



Featherstone Town Council

Featherstone Community Centre, Victoria Street, off Station Lane, Featherstone, West
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Regenerating Supporting & Caring for our Community by Wisdom and Courage

Dear Councillor

COMMUNITY CENTRE MANAGEMENT COMMITTEE

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2)
(b) you are summoned to a meeting of the

COMMUNITY CENTRE MANAGEMENT COMMITTEE of FEATHERSTONE TOWN COUNCIL,

To be held in the COMMUNITY CENTRE, VICTORIA STREET, STATION LANE,
FEATHERSTONE,

On **THURSDAY 15th JANUARY 2026** at following the Environmental Committee Meeting.

Vicky Symons
Town Clerk

PP:

IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES AND
REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.

AGENDA

<u>Item Number</u>	<u>Description</u>	<u>Enclosure</u>
1	WELCOME AND APOLOGIES	
2	MEMBERS DECLARATIONS OF INTEREST To receive declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have.	
3	PUBLIC PARTICIPATION The meeting is to be opened for the public to address Members on matters relevant to the business of the committee. However, members of the public cannot take part in the main proceedings of the meeting, this is strictly limited to Councillors.	
4	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 1960 that the press and public be excluded from any part of the meeting by reason of the confidential nature of the business being transacted.	
5	MINUTES OF THE COMMUNITY CENTRE MANAGEMENT COMMITTEE HELD ON THURSDAY 6TH NOVEMBER 2025 To receive and sign the minutes of the Community Centre Management Committee meeting held on Thursday 06 th November at 11.30am (MIN 365/25/A to 379/25/A) and approve the contents contained therein.	Pages 5-8

6	MINUTES OF THE COMMUNITY CENTRE MANAGEMENT COMMITTEE HELD ON 04th SEPTEMBER 2025 To receive and sign the minutes of the Community Centre Management Committee meeting held on Thursday 4th September 2025 at 11.30am (MIN 210/25 to 221/25) and approve the contents contained therein.	Pages 9-11																		
7	COMMUNITY CENTRE INCOME Members to note the Community Centre Income from 6th November to current is: £452.50																			
8	COMMUNITY CENTRE CHARGES REVIEW Members are asked to review the current charges for hire of the Community Centre. Any changes will be recommended to Full Council for approval and adoption from April 2026. Current Charges are – <table border="1" data-bbox="292 1021 1034 1435"> <thead> <tr> <th>Hall Size</th><th>Community Charge Per Hour</th><th>Commercial Charge Per Hour</th></tr> </thead> <tbody> <tr> <td>Small Room</td><td>£6</td><td>£12</td></tr> <tr> <td>Large Room</td><td>£7.50</td><td>£15</td></tr> <tr> <td>Full Hall</td><td>£10.00</td><td>£20.00</td></tr> <tr> <td>Kitchen</td><td>£7.50</td><td>£15.00</td></tr> <tr> <td>Projector</td><td>£2.50</td><td>£5</td></tr> </tbody> </table>	Hall Size	Community Charge Per Hour	Commercial Charge Per Hour	Small Room	£6	£12	Large Room	£7.50	£15	Full Hall	£10.00	£20.00	Kitchen	£7.50	£15.00	Projector	£2.50	£5	
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9	ROUND TOP TABLES Due to the current budget members are asked to defer purchase of round top tables. This will be brought to a future meeting for the financial year 2027/2028.																			
10	WALL SERVICE The Office Staff have contacted the company who provided the wall for a quote for replacement as and when required.																			

11	URGENT MATTERS FOR INFORMATION ONLY NO DECISIONS CAN BE MADE.	
12	FUTURE AGENDA ITEMS TO BE ADVISED TO THE TOWN COUNCIL ADMINISTRATOR	
	CLOSURE	

MINUTES OF A MEETING OF THE COMMUNITY CENTRE MANAGEMENT COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON THURSDAY 6TH NOVEMBER 2025 FOLLOWING THE ADMIN AND FINANCE COMMITTEE MEETING AT 11.30AM.

Present: Councillor J Hutsby, Councillor S Vickers, Councillor M Isherwood and Councillor R Taylor.

In Attendance: Miss L Murphy (Town Council Administrator) and Mrs V Symons (Town Clerk).

365/25/A WELCOME AND APOLOGIES FOR ABSENCE	Action	Actioned By
Apologies were received from Councillor M Tennant-King, Councillor K Law, Councillor C Tennant, Councillor P Belbin, Councillor H Symons, Councillor S Haslam and Councillor P McIntosh.		
366/25/A MEMBERS DECLARATIONS OF INTEREST	Action	Actioned By
None we declared.		
367/25/A PUBLIC PARTICIPATION	Action	Actioned By
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.		
368/25/A PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	Action	Actioned By
To consider, if thought fit, a resolution under the terms of the Public Bodies Admission to Meetings Act 1960 that the press and public be excluded from any part of the meeting by reason of the confidential nature of the business being transacted.		
369/25/A MINUTES OF THE COMMUNITY CENTRE MANAGEMENT COMMITTEE HELD ON 10th JULY 2025 AT 11.30AM	Action	Actioned By
It was: RESOLVED: That the Minutes of the Community Centre Management Committee held on Thursday 10 th July 2025 at 11.30pm (Minute Numbers 160/25 to 175/25) be received as a true record and the contents contained therein be approved.	To be placed onto the Town Council website.	LM

370/25/A MINUTES OF THE COMMUNITY CENTRE MANAGEMENT COMMITTEE HELD ON 04th SEPTEMBER	Action	Actioned By
It was: RESOLVED: That the Minutes of the Community Centre Management Committee held on Thursday 04th September 2025 at 11.30pm (Minute Numbers 210/25 to 221/25) be deferred to the next Community Centre Management Committee Meeting to be approved and signed.	To be placed onto the next Community centre Management Committee Agenda for approval and signing.	LM

371/25/A WI-FI	Action	Actioned By
Members noted that Pro-Logic had completed the works required for WiFi in the hall and the WiFi had considerably improved.		

372/25/A COMMUNITY CENTRE INCOME	Action	Actioned By
Members noted the Community centre income from 04 th September to current 2025 is: £732.25.		

373/25/A HIRE OF COMMUNITY CENTRE	Action	Actioned By
Members were informed that Featherstone Male Voice Choir have requested the hall on 17th April 2026 for a concert. They will be raising funds on the night for the Mayor's chosen charity on the night. The office staff have already made changes to existing bookings to accommodate this. Members were asked to waive the fee for hall hire due to the Male Voice Choir supporting the Mayor's chosen charity. It was: Agreed. In addition to the above the office staff had been contacted by a private company in Castleford requesting use of the hall with no charge. A discussion took place and It was: Agreed that the fee would be halved to accommodate this booking.		

374/25/A STAFF TOILET REFURBISHMENT QUOTES	Action	Actioned By
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This agenda item was differed from a previous meeting. A discussion took place and It was: Agreed that for now the staff toilet remain as it is however Councillor Vickers requested that the toilet area not be used for storage of anything other than what is required for that area. All members agreed.	To ensure that anything stored in the toilet area is cleared.	RS
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375/25/A ROUND TOP TABLES	Action	Actioned By
The Town Council Administrator prepared a report regarding this agenda item and presented it to members. A discussion took place It was: Agreed that this item be deferred to the next meeting for further discussion.	To be placed onto the next agenda.	LM

376/25/A WALL SERVICE	Action	Actioned By
Members were informed that the wall service was completed on Monday 15th September. The report for this was attached to the agenda for members to view. Members to note the comments with regards to the stacking area and consider starting earmarked reserves for the future. A discussion took place It was: Agreed that this item be deferred to the next meeting that follows the precept working party. Councillor Vickers asked the Town clerk to find out if this was the responsibility of the Council or the landlord.	To enquire regarding who is responsible for the wall and gather further information.	VS

377/25/A CCTV	Action	Actioned By
Members were presented with a quote for installation of 2 additional cameras for the existing CCTV. The cost of this would be £580.00 + VAT, this is to supply and install 2 cameras, power supplies and associated cabling. A discussion took place. It was:	To be placed onto the next agenda.	LM

Agreed that the quote provided is approved.		
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378/25/A URGENT MATTERS FOR INFORMATION ONLY NO DECISIONS CAN BE MADE	Action	Actioned By
The Town Clerk informed members that the Health and Safety visit had taken place on Wednesday 5 th November. Following this visit the official report hadn't been received however the previous report had 28 advisories which had now been reduced down to 6.	To place onto the next Community centre Management Agenda.	LM/VS

379/25/A FUTURE AGENDA ITEMS TO BE ADVISED TO THE TOWN COUNCIL ADMINISTRATOR	Action	Actioned By
None were received.		

Closure:

MINUTES OF A MEETING OF THE COMMUNITY CENTRE MANAGEMENT COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON THURSDAY 4th SEPTEMBER 2025 AT 11.30AM.

Present: Councillor J Hutsby, Councillor P Belbin, Councillor H Symons and Councillor S Haslam.

In Attendance: Miss L Murphy (Town Council Administrator) and Mr Robert Smith (Caretaker).

210/25 WELCOME AND APOLOGIES FOR ABSENCE	Action	Actioned By
Apologies were received from Councillor R Taylor, Councillor P McIntosh and Councillor K Law.		

211/25 MEMBERS DECLARATIONS OF INTEREST	Action	Actioned By
None we declared.		

212/25 PUBLIC PARTICIPATION	Action	Actioned By
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.		

213/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	Action	Actioned By
To consider, if thought fit, a resolution under the terms of the Public Bodies Admission to Meetings Act 1960 that the press and public be excluded from any part of the meeting by reason of the confidential nature of the business being transacted.		

214/25 MINUTES OF THE COMMUNITY CENTRE MANAGEMENT COMMITTEE HELD ON 10th JULY 2025 AT 11.30AM	Action	Actioned By
It was: RESOLVED: That the Minutes of the Community Centre Management Committee held on Thursday 10 th July 2025 at 11.30pm (Minute Numbers 160/25 to 175/25) be deferred to the next Community Centre Management Committee Meeting to be approved and signed.	To be placed on the next agenda for approval.	LM

215/25 WI-FI	Action	Actioned By
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Members noted that Pro-Logic are attending on Monday 27 th October to install the WiFi throughout the hall.		
216/25 CARETAKERS REPORT	Action	Actioned By
The Caretaker provided members with a report regarding the CCTV in and around the Community Centre. Any further information will be provided at the next meeting.		
217/25 COMMUNITY CENTRE INCOME	Action	Actioned By
Members noted the Community centre income from 28 th May to 20 th August 2025 is: £2,351.00		
218/25 STAFF TOILET REFURBISHMENT QUOTES	Action	Actioned By
Members were informed that the office staff had contacted multiple companies regarding this and had very little response. The Town Council Administrator prepared a report and presented this to members. A discussion took place and It was: Agreed that this item be deferred to the next meeting for further discussion.	To be placed onto the next agenda.	LM
219/25 ROUND TOP TABLES	Action	Actioned By
The Town Council Administrator prepared a report regarding this agenda item and presented it to members. A discussion took place It was: Agreed that this item be deferred to the next meeting for further discussion.	To be placed onto the next agenda.	LM
220/25 URGENT MATTERS FOR INFORMATION ONLY NO DECISIONS CAN BE MADE	Action	Actioned By
None		

221/25 FUTURE AGENDA ITEMS TO BE ADVISED TO THE TOWN COUNCIL ADMINISTRATOR	Action	Actioned By
None were received.		

Closure: The meeting closed at 11.49am