

**MINUTES OF A MEETING OF THE COMMUNITY CENTRE MANAGEMENT COMMITTEE OF FEATHERSTONE TOWN COUNCIL 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.**

---

**Present:** Councillor G Isherwood, Councillor M Isherwood (Mayor, Councillor R Taylor, Councillor C Tennant, Councillor M Tennant-King, Councillor S Vickers, and Councillor J Wright.

**In Attendance:** Sue Coles (Town Clerk).

**77/17 ELECTION OF CHAIRMAN**

It was

**RESOLVED:** that Councillor S Vickers be elected.

**78/17 ELECTION OF VICE CHAIRMAN**

It was

**RESOLVED:** that Councillor M Isherwood be elected.

**79/17 WELCOME AND APOLOGIES**

**80/17 MEMBERS DECLARATIONS OF INTEREST**

Wakefield Councillors' G Isherwood, Councillor M Isherwood, Councillor R Taylor and Councillor M Tennant-King.

**81/17 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.

**82/17 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.

**83/17 MINUTES OF PREVIOUS MEETING**

It was

**RESOLVED:** 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.

**84/17 HANDOVER OF THE COMMUNITY CENTRE**

The lease is still awaited from Wakefield Council and it was

**RESOLVED:** That Councillor G Isherwood contact WMDC to request that this is classed as urgent.

**85/17 COMMUNITY CENTRE MANAGEMENT PLAN**

**a) Contractual arrangement for utilities**

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

The Town Clerk advised that WMDC had changed the telephone system and the engineer thought that it would be possible to have a telephone extension as supplied currently to the Old Town Hall.

Councillor G Isherwood advised that the Town Council would need its own door shutters and alarms etc and it was

**RESOLVED:** That Engie be contacted for a quote to provide these services.

**MINUTES OF A MEETING OF THE COMMUNITY CENTRE MANAGEMENT COMMITTEE OF FEATHERSTONE TOWN COUNCIL 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.**

---

**b) Licencing arrangements**

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

Councillor Taylor advised that a premises Licence will need to include serving of alcohol for functions and there the appointment of a Designated Premises Supervisor will be necessary. It was thought that one of the staff members may be able to undertake this position and the necessary checks with WMDC will have to be made for the qualifications necessary.

**b) Management of Community Centre**

To agree terms and conditions of hire and any other day to day matters. This will be considered once the lease is signed.

**86/17 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.

It was

**RESOLVED:** That Pro-Logic the current computer I.T. support would be contracted to undertake the office IT move.

**87/17 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.

It was

**RESOLVED:** That these matters be discussed at a later date or at the Administration & Finance Committee.

**88/17 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. This was noted.

**89/17 ANY OTHER MATTERS**

To raise items not considered above which are to be discussed at the next meeting. None.

**PRIVATE & CONFIDENTIAL**

**90/17 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. It was decided to wait for the lease to be signed.

Next Meeting Date and Closure

No date was made for the next meeting.

The meeting closed at 12.40pm.