



KEIGHLEY TOWN COUNCIL

Minutes of the Civic Centre & Strategy (CCS) Committee held at the Civic Centre, North Street, Keighley on Wednesday 19 October 2022.

Present:

Councillor Corkindale - Chairman
 Councillor M Walker
 Councillor Lawless
 Councillor Abberton
 Councillor Maunsell – Ex Officio

Also Present:

Pip Gibson, Assistant Town Clerk
 Brian Morris, Contracts & IT Officer
 Peter Clarke, Responsible Finance Officer

Minute Ref	Agenda Item
014/2022 (CCS)	Welcome from Chairman Cllr Corkindale welcomed members to the meeting.
015/2022 (CCS)	Apologies for Absence Cllrs Graham, Shohid & Kirby.
016/2022 (CCS)	Declaration 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.
017/2022 (CCS)	Public Question Time None.
018/2022 (CCS)	Minutes RESOLVED Members approved the minutes of the meeting of the Watch & Transport Committee held on Wednesday 8 June 2022.
019/2022 (CCS)	Progress Report Members received a progress update on decisions taken at the last committee meeting on Wednesday 8 June 2022. NOTED.

020/2022 (CCS)	<p>Town Plan</p> <p>Members received an update report from the Assistant Town Clerk/CDO on the town plan progress.</p> <p>RESOLVED members appointed Cllr Abberton as the third representative on the Town Plan Steering Group.</p> <p>RESOLVED members noted the Town Plan progress.</p>
021/2022 (CCS)	<p>Budget Report</p> <p>Members received an update report from the Responsible Financial Officer on the allocated committee budget.</p> <p>NOTED.</p>
022/2022 (CCS)	<p>Health & Safety Update</p> <p>Members were updated on the outcome of the Council's annual Health & Safety inspection.</p> <p>RESOLVED Members note the report.</p>
023/2022 (CCS)	<p>External Repairs Report</p> <p>Members were updated on the cost of repair work and improvements to the external of the Civic Centre.</p> <p>RESOLVED Members noted a budget of £7,500 is available to undertake external repairs to the Civic Center.</p> <p>RESOLVED Members noted £1,440 has already been allocated from the budget to undertake repairs to external paneling.</p> <p>RESOLVED Members approved up to £2,800 for the external railings and window frames on North Street to be painted.</p> <p>RESOLVED Members noted that one quotation has been received to date and 2 further quotes will be sought in accordance with the Procurement Policy.</p> <p>RESOLVED Members delegated to the Town Clerk the authority to appoint the most suitable contractor to undertake the works within the allocated budget of £2,800.</p> <p>RESOLVED Members approved the railings to be painted in the town council green colour and the window frames will be painted in a similar grey colour to maintain parity with the rest of the building.</p> <p>RESOLVED Members approved up to £500 to remove defunct CCTV cameras and wiring from Scott Street fascia and Devonshire Street fascia of the building.</p> <p>RESOLVED Members delegated to the Town Clerk the authority to appoint the most suitable contractor to undertake the works within the allocated budget of £500.</p>

	<p>RESOLVED Members allocated a budget of £500 for an updated external signage on North Street fascia of the Civic Centre.</p> <p>RESOLVED Members delegated to the Town Clerk the authority to appoint the most suitable contractor to undertake the works within the allocated budget of £500.</p> <p>RESOLVED Members noted if the approval is given for new signage, it is likely that the council will require listed building consent and/or Advertising Consent from the Planning Authority (Bradford MDC)</p> <p>RESOLVED Members agreed to allocate a sum of £400 should an application for Listed Building Consent and/or Advertising consent be required.</p> <p>RESOLVED Members delegated the authority to the Town Clerk to submit the necessary planning applications and authorise the requisite fees, following consultation with the Local Planning Authority (Bradford MDC).</p> <p>RESOLVED Members noted the budget remaining should recommendations 2 - 14 be approved will be £1,860.</p> <p>RESOLVED Members agreed to retain the unallocated £1,860 until the above works are completed.</p>																
024/2022 (CCS)	<p>Civic Centre Hire Charges</p> <p>Members received an update on the current hire charges for use of the Civic centre.</p> <p>RESOLVED Members noted the report.</p> <p>RESOLVED Members approved the hire charge prices list, Appendix A, to take effect as of 1st November 2022.</p>																
025/2022 (CCS)	<p>Draft Budget 2023/24</p> <p>Members considered the Committee Budget for 2023/24 to be submitted to the Budget Working Group.</p> <p>RESOLVED members requested an overall budget of £152,700 for financial year 2023/24.</p> <p>RESOLVED to request the following breakdown:</p> <table border="1" data-bbox="336 1574 794 1989"> <thead> <tr> <th>Item</th> <th>2023/24 £</th> </tr> </thead> <tbody> <tr> <td>Utilities</td> <td>26,000</td> </tr> <tr> <td>Security</td> <td>2,500</td> </tr> <tr> <td>Business Rates</td> <td>30,000</td> </tr> <tr> <td>Chatsworth House</td> <td>2,600</td> </tr> <tr> <td>Alcohol Licence</td> <td>600</td> </tr> <tr> <td>Music Licence</td> <td>2,000</td> </tr> <tr> <td>Repairs & Maintenance</td> <td>30,000</td> </tr> </tbody> </table>	Item	2023/24 £	Utilities	26,000	Security	2,500	Business Rates	30,000	Chatsworth House	2,600	Alcohol Licence	600	Music Licence	2,000	Repairs & Maintenance	30,000
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026/2022 (CCS)	<p>Future Agenda Items</p> <p>Members requested the following items be added to the next committee agenda:-</p> <ul style="list-style-type: none"> - Cell Area <p>RESOLVED to add the above items to the next committee agenda.</p>												
027/2022 (CCS)	<p>Date of next meeting</p> <p>RESOLVED The date of the next meeting of this committee will be held on Wednesday 16 November 2022.</p>												

Signed
Chair

Date