

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Park, Bingley, BD16 2LF

MINUTES OF THE EVENTS, MARKETING AND COMMUNICATIONS SUB COMMITTEE MEETING HELD ON ZOOM ON TUESDAY 2 March 2021

Start: 18.30

Finish: 20.01

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| Councillors present: | Rachael Drucquer, Helen Owen, Mark Truelove |
| Councillors in attendance not a member of this committee: | Steve Williams |
| In attendance: | Ruth Thompson, Administrative Officer |
| Non Councillor members of the sub-committee | Mr O'Neill and Mr Wood |
| Members of the public: | None |

2021/17 Apologies for absence

- a) To note apologies for absence
- b) To receive and consider apologies for absence
- c) To approve reasons for absence

No reasons for absence had been received.

2021/18 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

2021/19 Minutes

To approve the minutes of the meeting held on Tuesday 4th August 2020

Resolved to approve the minutes of the meeting held on Tuesday 4th August 2020.

2021/20 Public Participation

Members of the public were reminded that this was 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

2021/21 Events

- a) To consider the arrangements for the Annual Town Meeting

Resolved to provisionally book the Methodist Church, Mornington Road, Bingley as the venue for the 18th May 2021 Annual Town Hall Meeting. Awaiting further Government guidance on the holding of Annual Town Meetings during the Covid-19 Pandemic.

Resolved to run the event in line with any required Covid safety measures

Resolved to invite the following groups and individuals to the event:

- Grant recipients. Grant recipients to be requested to provide information at the event on how they had used the funds provided. This information could be provided in a number of ways: short presentation, small visual display or a video presentation. Grant recipients to choose which approach to adopt.
- Representatives from the Community Partnership.
- Jamie Illingworth (potentially as a guest speaker).
- Ward Councillors and Ward Officers.

Resolved that Helen Owen would make contact with a potential speaker for the event.

Resolved not to provide any refreshments.

b) To consider the council involvement in the Bingley 10k Run

Resolved to recommend to FGP that it considers any grant requests made by the group.

Resolved to recommend to FGP that it if funds were provided by Bingley Town Council then a request for the Bingley Town Council logo to be displayed at the event would be made.

c) To consider the council involvement in Easter/Christmas Weekend Markets

Resolved to recommend to FGP that it consider any grant request made by the Bingley Chamber of Trade.

Resolved that Bingley Town Council should attend the Bingley Chamber of Trade Christmas Market and request an inside stall.

Resolved to draft a rota of councilors who would attend the event.

2021/22 Communications

- a) To consider liaison with the Bingley Chamber of Trade
- b) To consider Canal and Rivers Trust signage

- a) **Resolved that** Mark Truelove would continue to liaise with Bingley Chamber of Trade on behalf of Bingley Town Council.
- b) **Resolved that** Rachel Oxborough, Visitor Engagement Manager, should be contacted to see how progress could be made on the removal of redundant brown signs and that contact would be made with the Canal and Rivers Trust to explore how the pavement way-markers project could be taken forward. Including gaining access and permission to use the designs and project costings.

2021/23 To resolve that members of the press and public be excluded from items 2021/24 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (*Pricing information*).

2021/24 Production of annual report

- a) To consider the content and production of an annual report.

Resolved that the services of a professional copy writer would not be used for the Summer 2021 Newsletter.

Resolved that that Helen Owen would draw up a list of which councilors would be asked to produce what articles and what photos would be required. Topics include: Financial Report, Grants, Summer bedding and planting, completion of street furniture painting, completion of Hub with internal photos, Annual Town Meeting, local elections, updates from sub committees

and working groups, and markets.

The key deadline dates will be as follows: Copy to Helen Owen by 21 June. Proof-reading 21-29 June, Sign off at Full Council meeting 29 June. Printing to be undertaken by mid-July and delivery to follow immediately

The newsletter will be 6 pages.

Donald Wood and Steve Williams will undertake proof-reading.

2021/25 Future meetings

The next meeting will be held on Thursday 17 June 2021 at 7.00pm, arrangements to be confirmed.

DRAFT