

# BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

## BINGLEY TOWN COUNCIL

### EVENTS, MARKETING AND COMMUNICATIONS SUB-COMMITTEE

Date: Wednesday 31st October 2018

To: Members of the sub committee - Councillors Dawson, Owen, Simpson, Winnard, Mrs Carney and Mr Wood

To: Non-Committee Members for information only.

Dear Councillors,

You are summoned to attend a meeting of the **EVENTS, MARKETING AND COMMUNICATIONS SUB COMMITTEE** to be held at Bingley Town Council Office, Cottingley Cornerstone, Littlelands, Cottingley, Bingley BD16 1AL on **Monday 5<sup>th</sup> November at 4.00pm.**

Yours sincerely,

Ruth Batterley

Ruth Batterley  
Clerk to the Council

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## AGENDA

### 1819/21 Apologies for Absence

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

### 1819/22 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.

### 1819/23 Minutes

To confirm as a correct record the minutes of the meeting held on Tuesday 4<sup>th</sup> September 2018  
(Attached)

**1819/24 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.

**1819/25 Newsletters**

- a) To review the October newsletter
- b) To consider arrangements for upcoming newsletters
- c) To consider any next steps

**1819/26 Future Communications**

- a) To consider arrangements for newsletters in 2019-2020
- b) To consider arrangements for monthly mailings in 2019-2020
- c) To consider any next steps

**1819/27 Website**

- a) To consider transfer of website to new server
- b) To receive an update on the website enhancements
- c) To consider any next steps

**1819/28 Events**

- a) To consider arrangements for upcoming events, including Christmas
- b) To consider any next steps

**1819/29 Next Meeting of the EMAC Sub-Committee**

To decide the dates of future meetings of the Events, Marketing and Communications Sub-Committee