Featherstone Town Council

Featherstone Community Centre, Victoria Street, off Station Lane, Featherstone, West Yorkshire, WF7 5BB
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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 **WEDNESDAY 11th NOVEMBER 2026**

Following the Events Committee Meeting at 6pm.

Leanne Murphy
Deputy Town Clerk



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

Date Created: 03-11-2026

AGENDA

Item Number	Description	Enclosure
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 WEDNESDAY 8TH JULY 2026** To receive and sign the minutes of the Community Centre Management Committee meeting held on Wednesday 8th July 2026 following the Admin & Finance Committee Meeting at 6pm (MIN 131/26 to 145/26) and approve the contents contained therein.	**Pages 6-9**

6	**COMMUNITY CENTRE INCOME** Members to note the Community Centre Income from 30th June to 3rd November is: £3,477.50.	
7	**CONTAINER** Attached to the agenda are the amended designs for the container. Members are asked to discuss and recommend any changes to be made or approve the designs provided.	**Pages 10-13**
8	**CARETAKER REPORT** The Caretaker will provide members with an update at the meeting.	
9	**RETRACTABLE SEATING** Attached to the agenda is a report from the retractable seating service. Members to note the seats were discontinued a long time ago and as such the company are unable to source replacement parts, it would be advisable to plan on replacing the seating 9in the near future. It is recommended that members consider this for the upcoming precept meeting.	**Pages 14-17**
10	**COMMUNITY CENTRE PUBLIC TOILETS** A quote has been received for the following: • 4 x sanitary units – 4-weekly service • 3 x fast driers – installed and maintained • 3 x Airoma air freshening units – 8-weekly service • Duty of Care Certificate – FOC • No other charges	

	Total cost: £27.70 + VAT per week There is a slight increase of 80p on the sanitary units **Recommended:** That members approve the quote provided.	
11	**WALL SERVICE** Members to note that the wall was serviced on 22nd September 2026 the feedback from this is that the wall is that whilst the wall is still movable it is starting to reach the end of its life. A quote has been received for a replacement wall and is attached to the agenda for members to review and to bear in mind for future budgeting.	**Pages 18-19**
12	**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 2027. Current Charges as of 1st April 2026 are – <u>Small Room –</u> Community £7 Commercial £14 <u>Large Room –</u> Community £9 Commercial £18 <u>Full Hall –</u> Community £12 Commercial £24 <u>Kitchen –</u> Community £7.50 Commercial £15	

	Projector – Community £2.50 Commercial £5	
13	**URGENT MATTERS FOR INFORMATION ONLY NO DECISIONS CAN BE MADE.**	
14	**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 WEDNESDAY 8TH JULY 2026 FOLLOWING THE ADMIN & FINANCE COMMITTEE MEETING AT 6PM.

Present: Councillor S Haslam, Councillor J Hutsby, Councillor M Isherwood, Councillor H Symons, Councillor R Taylor, Councillor M Tennant-King and Councillor S Vickers.

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

131/26 ELECTION OF CHAIRMAN	**Action**	**Actioned By**
It was: Proposed by Councillor Tennant-King and seconded by Councillor Symons and **Resolved:** That Councillor Hutsby is chairman for the ensuing year.		

132/26 WELCOME AND APOLOGIES	**Action**	**Actioned By**
Apologies were received from Councillor Law, Councillor Belbin and Councillor Longley.		

133/26 ELECTION OF VICE-CHAIRMAN	**Action**	**Actioned By**
It was: Proposed by Councillor Hutsby and seconded by Councillor Isherwood and **Resolved:** That Councillor M Tennant-King is Vice-chairman for the ensuing year.		

134/26 MEMBERS DECLARATIONS OF INTEREST	**Action**	**Actioned By**
None we declared.		

135/26 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.		

136/26 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.		

137/26 MINUTES OF THE COMMUNITY CENTRE MANAGEMENT COMMITTEE HELD ON THURSDAY 02nd APRIL 2026	**Action**	**Actioned By**
It was: **RESOLVED:** That the Minutes of the Community Centre Management Committee held on Thursday 02nd April 2026 at 11.30am (Minute Numbers 626/26 to 637/26 are approved and signed.	To be placed onto Town Council Website.	LM

138/26 COMMUNITY CENTRE INCOME	**Action**	**Actioned By**
Members noted the Community centre income from 02nd April to 30th June is: £6,958.00		

139/26 COMMUNITY CENTRE APPLICATION FORM	**Action**	**Actioned By**
Attached to the agenda was a copy of the current community centre application form. Members were asked to review this and approve with any recommended changes mentioned at the meeting. It was: Resolved: That the form be kept as it is.		

140/26 CONTAINER	**Action**	**Actioned By**
Members reviewed the draft images received in relation to decorating the container along with a write up on why these images had been designed. Members were asked to review the designs and provide any feedback.	To email the artist with the feedback received.	LM

A discussion took place. Majority agreed that the design didn't represent the mining aspect of the town and focused mainly on farming, it was also noted that sports wasn't represented on the draft design. **It was:** **Resolved:** That the office staff send an email to the artist asking for a second draft to include something that relates to mining and to sports whilst keeping the original design intact.		

141/26 RETRACTABLE SEATING SERVICE STAFF TRAINING	**Action**	**Actioned By**
Members were informed that the 5 year contract previously approved was now active and a suitable date for the service to take place had been requested. With regards to staff training the cost for this will cover as many members as required and is done via an online platform. Members will be informed when this training is available and a suitable date will be agreed. Councillor Vickers made members aware that the retractable seating hasn't got a hire price on the booking form. It was agreed to place this onto the next Admin & Finance Committee meeting for discussion.	To place hire cost for retractable seating onto the next Admin & Finance Committee meeting.	VS

142/26 CARETAKERS REPORT	**Action**	**Actioned By**
The caretaker informed members that all works required has been carried out and all records are up to date.		RS

143/26 COMMUNITY CENTRE BOOKINGS UPDATE	**Action**	**Actioned By**
Attached to the agenda was an overview of community centre bookings. A discussion took place. **It was:** Agreed to place the possibility of hiring another member of staff onto the Admin & Finance Committee Meeting for discussion. Members agreed that having a member of staff to cover weekends and holidays is required as Councillors are being asked to cover when the caretaker isn't available.	To place additional staff onto the next available Admin & Finance Committee meeting for discussion.	VS

144/26 URGENT MATTERS FOR INFORMATION ONLY NO DECISIONS CAN BE MADE	Action	Actioned By
None were received.		

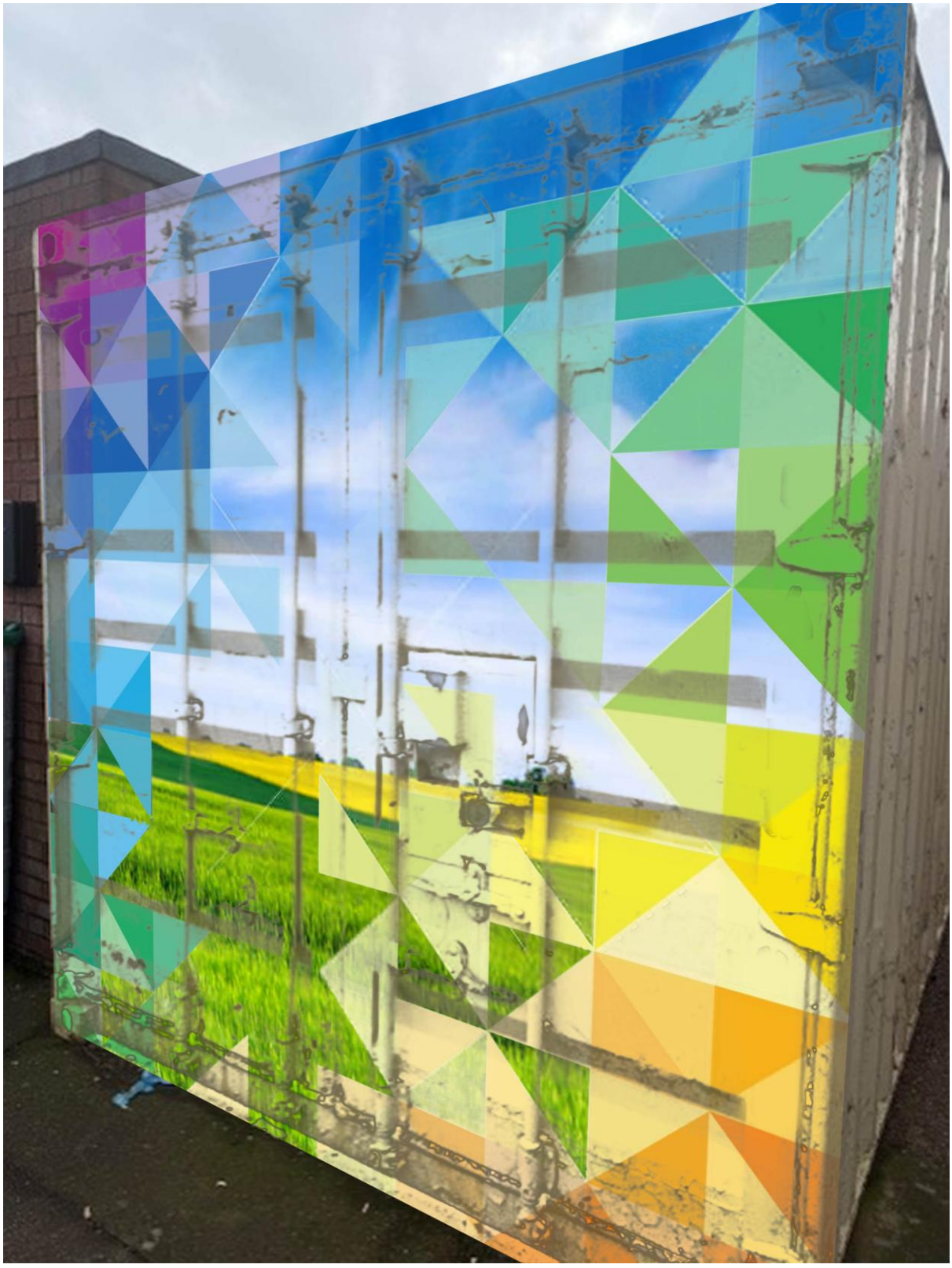
145/26 FUTURE AGENDA ITEMS TO BE ADVISED TO THE TOWN COUNCIL ADMINISTRATOR	Action	Actioned By
None were received.		

Closure: The meeting closed at 18.50pm

Date Created: 03-11-2026



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Date Created: 03-11-2026

Project Name	Featherstone Library	S19149-26
Address	Victoria Street, Off Station Lane, Featherstone WF7 5EZ	

Manufacturer	Hussey	Unit Type	Fixed
Operation	Manually Operated		
Unit Width	2x 7m	Type of seats on retractable	Sentinel
No. of Rows	5	No. of Seats on retractable	102
No. of units in bank	2	No.& type of seats (fixed)	N/A

SCOPE OF WORK		FURTHER WORK REQ'D		NOTES
		Unit in good order	Report attached	
1	Braces Condition & Security	HW		
2	Latches & Keepers	HW		
3	Column condition & Security	HW		
4	Footshell & Wheels	HW		
5	Wheel Pins and Circlips	HW		
6	Slide Arms Fixings & Adjustment	HW		
7	A-Frame Condition & Security	N/A		
8	Brake Systems Working	HW		
9	Deckboard Condition & Fixings	HW		
10	Deck Carpet Secure	HW		
11	Fascia Board & Fixings	HW	HW	
12	Rail Sockets & Fixings	HW		
13	Rails to Front, Rear & Side	HW	HW	
14	Aisle Step Security & Nosing	HW	HW	
15	Platform Joiners Fixings Good	N/A		
16	Platform Top Fixings Secure	N/A		
17	Hydraulic Truck Mechanism	N/A		
18	Hydraulic Truck Castors	N/A		
19	Harness Point Kits Fitted	N/A		Not HSW installation
20	Wall and Floor Fixings	HW		
21	Upholstery/Seat no's/letters	HW	HW	
22	Seat Folding/Tipping Mechanism	HW	HW	

Date Created: 03-11-2026

23	Integra Seats fixings hand torque correctly 25 & 45 N/m	N/A		
24	Centura Seats fixings hand torque correctly 15 & 45 N/m	N/A		
25	Metro Seats fixings hand torque correctly 12.5 – 15 N/m	N/A		
26	Seat & Back Secure	HW		
27	Weights to Motor	N/A		
28	Motor Adjustment to Floor	N/A		
29	Pendant Control & Plugs	N/A		
30	Electric Power Operation	N/A		
31	Electric Wiring & Cable Secure	N/A		
32	Apply Service Sticker	HW		
33	Unit Operation	HW		
34	Special Features	N/A		

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Email : service@husseyseatway.com; Website : www.husseyseatway.com

Register No. 4166039
Registered Office:
11 Laura Place, Bath BA2 4BL

Date Created: 03-11-2026

Project Name **Featherstone Library**

Engineers Remarks:

LH Unit (No Steps):

~ The following seat unlatch with little to no force: C9 and C10.

This only happens when the seats have been lifted and you give them a pull. When sat on, weight is put on the pins and you can't unlatch them. However, this still needs to be rectified to make the seats 100% safe.

3 x new footboxes are needed to fix this issue.

~ C2 seat base has damage to its upholstery.
~ The following seats do not return fully: A7 and E7.
~ Replaced 1 x wheelpin in floor fix bracket with M8 fixing.
~ Fascia boards are showing signs of wear and tear due to their age.
~ No handrails are present (5 x needed).

RH Unit:

~ The following seats unlatch with little to no force: A19,
A20, C17, C18, C19, C20, E19 and E20.

This only happens when the seats have been lifted and you give them a pull. When sat on, weight is put on the pins and you can't unlatch them. However, this still needs to be rectified to make the seats 100% safe.

12 x new footboxes are needed to fix this issue.

~ Seats D19 and D20 cannot be used because the seats unlatch too easily which causes them to be unsafe. These seats will unlatch with someone sat on them.

3 x new footboxes are needed to fix this issue.

~ The following armrests are damaged/broken: A22, B20, C20, D20 and E20.
These are all in a location where the armrest hits a fascia board fixing when lowered.

~ Installed 2 x step brackets to prevent the removeable steps from sliding around.
~ Fascia boards are showing signs of wear and tear due to their age.
~ No handrails are present (5 x needed).
~ Customer has asked for a quote for T-Bars to fill the gaps between the units.

Photos, where necessary, of the above noted remarks have been taken: Yes Are quotations required as a result of the above noted remarks: Yes
Name: Harry Woodcock Date: 8th September 2026

CERTIFICATE OF SERVICE

FOR

Featherstone Library
Victoria Street
Off Station Lane
Featherstone, WF7 5EZ

Certificate confirms that the telescopic seating installation at the above address has been serviced.

ENGINEER:

Harry Woodcock

INSPECTION DATE:

8th September 2026

NEXT SERVICE AND SAFETY INSPECTION DUE:

September 2027

Quotation No:	**CW / 53666**	**26th October 2026**
Customer:	**Featherstone Community Centre**	
Project:	**Victoria Street, Featherstone, WF7 5BB**	
Product:	**MonoWall – Manually Operated and Non Fire-Rated**	
Opening Size:	11,817mm wide x 5,253mm high	
Comprising:	8 No. Basic Panels 1 No. Single Inset Pass Door 1 No. Telescopic End Panel 2 No. Wall Jambs	
Specification:	(i) Top hung only without floor tracks or guides (ii) Steel jointed panels (105 mm nominal thickness) (iii) Top and bottom retractable seals (iv) Exposed vertical edge profiles finished in satin anodised aluminium (v) Ceiling track c/w ceiling trim, to RAL 9016 white (vi) Two point suspension track system (Offset Stacking)	
Finish:	Laminate from our standard range	
Sound Attenuation:	Rw46dB Specification	
Installation:	Our rates include for delivery to site, off loading, hauling to the **Ground Floor** via **adequate access** and installation including associated supports and fixings to a suitable structural soffit (by others) up to 600mm above ceiling level / our head tracks **and branch tracks** **Any acoustic baffles / bulkhead works / pelmet works required are to be completed by others.** **Ceiling works by others** **SYSTEM TO BE DISMANTLED BY MONOWA TO EXISTING SKIP (BY OTHERS)** All works to be carried out during normal working hours.	
Delivery:	Track approximately 2 - 3 weeks Panels approximately 4 - 6 weeks	

Price:	**£34,996.00**
Terms:	Net- Payment is due 30 days from installation date subject to credit status.
Notes:	**All prices are subject to a full site survey by Monowa.** VAT is not included in the above rates. The rates contained in this quotation are fixed for delivery and installation on or before 31st December 2026 This offer is open for acceptance for 2 months from today's date and is subject to our Terms and Conditions Surrounding structure (e.g. orthogonal walls and floors) must be to a sufficient specification to prevent flanking transmission Inclusion of pass doors has a detrimental effect on sound attenuation Baffle prices are based on zero service penetrations (and floor baffles, unless specified, have not been priced) A full list of terms and Conditions and certificates available on request.

Date Created: 03-11-2026