

BINGLEY TOWN COUNCIL



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

MINUTES OF THE EVENTS, MARKETING AND COMMUNICATIONS SUB COMMITTEE MEETING HELD AT COTTINGLEY CORNERSTONE CENTRE ON THURSDAY 17TH JANUARY 2019

Start: 5:00pm
Finish: 6.30pm

Councillors present:	Dawson, Owen, Simpson and Winnard
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

1819/30 Apologies for Absence

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

None received. Mrs Carney was not present.

1819/31 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

1819/32 Minutes

To confirm as a correct record the minutes of the meeting held on Monday 5th November 2018

Resolved that the minutes of the meeting held on 5th November 2018 be approved.

1819/33 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

1819/34 Events

- a) To consider arrangements for the Annual Town Meeting
- b) To consider communications support for the Neighbourhood Plan Community Consultation events
- c) To consider arrangements for events in 2019
- d) To consider any next steps

- a) **Resolved** to recommend the following arrangements for the Annual Town Meeting to the Full Council.
The Annual Town Meeting is being held in the hall at Cottingley Community Centre from 6.30pm on Thursday 7th March 2019. The format will be the same as last years Annual Town Meeting as it was a successful and positive event.
All previous grant recipients will be invited to attend as stall holders to publicise their groups and Park Run, Trinity All Saints Community Kitchen and Bingley Arts Centre Community Cinema will be invited to speak. Lidl will be invited to send a representative. The MP, Ward Councillors and Chamber of Trade will be invited to attend as guests.
The event will be publicised on social media and within newsletters and monthly mailings.
- b) **Resolved** to recommend that the Neighbourhood Plan documents are published on the website at least two weeks in advance of the community consultation events, that a brief power point presentation be used to show at the events, information will be included in the newsletter which is due to be published in February. Feedback sheets, display boards and posters will be required. Quotes will be obtained for the display boards.
- c) **Resolved** to recommend to the Finance and General Purposes Committee that stalls be booked for the Easter Event and Bingley Show. It is recommended that the council has a presence at other events however it will be left to the new council to commit to attendance nearer the time.

1819/35 Markets

- a) **To consider communications support for markets in 2019**
- b) **To agree any next steps**

An update was provided regarding markets in 2019. It was recommended that they are advertised more widely this year, that all businesses are leafletted and that permission is obtained for all banners.

1819/36 Newsletters

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

- a) The February newsletter will feature arrangements for the Annual Town Meeting and Neighbourhood Plan community consultation events, the budget and precept and grants and other key highlights. It will be signed off at the Finance and General Purposes Committee meeting on the 13th February.
- b) The February newsletter will be the last that this council produces and arrangements for future newsletters will be left for the incoming council to decide.

1819/37 Website

- a) **To consider options in relation to the website server**
- b) **To receive an update on the website enhancements**
- c) **To consider any next steps**
- a) **Resolved** to recommend to the Finance and General Purposes Committee that an order be submitted to Nevis to provide an SSL certificate for the website, for the cost of £95 per year plus vat, this will also require an order to Digital Nomads to install the certificate.
- b) **Resolved** to recommend to the Finance and General Purposes Committee that approval of copy for the website enhancements be delegated to the clerk.
- c) **Resolved** that Councillor Simpson will ask Bingley Camera Club if they would like to provide some photos for the homepage of the website. Photos will be credited to the photographer.

1819/38 Media query form

To consider recommending the media query form to the Finance and General Purposes Committee for approval

Resolved to recommend to the full council that the Media Inquiry Form be approved

1819/39 Scope of EMAC sub-committee

To list the work undertaken by the EMAC sub-committee

A list will be circulated to the members of the sub-committee by email, members can then add to the list.

1819/40 Next Meeting of the EMAC Sub-Committee

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

The next meeting of the Events, Marketing and Communications Sub-Committee will be held on

Monday 1st April 2019 at 5pm at Eldwick Memorial Hall.