



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community by Wisdom and Courage*

24<sup>th</sup> May 2017

Dear Councillor

## **COMMUNITY CENTRE MANAGEMENT COMMITTEE**

You are summoned to a **MEETING of the COMMUNITY CENTRE MANAGEMENT COMMITTEE of FEATHERSTONE TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE** on **THURSDAY 1<sup>st</sup> JUNE 2017 AT 12.30pm** following the Flowers and Lights Committee.

*Sue Coles*  
TOWN CLERK

## **AGENDA**

### **1. ELECTION OF CHAIRMAN**

### **2. ELECTION OF VICE CHAIRMAN**

### **3. WELCOME AND APOLOGIES**

### **4. MEMBERS DECLARATIONS OF INTEREST**

### **5. PUBLIC PARTICIPATION**

The meeting is to be opened for the public to address Members on matters relevant to the business of the committee. However residents cannot take part in the main proceedings of the meeting, this is strictly limited to Councillors.

### **6. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To consider, if thought fit, a resolution under the terms of the public bodies admission to meetings act that the press and public be excluded from any items at any part of the meeting by reason of the confidential nature of the business being transacted.

### **7. MINUTES OF PREVIOUS MEETING**

To receive and approve the minutes of the Community Centre Management Committee dated 19<sup>th</sup> October 2016 MIN numbers 226/16 to 234/16.

### **8. HANDOVER OF THE COMMUNITY CENTRE**

An update, if any, will be given at the meeting.



## **9. COMMUNITY CENTRE MANAGEMENT PLAN**

### **a) Contractual arrangement for utilities**

i.e. telephones, broadband, electricity, gas, CCTV, burglar and fire alarms etc.

### **b) Licencing arrangements**

- I. Transfer of Premises Licence
- II. PRS for Music Licence

### **b) Management of Community Centre**

To agree terms and conditions of hire and any other day to day matters.

## **10. RELOCATION OF TOWN COUNCIL OFFICE**

- a) To set a date for the relocation of the Town Council office and agree IT requirements.
- b) To make arrangement for removals.

## **11. FINANCE REPORTS**

- a) To agree budget costs and revenue.
- b) To agree terms of hire and rates of hire.
- c) Asset management and stock taking.
- d) Ordering of janitorial and other supplies.

## **12. HEALTH & SAFETY**

The Town Clerk had previously been working with WMDC officer to hand over and share documentation. The Committee will need to review statutory legislation and current advice from WMDC to include lone working arrangements for staff and C.A,B.

## **13. ANY OTHER MATTERS**

To raise items not considered above which are to be discussed at the next meeting.

## **PRIVATE & CONFIDENTIAL**

## **14. STAFFING ARRANGEMENTS**

To consider the staffing levels and arrangements needed to run the Centre and make job/s specification recommendations to the staffing sub-committee to further the necessary appointments

Next Meeting Date and Closure