

**MINUTES OF THE EVENTS, MARKETING AND COMMUNICATIONS SUB COMMITTEE MEETING HELD AT
BINGLEY METHODIST CHURCH ON TUESDAY 20th JUNE 2017**

**Start: 6:30pm
Finish: 8:10pm**

Councillors present:	Chapman, Dawson, Simpson and Varley
Councillors in attendance not a member of this committee:	
In attendance:	Ruth Batterley, Town Clerk and Laura Jowett, Administrative Officer
Non Councillor members of the sub-committee	Helen Owen and Donald Wood
Members of the public:	None

1718/01 Election of Chair of the sub committee

- a) **To elect a Chair of the meeting for the purpose of transacting item 1718/01 b)**

Resolved to elect Councillor Dawson as Chair of the meeting. Proposed Councillor Dawson, seconded Councillor Varley and agreed. Four were in favour, two non councillors did not vote.

- b) **To elect a Chair of the sub committee**

Resolved to elect Councillor Dawson as the Chair of the sub committee for 2017-2018. Proposed Councillor Simpson, seconded Councillor Varley and agreed. Four were in favour, two non councillors did not vote.

1718/02 Apologies for absence

None received.

1718/03 Disclosures of interest

- a) **To receive declarations of interest from councillors on items on the agenda.**
b) **To receive written requests for dispensations for disclosable pecuniary interest**
c) **To grant any requests for dispensation as appropriate.**

None received.

1718/04 To receive the sub committee's terms of reference

The sub committee received the Terms of Reference

1718/05 Public Participation

Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chairman.

No members of the public, who are not members the sub committee, were in attendance.

1718/06 Annual Report

- a) **To consider arrangements for the Annual Report**

b) To consider any next steps

- a) A discussion was held regarding arrangements for the Annual Report.
- b) **Resolved** to send all items for the Annual Report to Helen Owen by Friday 30th June 2017 in order to send to the printer by 8th July 2017.

1718/07 Events

a) To consider arrangements for forthcoming Town Council events

A discussion was held about arrangements for Eldwick Gala, Cottingley Fun day and Bingley Show. It was agreed that the Clerk would request further information from Bingley Business Expo. **Resolved** to add events to the Town Council's diary as soon as possible.

1718/08 Promotional Items

a) To consider any promotional items that the sub committee may wish to recommend the Finance and General Purposes committee purchases

Resolved to seek 3 quotes for a good quality gazebo.

1718/09 Website update

- a) **To receive an update on the website**
- b) **To consider any next steps**

- a) An update was received on subscribers to the website, Mail Chimp, the newsletter and which news posts get sent to subscribers via the website.
- b) Next steps include deciding what to put in future electronic newsletters and website posts

1718/10 Communications for the Town Council

- a) **To consider and review communications for the Town Council**
- b) **To consider any next steps**

- a) Communications were reviewed, it was identified that there had been 1158 visits to the website last month and that these had come from 703 unique visitors.
- b) It was agreed to build on what is already in place

1718/11 Future meetings

To set dates for future meetings of the Events, Marketing and Communications sub committee

Resolved to meet bi-monthly on a Monday at 6pm. The dates of the next meetings were agreed as Monday 14th August, Monday 16th October and Monday 4th December. **Resolved** to look into booking a room at Bingley Methodist Church as a regular venue for the sub committee meetings.