to the environment the council will continue to investigate ways of reducing its energy usage over the coming year.
9. In addition to the budget attached, in March 2022 Council also agreed to establish £20,000 Earmarked Reserve for Capital projects. These are one off projects that could be undertaken without impacting the general revenue budget. Any projects to be funded from this reserve will be for the committee to consider at the appropriate time.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

10. Details of the budget provision has been included in Appendix A.

**TOWN PLAN IMPLICATIONS:**

11. Meets the Town Plan Key Objectives: CP016

**CLIMATE CHANGE IMPLICATIONS:**

12. N/A.

**COMMUNITY IMPACT:**

13. N/A.

**POLICY IMPLICATIONS:**

14. N/A.

**DETAILS OF CONSULTATION:**

15. N/A.

**BACKGROUND PAPERS:**

16. Appendix A – 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 24/05/2022

Month No: 2

## Committee Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>801 Civic Centre</b>							
2880 Income - Tenants	20,820	13,000	(7,820)			160.2%	
2882 Income - Room Hire (Meetings)	190	6,000	5,810			3.2%	
2883 Income - Room Hire (Main Hall)	1,548	0	(1,548)			0.0%	
2895 Income - Bar Sales	873	0	(873)			0.0%	
<b>Civic Centre :- Income</b>	<b>23,431</b>	<b>19,000</b>	<b>(4,431)</b>			<b>123.3%</b>	<b>0</b>
4000 Salaries Gross Pay	1,048	21,148	20,100		20,100	5.0%	
4002 Salaries Employer NIC	153	5,793	5,640		5,640	2.6%	
4005 Office Security & Maintenance	0	1,000	1,000		1,000	0.0%	
4006 Salaries Casual Staff	1,614	0	(1,614)		(1,614)	0.0%	
4007 Salaries Agency Staff	308	0	(308)		(308)	0.0%	
4365 Uniform & PPE	132	0	(132)		(132)	0.0%	
8010 Office Water	0	9,000	9,000		9,000	0.0%	
8011 Office Electricity	1,800	9,000	7,200		7,200	20.0%	
8012 Office Gas	1,103	7,000	5,897		5,897	15.8%	
8025 Estates Building Improvements	0	16,000	16,000		16,000	0.0%	
8027 Office Rates	28,416	30,000	1,584		1,584	94.7%	
8030 Office Cleaning	79	0	(79)		(79)	0.0%	
8032 License Chatsworth Trust	1,500	2,000	500		500	75.0%	
8033 Alcohol License	0	450	450		450	0.0%	
8034 Music License	1,116	1,700	584		584	65.6%	
8035 Estates Repairs & Mtnce	4,366	25,000	20,634		20,634	17.5%	
8050 Bar Stock	1,601	0	(1,601)		(1,601)	0.0%	
<b>Civic Centre :- Indirect Expenditure</b>	<b>43,235</b>	<b>128,091</b>	<b>84,856</b>	<b>0</b>	<b>84,856</b>	<b>33.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(19,804)</b>	<b>(109,091)</b>	<b>(89,287)</b>				
<b>Grand Totals:- Income</b>	<b>23,431</b>	<b>19,000</b>	<b>(4,431)</b>			<b>123.3%</b>	
<b>Expenditure</b>	<b>43,235</b>	<b>128,091</b>	<b>84,856</b>	<b>0</b>	<b>84,856</b>	<b>33.8%</b>	
<b>Net Income over Expenditure</b>	<b>(19,804)</b>	<b>(109,091)</b>	<b>(89,287)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(19,804)</b>						

# 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 8 June 2022

<b>SUBJECT</b>	<b>Audio &amp; Lighting Upgrade</b>
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#### PURPOSE:

1. For members to consider the quotes received for the audio and lighting upgrades within the Civic Centre.

#### RECOMMENDATION(s):

2. Members note a budget of £8,500 has been allocated for the project.
3. Members note the three quotations received which are outlined in Appendix A, B and C.
4. Members appoint Contractor A as the lowest cost quote, to undertake the audio and lighting upgrades.
5. Members delegate to the Town Clerk the implementation of the project to meet operational requirements.

#### REASONS FOR RECOMMENDATION:

6. To appoint a suitable contractor to upgrade the audio and lightning.

#### SUMMARY OF KEY POINTS:

7. At the committee meeting in February 2022, the committee agreed a specification for improving lighting and audio in the main hall. The aim is to increase the flexibility of the main hall and to provide a much easier access to sound system for potential

hirers of the hall. Currently, the council uses a stand-alone PA system which can be temperamental and requires some knowledge to correctly set up.

8. The new specification would provide a simple 'plug and play' system with fixed speakers around the room, thus requiring no prior set up or knowledge on how to operate the system.
9. The lighting improvements will provide more flexibility in lighting options, rather than the current options of lights on or lights off. It will provide the ability to have colour change spotlights which will provide more atmospheric lighting when required.
10. The council has sought a minimum of three quotes as required by the Council's Procurement Policy. Details of the quotes received have been included in the appendices. Details of the company names have been redacted and the quotes listed in the order in which they have been received.
11. Three quotes have been received which satisfies the requirements in the Council's Procurement Policy.
12. Contractor A is the lowest price quote and in the opinion of Officers meets the requirements of the specification that the committee approved in February 2022.
13. The combined cost quoted by Contractor A for both the audio and lighting is £5,679, excluding VAT. This quote is within the £8,500 budget allocated by Council for the upgrade work.
14. Officers are satisfied that Contractor A has the necessary knowledge and expertise to undertake the work required.
15. Contractor B has quoted £8,004 for the specified works and Contractor C has quoted over £20,000 for the specified work.

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

16. Quotes received are outlined in the appendices. £8,500 has been allocated by Council for the work to be completed.

#### **TOWN PLAN IMPLICATIONS:**

17. Meets the Town Plan Key Objectives: CP012, CP016, CP020

#### **CLIMATE CHANGE IMPLICATIONS:**

18. N/A.

#### **COMMUNITY IMPACT:**

19. N/A.

#### **POLICY IMPLICATIONS:**

20. N/A.

**DETAILS OF CONSULTATION:**

21. N/A.

**BACKGROUND PAPERS:**

22. Appendix A – Contractor A Quote  
Appendix B – Contractor B Quote  
Appendix C – Contractor C Quote

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

# QUOTATION

Audio Visual Systems, Professional Sound Systems, Projector & Commercial  
Screen Installations, Digital Signage Systems, Stage Lighting, Hearing  
Loops, Acoustic Panels, Video Conferencing Systems.

QUOTATION ID  
DATE: MAY , 2022

EXPIRATION DATE 30 DAYS

TO Keighley Town Council  
Civic Centre, North Street  
Keighley  
BD21 3RZ

CONTACT	JOB	PAYMENT TERMS	DUE DATE
Brian	Sound System Installation	TBC	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Cloud 2 Zone Mixer	498.60	498.60
1	Cloud RSL6 - remote volume plate - bar area	39.00	39.00
6	Cloud CSS6 Wall Mounted Speakers white	165.40	992.40
1	Cloud 4 Channel Amplifier - 4 x 120 watt	870.00	870.00
1	Denon Media Player with CD and USB Playback	168.90	168.90
2	Audio Technica Handheld Radio Mic Systems - ch 38	315.80	631.60
2	Audio Technica Lapel Radio Mic Systems - channel 38	332.50	665.00
2	Cloud Ceiling Speakers - bar area	87.60	175.20
1	Double XLR Input Plate	12.60	12.60
1	Handheld Microphone with switch	58.00	58.00
1	12U Rack Cabinet to House all control equipment	168.40	168.40
1	Cables, Connectors and Fixings	165.00	165.00
1	Scaffolding Hire - PC Sum	250.00	250.00
1	Labour, Installation - 2 engineers, 2 days	985.00	985.00
SUB TOTAL			5,679.70
VAT @ 20%			1,135.94
TOTAL			6,815.64

Please note that quotations are valid for 30 days and are subject to manufacturers price increases and stock availability



# PENNINE PLUS

AND HARROGATE AERIALS  
58 CAVENDISH STREET  
KEIGHLEY  
BD21 3RL  
Tel: 01535 600700  
Fax:

## ESTIMATE

### JOB DETAILS

Job Number : 53,611  
Date Booked : 01/03/2022  
Policy Number :

### DELIVERY ADDRESS

MR BRIAN MORRIS Tel: 01535872126  
  
CIVC CENTRE  
NORTH STREET Mobile:07850632253  
KEIGHLEY  
BD21 3RZ

### TRADE CUSTOMER

NONE TRADE

Charge Type	Job Type	Job Site	Trade Account No	Referral No
CHARGEABLE	INSTALL	FIELD CALL	NONTRADE	

Model	Manufacturer	Unit Type	Serial Number		
SPEAKER SYSTEM					
REPORTED FAULT	SURVEY FOR SOUND SYSTEM ALSO WANTING MICROPHONES ETC				
ENGINEERS REPORT	<p>AS DISCUSSED ON SITE, I HAVE OPTED TO GO FOR 8 SMALLER SPEAKERS TO GIVE A MORE EVEN SPREAD OF SOUND. THE CHOSEN AMPLIFIER GIVES YOU THE FLEXABILITY TO ADJUST THE VOLUME OF THE SPEAKERS IN PAIRS. I HAVE COSTED FOR 2 WIRELESS HAND HELD MICROPHONES AND 1 WIREDMIC THIS WILL HAVE TWO CONNECTION POINTS TO BE AGREED WHEN ON SITE.</p> <p>ALL THE CABLING WILL BE IN CMT2 SURFACE MOUNT TRUNKING, WHICH WILL RUN BACK TO THE CHOSEN LOCATION FOR THE RACK (WINDOW SILL). WE WILL REQUIRE A SUITABLE POWER POINT TO BE IN PLACE FOR THE INSTALLATION.</p> <p>DEPENDING ON THE PERFORMANCE AND FINAL ACOUSTICS WE MAY RECCOMEND THE ADDITION OF 1 OR 2 SUBWOOFER'S THIS HAS NOT BEEN ACCOUNTED FOR.</p>				
PARTS REQUIRED	Quantity	Part Number	Description	Unit Cost	Line Cost
	1	PE04012AP	480 WATT MIXER AMPLIFIER	608.33	608.33
	10	PE52CNT	150 WATT, PERFORMANCE SPEAKER	99.99	999.90
	2	PET03MR	HAND HELD RADIO MIC	108.32	216.64
	1	PE0011MD	HAND HELD WIRED MIC	33.33	33.33
	2	PEPSG08155	MIC WALL PLATE	7.68	15.36
	2	P-805	BACK BOX 1 GANG PLASTIC	1.28	2.56
	1	PEMIC0029	100 M MIC CABLE	79.32	79.32

### AUTHORISATION DETAILS

Estimate Accepted ☐  
Estimate Refused ☐  
Name (Capitals) \_\_\_\_\_  
Signature \_\_\_\_\_

### CHARGE DETAILS

Labour : 900.00  
Parts : 2,641.84  
Carriage : 0.00  
VAT : 708.37  
Total : £ 4,250.21  
Deposit Paid : £ 0.00

# PENNINE PLUS

AND HARROGATE AERIALS  
58 CAVENDISH STREET  
KEIGHLEY  
BD21 3RL  
Tel: 01535 600700  
Fax:

## ESTIMATE

### JOB DETAILS

Job Number : 53,611  
Date Booked : 01/03/2022  
Policy Number :

### DELIVERY ADDRESS

MR BRIAN MORRIS Tel: 01535872126  
  
CIVC CENTRE  
NORTH STREET Mobile:07850632253  
KEIGHLEY  
BD21 3RZ

### TRADE CUSTOMER

NONE TRADE

Charge Type	Job Type	Job Site	Trade Account No	Referral No
CHARGEABLE	INSTALL	FIELD CALL	NONTRADE	

Model	Manufacturer	Unit Type	Serial Number	
	2 PE0001CEM	XLR MIC LEAD	17.60	35.20
	2 PE001CEM	XLR CABLE	7.20	14.40
	1 PEAC515CPS	HIGH GRADE SPEAKER CABLE	75.00	75.00
	20 PECMT2	TRUNKING	4.17	83.40
	8 PECMT2T	TRUNKING T PIECE	2.00	16.00
	1 PEBT1	BLUE TOOTH ADAPTOR	34.99	34.99
	1 PE1.5AUX	1.5M AUXILARY CABLE	12.49	12.49
	1 PE9U/500	9U RACK MOUNT	145.82	145.82
	2 PE19PSU	RACK MOUNT POWER SUPPLY	33.33	66.66
	1 PE1UR	1 U VENTED SHELF	24.99	24.99
	1 PE2UR	2 U VENTED SHELF	27.49	27.49
	1 PE3UR	3 U VENTED SHELF	30.82	30.82
	1 PE3UBP	3U BLANKING PLATE	9.15	9.15
	1 PEA097FBE	2 WAY SWITCH WITH VOLUME CNTF	109.99	109.99

### AUTHORISATION DETAILS

Estimate Accepted ☐  
Estimate Refused ☐  
Name (Capitals) \_\_\_\_\_  
Signature \_\_\_\_\_

### CHARGE DETAILS

Labour : 900.00  
Parts : 2,641.84  
Carriage : 0.00  
VAT : 708.37  
**Total :** £ 4,250.21

# PENNINE PLUS

AND HARROGATE AERIALS  
58 CAVENDISH STREET  
KEIGHLEY  
BD21 3RL  
Tel: 01535 600700  
Fax:

## ESTIMATE

### JOB DETAILS

Job Number : 53,775  
Date Booked : 09/04/2022  
Policy Number :

### DELIVERY ADDRESS

MR BRIAN MORRIS Tel: 01535872126  
  
CIVC CENTRE  
NORTH STREET Mobile:07850632253  
KEIGHLEY  
BD21 3RZ

### TRADE CUSTOMER

NONE TRADE

Charge Type	Job Type	Job Site	Trade Account No	Referral No
CHARGEABLE	REPAIR-FIELD CALL	FIELD CALL-INSTALL	NONTRADE	LIGHTING OPTION 2

Model	Manufacturer	Unit Type	Serial Number		
LIGHTING					
REPORTED FAULT	1, TO PREPARE ALTERNATIVE LIGHTING RIG, BASED ON FOUR SPOTS AND TWO STAND ALONE TRIPOD RIGS.				
ENGINEERS REPORT					
PARTS REQUIRED	Quantity	Part Number	Description	Unit Cost	Line Cost
	4	PERGBWA	COLOUR CHANGE SPOT LIGHT	472.50	1,890.00
	1	PE48*4	4M LIGHTING TUBE	141.75	141.75
	7	PE48CF	48MM CEILING FIXINGS	16.20	113.40
	2	PECHAVGIG	TRIPOD T BAR LIGHTING SYSTEM	608.33	1,216.66
	4	PEPFT	POWER SOCKET FOR TUBE	20.25	81.00
	1	SCAF	SCAFOLD TOWER HIRE	100.00	100.00
	1	PEDMXLINK	DMX MASTER SLAVE LINK	20.00	20.00

### AUTHORISATION DETAILS

Estimate Accepted ☐  
Estimate Refused ☐  
Name (Capitals) \_\_\_\_\_  
Signature \_\_\_\_\_

### CHARGE DETAILS

Labour : 900.00  
Parts : 3,562.81  
Carriage : 0.00  
VAT : 892.56  
**Total :** £ 5,355.37

## QUOTE REF: UAVQ25392-01

### Prepared for:

Brian Morris  
Keighley Town Council  
North Street  
Keighley  
West Yorkshire  
BD21 3RZ

## QUOTATION

### Prepared by:

Chris Gardner  
07890 515081  
[chris.gardner@universal-group.ltd](mailto:chris.gardner@universal-group.ltd)

Date: 26/04/2022

Valid to: 01/11/2021

### Civic Hall - AV Equipment

Further to our site survey please find below our proposal for the supply and installation of Audio Visual Equipment within the 1st Floor area of the Civic Centre.

Please note our proposal excludes any power infrastructure this will either need to be sourced directly or we can provide a separate proposal through our Electrical Partner upon request.

## QUOTE BREAKDOWN

Qty	Description	Unit	Total
<b>Main Area</b>			
<b>Lighting</b>			<b>£5,883.00</b>
1	Terralec 6m Wired Lighting Bars 13 Amp with DMX Sockets in Silver BAR136BDMX	£1,212.00	<b>£1,212.00</b>
1	Thomann Zero 88 DMX Lighting Controller Zero 88 FLX S24 1U	£1,688.00	<b>£1,688.00</b>
4	Terralec LED Theatre Spot 100 Watt Warm White BT100EC	£427.00	<b>£1,708.00</b>
2	Terralec RGBWA+ UV LED Par Can - 12 x 12W LEDs 25 Degree HEX01	£330.00	<b>£660.00</b>
20	Terralec Doughty Safety Wires WIRE-2	£14.00	<b>£280.00</b>
1	Terralec Black 50mm G Clamp CLS-118	£8.00	<b>£8.00</b>

Qty	Description	Unit	Total
6	Terralec 3000mm M12 Stud STUD12	£17.00	£102.00
6	Terralec Universal Clamp 48mm NT30400	£10.00	£60.00
2	Terralec 3 Pin XLR To XLR DMX Lead DMX0-30	£45.00	£90.00
10	Terralec 3 Pin XLR To XLR DMX Lead DMX0-3	£7.00	£70.00
1	Terralec DMX Terminator DMX-TER	£5.00	£5.00
Sound - Speakers			£3,702.00
2	JBL 70cm J-shaped Co-axial Line Array With Constant Beamwidth Technology™ And Asymmetrical Coverage. 16x1" And 4x5" Drivers. Switchable 40° Or 25° Vertical Coverage, 150° Horizontal. Music/speech Switch. 60Hz-20kHz Frequency Response. 500W Continuous Power Handling, 8?. New -1 Version Has Pan/tilt Wall Bracket And Thicker, Stronger Grille. Black Or White. CBT 70J-1	£1,180.00	£2,360.00
2	JBL 70cm Extension For CBT70J. 4x5" Drivers. 8 Ohms. 500W Continuous Power Handling. 90dB Sensitivity. Combined With CBT70J, System Response Is 45-20kHz With Pattern Control To 400Hz. New -1 Version Has Pan/tilt Wall Bracket And Thicker, Stronger Grille. Black Or White. CBT 70JE-1	£671.00	£1,342.00
Sound - Electronics			£2,828.00
1	Crown Stereo Power (per Channel): 525W @ 4 Ohms, 300W @ 8 Ohms Bridge Mono Power: 1550W @ 4 Ohms, 1050W @ 8 Ohms XLS 1502	£365.00	£365.00
1	Zoom Zoom LiveTrak L-12 Digital Mixer Zoom Live Trak L-12	£667.00	£667.00
1	Sennheiser Vocal set, includes handheld transmitter + MME 865-1, stat. Receiver and power pack unit in carrying case, digital, 1.9 GHz SL HANDHELD SET DW-3-UK C	£721.00	£721.00

Qty	Description	Unit	Total
1	Sennheiser Headmic set, includes HEADMIC 1, stat. Receiver and power pack, transmitter, in carrying case, digital, 1.9 GHz  SL HEADMIC SET DW-3-UK C	£940.00	£940.00
1	Sennheiser 2-way charger for BA10 and BA 30, includes power supply NT 12-4C  CHG 2 UK	£135.00	£135.00
<b>Rack Cabinet</b>			<b>£360.00</b>
1	Penn Elcom Rack Tower 18U Black 600x600mm  R4066-V-18UK	£360.00	£360.00
<b>Bar Area</b>			
<b>Sound - Speakers</b>			<b>£438.00</b>
2	Extron Full-Range Flat Field® Speakers with 600 x 600 mm Low Profile Enclosure and 70/100V Transformer, Pair  FF 220T	£219.00	£438.00
<b>Sound - Electronics</b>			<b>£961.00</b>
1	BIAMP Quad zone pre-amplifier: 4 stereo output zones. Inputs: 3 mono mic/line + 4 stereo line inputs  UK-ZONE4	£537.00	£537.00
1	BIAMP Class D amplifier 1 x 120 Watts (70/100 Volts or RMS @ 4 Ohms), convection cooled, 1 U, 19" rackmount  REVAMP1120T	£340.00	£340.00
1	BIAMP Digital wall control panel for use with ZONE4 for music volume adjustment, MIC volume adjustment and source selection  ZONE4R	£84.00	£84.00
<b>Engineering</b>			<b>£8,474.00</b>
1	Universal AV Builders Work to Cut Access Panels in Plasterboard Ceiling for Lighting Bars  S3	£975.00	£975.00
4	Universal AV Timloc Drop In Loft Access Door 562 x 662mm  S3	£36.00	£144.00
2	Universal Scaffold Tower Hire  S3	£453.00	£906.00

Qty	Description	Unit	Total
1	Universal Infrastrure Steelwork and Fixings Points for Projection and Lighting Bar S3	£1,406.00	<b>£1,406.00</b>
1	Universal AV Room Cabling, Consumables and Fxings S3	£1,293.00	<b>£1,293.00</b>
1	Universal AV Rack / Lectern Cabling, Consumables and Fxings S3	£400.00	<b>£400.00</b>
10	Universal AV Services Ltd Standard Team Rate S3	£275.00	<b>£2,750.00</b>
2	Universal AV Services Ltd Standard Project Manager Rate Including but not limited to; preperation of RAMS documentation, handover pack, attendance at site meetings, as Fitted Schematics, Equipment Asset Register inc. Serial Numbers, Cable Numbering Schedule, Control System Programs, Acceptance Certificate, Equipment User Manuals, Warranty Contact Details. S3	£300.00	<b>£600.00</b>

## QUOTE SUMMARY

<b>Subtotal</b>	<b>£22,646.00</b>
<b>VAT @ 20%</b>	<b>£4,529.20</b>
<b>Total</b>	<b>£27,175.20</b>

### Payment Terms: 30 Days

Should you require any further information please do not hesitate to contact us.

Universal AV Services Ltd

TERMS AND CONDITIONS

GENERAL CONDITIONS OF SALE

1. APPLICATION OF CONDITIONS

These conditions shall govern the contract between you the buyer and Universal AV Services Ltd (referred to in these conditions by the expressions 'we', 'our' or 'us') which agrees to sell you the goods, to the exclusion of any terms or conditions which you may purport to apply under any purchase order, confirmation of order, specification or other document.

- (i) No variation to these conditions or any representation about the goods shall have effect, unless expressly agreed to in writing and signed by one of our authorised representatives.
- (ii) Each order for goods will be deemed as an offer by you to purchase the goods, subject to these conditions. A contract will not exist until we accept your order, or we deliver the goods to you.
- (iii) You are responsible for ensuring that the terms of your order, and any applicable specification are complete and accurate.
- (iv) The Contract will come into being when you have placed an order giving details of your requirements and have agreed to be bound by these Conditions, and we have accepted your order.

2. PAYMENT

All invoices must be paid within 30 days of the date of the invoice, where you have a Credit account. Where no such facilities have been granted, payment will be made upfront, or where previously agreed, on delivery. If payment is not made when due, we will be entitled to interest on the amount that is overdue at four percent above the prevailing Base Rate calculated on a daily basis. This will be without prejudice to any other rights or remedies we may have.

3. DELIVERY

- (i) Unless we agree otherwise in writing, delivery of the goods shall take place at Universal AV Services Ltd. Any date we specify for delivery is an estimate only, and time of delivery shall not be made the essence of the contract.
- (ii) Subject to other provisions of these conditions, we shall not be liable for any loss (including loss of profit), costs caused by any delay in the delivery of the goods, nor will any delay entitle you to terminate or rescind the contract.
- (iii) The quantity of goods as recorded by us upon dispatch from our place of business shall be conclusive evidence of the quantity received by you on delivery, unless you can provide conclusive evidence to the contrary.
- (iv) We shall not be liable for any non-delivery of goods unless written notice is given to us within 3 working days of the expected delivery.
- (v) Our liability for any non-delivery of goods shall be limited to delivering the non-delivered goods within a reasonable time, or issuing a credit note at a pro rata contract rate against any invoice we have raised for such goods.



#### 4. RETURNS POLICY

- (i) Unless faulty or damaged on arrival, goods purchased on special order may not be returned under any circumstances.
- (ii) If faulty or damaged goods are reported to us with 24 hours of delivery we will arrange collection, and full refund of the invoice value upon their return to us.
- (iii) Except for (i) and (ii) above, you may return goods at your own expense within 10 working days of the date of delivery, provided that they are in the same condition as when delivered, unused in the original packaging, unopened and unmarked.

#### 5. PRICING

- (i) Unless we agree otherwise in writing, the price for the goods shall be the price set out in our price list in force at the date of delivery.
- (ii) The prices for the goods shall be exclusive of any value added tax, and all costs and charges in relation to loading, unloading and carriage.

#### 6. RISK/OWNERSHIP

- (i) The risk in the goods passes to you at the time of delivery
- (ii) Ownership of the goods shall not pass to you until we have received payment in full, in cash or cleared funds, all sums payable in respect of the goods; and all other sums which are, or become payable to us from you on any account, including any interest on such sums
- (iii) Until ownership of the goods has passed to you, you will store the goods separately from other goods belonging to you or any third party in a way that they remain readily identifiable as our property. We shall be entitled at any time to require you to deliver up the goods, and if you fail to do so immediately upon our request, we shall be entitled to enter upon your premises where the goods are stored and repossess them. You grant us an irrevocable license to enter such premises for this purpose.
- (iv) We shall be entitled to recover payment for the goods notwithstanding that ownership of any of the goods has not passed to you.

## 7. WARRANTY

- (i) We warrant (subject to other provisions of these conditions) that for a maximum period of 12 months from the date of delivery, the goods will comply with the manufacturer's specification for them.
- (ii) Any costs incurred by Universal AV Services Ltd in carrying out condition 7 (i) may be passed on to the client with prior notification.
- (iii) We will not be liable for a breach of the warranty in condition 7 (i) unless, you give written notice of any defect to us within the warranty period and, we are given a reasonable opportunity to examine the goods. If we ask you to do so, you return the goods to our place of business at your expense for the examination to take place there.
- (iv) We will not be liable for breach of the warranty in condition 7 (i):
  - If further use of the goods is made after giving notice of any defect.
  - If the defect arises because of failure to follow any instructions as to the storage or use of the goods. If the goods are altered, repaired or alteration or repair is attempted without our written consent.
- (v) Subject to conditions 7 (ii) and 7 (iii), if any of the goods do not conform with the warranty in condition 7 (i) we will at our option repair or replace such goods, or the defective part, or refund the price of such goods at the pro-rata contract rate and we will have no further liability for breach of the warranty in condition 7(i) in respect of such goods. If we so request, you will, at your expense, return the goods or the parts of such goods, which are defective to us.

## 8. LIMITATION OF LIABILITY

Subject to condition 7, the following provisions set out our entire liability (including any liability for the acts or omissions of our employees, agents and sub-contractors) to you in respect of any breach of these conditions:

- (i) Any representation, statement or tortuous act or omission including negligence arising under or in connection with the contract.
- (ii) All warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from the contract.
- (iii) Nothing in these conditions excludes or limits our liability for death or personal injury caused by our negligence or fraudulent misrepresentation.
- (iv) Subject to conditions 8 (ii) and 8 (iii), our total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation or otherwise, arising in connection with the performance or contemplated performance of the contract shall be limited to the price of the goods, which are the subject of the claim.
- (v) We will not be liable to you for loss of profit, goodwill or business opportunity or production downtime or any type of indirect or consequential loss or damage, costs, expenses or other claims for consequential loss whatsoever (howsoever caused) which arise out of, or in connection with, the contract.
- (vi) If you deal as a consumer (within the means of the Unfair Contract Terms Act 1977) your statutory rights are not affected by these conditions.

## 9. EVENTS BEYOND OUR CONTROL

We reserve the right to defer the date of delivery or to cancel the contract or to reduce the volume of the goods ordered by you (without liability to you) if we are prevented from or delayed in carrying on of our business due to circumstances beyond our reasonable control.

## 10. GENERAL

- (i) You cannot assign a contract or any part of it without our prior written consent.
- (ii) We may assign the contract or any part of it to any person, firm or company.
- (iii) If any provision of the contract is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal, invalid, void, voidable, unenforceable or unreasonable it shall be to the extent of such illegality, invalidity, voidness, voidability, unenforceability or unreasonableness be deemed severable and the remaining provisions of the contract and the remainder of such provision shall continue in full force and effect.
- (iv) Any notice required or permitted to be given by either party to the other under these conditions shall be in writing addressed to that other party at its principle place of business or such other address as may at the relevant time have been notified pursuant to this provision to the party giving notice.
- (v) Subject to condition 10 (ii), nothing in these conditions confers on any third party any benefit or any right to enforce any of these conditions.
- (vi) The Information, existence, construction, performance, validity and all aspects of the Contract shall be governed by English law and the parties submit to the jurisdiction of the English Courts.

## **Project Notes**

1. The quotation is based on current information supplied by Keighley Town Council . We reserve the right to modify our quotation subject to any changes made by Keighley Town Council . The enclosed pricing is purely a response to a request and does not constitute an acceptance of the design nor does it constitute a working system. Consultation with the end user client would be required prior to the acceptance of any order based on this submission.
2. This submission does not constitute a contract.
3. All prices exclude VAT
4. Prices quoted are current but may be subject to change without notice.
5. Please confirm at time of placing your order. All prices include delivery to mainland UK addresses.
6. Client is responsible for the provision of mains electric to the equipment.
7. Client is responsible for the provision of structurally sound walls and ceiling surfaces and any necessary structural steel or timber work to allow our engineers to securely install the equipment.
8. Client is responsible for the provision of clean walls free from any obstacles which may restrict the installation i.e. fire alarms, air conditioning systems, display boards etc.
9. An active network point (TCP/IP, FTP, UDP, XML, HTTP, NTP) must be provided at each location for remote operation as required by the devices.
10. We will provide MAC addresses for each device requiring connection to the client's network.
11. The installation costs are based on our engineers having unimpeded access to the installation area during standard business hours (Mon-Fri, 9am-5pm) unless prior agreement has been made.
12. Any obvious arithmetical errors which occur in this submission, we reserve the right to have the opportunity of either confirming our agreement with the error remaining, submitting a revised quotation or withdrawing the quotation completely.
13. The attached quotation and supporting documentation is made available only to the company and persons to whom it is addressed. We will not accept this response being novated to any third party without prior consultation.
14. The price included in this response is fixed and we will not accept any Main Contractor Discount or Retention terms without prior negotiation.

# KEIGHLEY TOWN COUNCIL

Item 11

## 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 8 June 2022

<b>SUBJECT</b>	<b>External Building Repairs</b>
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### PURPOSE:

1. To provide information to members on possible external repairs required to the Civic Centre.
2. To seek members guidance on the priority of repairs to be undertaken.

### RECOMMENDATION(s):

3. Members agree the priority list for repairs within the £7,500 budget available within the annual revenue budget.

### REASONS FOR RECOMMENDATION:

4. To ensure the Civic Centre is well maintained.

### SUMMARY OF KEY POINTS:

5. It is important for the council to identify external repairs or improvements necessary to the Civic Centre. The Civic Centre is a Grade 2 listed building and as such the council has a responsibility to keep the external of the building in good order.
6. In the annual revenue budget 2022/23 Council has allocated £7,500 towards immediate external repairs that may be required to the Civic Centre.
7. It is unlikely this budget will be sufficient enough to cover all the necessary work, but the aim is to complete the most pressing repairs and develop a program of works for future years.
8. Members should also note the Capital Reserve of £20,000 created by Council, which could be utilised for any pressing.

9. Officers have undertaken a visual survey of the building and generated a list of potential works that need to be undertaken.
10. Quotes for each area of work listed are being sought and will be reported to members at a future committee meeting.
11. Appendix A details the work along with a recommendation for priority of work has been allocated either High, Medium or Low priority. It is for members to decide if any of these priorities should be amended.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

12. £7,500 has been allocated in the annual budget for external building repairs to the Civic Centre.

**TOWN PLAN IMPLICATIONS:**

13. Meets the Town Plan Key Objectives: CP016

**CLIMATE CHANGE IMPLICATIONS:**

14. N/A.

**COMMUNITY IMPACT:**

15. N/A.

**POLICY IMPLICATIONS:**

16. The identified work will help inform a wider Asset Management policy which will be development in the coming months.

**DETAILS OF CONSULTATION:**

17. N/A.

**BACKGROUND PAPERS:**

18. Appendix A – External Repairs

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

### Civic Centre External Repairs

Repair	Location	Estimate Cost	Priority 1-High, 2-Medium, 3-Low
Railings to be repainted	Ground Floor - North Street		2
Replace wood panels	First Floor - Spencer Street		1
Repointing stone work	Boundary Wall - North Street		2
Paint window frames	North Street & Devonshire Street		2
Reset 1/2 size windows	Spencer Street & Scott Street & Devonshire Street		1
Replace former chefs office window with 1/2 glass 1/2 wood panel	Scott Street		3
Remove former CCTV cameras	Scott Street		3