

BINGLEY TOWN COUNCIL
MINUTES OF THE EVENTS, MARKETING AND COMMUNICATIONS SUB COMMITTEE MEETING HELD AT
BINGLEY METHODIST CHURCH ON MONDAY 21ST MAY 2018

Start: 6:15pm
Finish: 7:50pm

Councillors present:	Dawson, Simpson
Councillors in attendance not a member of this committee:	None
In attendance:	Laura Jowett, Administrative Officer
Non Councillor members of the sub-committee	Mr Donald Wood
Members of the public:	None

1718/57 Apologies for Absence

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

Resolved to approve the reasons for absence for Councillor O'Neill and Councillor Owen. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

1718/58 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.

1718/59 Minutes

To confirm as a correct record the minutes of the meeting held on Tuesday 5th February 2018

Resolved that the minutes of the meeting held on 5th February be approved. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

1718/60 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 Chair.

None present

1718/61 Website

- a) To receive an update on the Bingley Town Council website
- b) To consider enhancements to the website
- c) To make a recommendation to the Finance and General Purposes Committee
- d) To consider any next steps

- a) Figures to be reported to Full Council on a quarterly basis as previously agreed.
- b) A discussion was held about possible enhancements to the website.
- c) **Resolved** to recommend to the Finance and General Purposes Committee that a meeting is convened with Digital Nomads as soon as possible to discuss the following enhancements and obtain costings;
 - GDPR related enhancements to the website
 - Adding a Neighbourhood Plan page,
 - Adding an Annual Events page
 - Adding a Tourism page, including the town map
 - Newsletter Archive
 - Links for documents
 - Enhancing or changing the website posting facility to enable more elaborate posts and newsletters
 Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

1718/62 Annual Report

- a) **To review arrangements for the Annual Report**
- b) **To consider arrangements, contents and pictures for the Annual Report**
- c) **To consider any next steps**

Resolved to reuse the template from the 2017 Annual Report and to include items on markets, floral displays, the grant scheme and the children's Christmas lights competition. To have a distinctive colour and to use lots of photos. The copy is to be ready by the 17th June in order that the newsletter can be approved at the Full Council meeting on the 26th June and the newsletter will be printed in time to be distributed at Bingley Show on the 21st July. Three quotes for distributing the Annual Report are to be sought for the Finance and General Purposes Committee in June. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

1718/63 Events

- a) **To review the Annual Town Meeting and consider any next steps**
- b) **To confirm attendance at local events**
- c) **To consider any next steps**

- a) The Annual Town Meeting was reviewed and agreed it was a successful event and the format can be reused next year.

Resolved to recommend to the Finance and General Purposes Committee that the grant scheme information is amended to include a condition that organisations will be required to attend the Annual Town Meeting. Proposed Councillor Simpson, seconded Councillor Dawson and agreed, all were in favour

- b) An update was given on attendance at local events
 - 30/06 Eldwick Gala - attendance confirmed and payment has been issued
 - 14/07 Cottingley Fun Day - attendance confirmed verbally
 - 21/07 Bingley Show - Confirmation received
 - 19/09 Bingley Business Expo – confirmation received
- c) Next steps to include planning the rota for events in advance, investigating the cost of a suggestions box and Councillor Dawson to contact K Pritchard about Beacon lighting.

1718/64 Next Meeting of the EMAC Sub-Committee

- a) **To identify dates for future meetings of the Events, Marketing and Communications Sub-Committee.**

Future meeting to be held on Monday 10th September 2018 at Bingley Methodist Church

The next meeting of the Events, Marketing and Communications Sub-Committee will be held on Monday 2nd July 2018 at 6pm at Bingley Methodist Church.