

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 TUESDAY 23RD JULY 2019

Start: 10:30am

Finish: 11:45am

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

1920/01 Election of a councillor to act as Chair for the meeting

Resolved to appoint Councillor Dawson as Chair for the meeting

1920/02 Apologies for absence

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

None

1920/03 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

1920/04 Minutes

To approve the minutes of the meeting held on Thursday 17th January 2019

Resolved to approve the minutes of the meeting held on Thursday 17th January 2019.

1920/05 Terms of Reference

To receive the sub committee's terms of reference

The sub-committee's terms of reference were received.

1920/06 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.

One member of the public was in attendance and queried if there had been any progress regarding the pedestrian crossing by the library, Councillor Dawson advised an update would be requested at the full council meeting.

1920/07 Annual Report To consider content for the Annual Report

- a) To consider deadlines for the Annual Report
- b) To consider procedure for compilation, design and distribution for the Annual Report
- c) To consider any recommendations to be made to the Full Council

- a) **Resolved** to include the following in the 2019 Bingley Town Council Annual Report;

Item	Details	Responsibility
Front page	Picture led – design as logo, with pictures in segments. Pictures of Five-Rise Locks, Action Stations platform display, Wildflower display, Play in the Park, markets	
How your money was spent	Include basic financial info, income and expenditure, present as pie chart,	Town Clerk
Meet your Councillors	Diary	
Chair's welcome		Cllr Ros Dawson
Community Consultation	Information	Cllr Ros Dawson
Neighbourhood Plan	Update	Cllr Steve Williams
Green and Clean	Include floral displays, Incredible edible, forum etc	Cllr Edwina Simpson
Climate Emergency		Cllr Edwina Simpson
Priestthorpe Annex	Update	Cllr Ros Dawson
Benches		Cllr Ros Dawson
Office/ toilets	Update	Cllr Edwina Simpson
Crossley Wood	Update	Cllr John Brazendale
Play in the Park	Report	Cllr Helen Owen
Grants	Update	Cllr Edwina Simpson

- b) The EMAC sub-committee identified that distribution should begin, no later than the 1st September due to the information contained within the report. The Annual report should be signed off at the Finance and General Purposes Committee on the 14th August, and all copy should be submitted for design by the 5th August.
Mr Donald Wood and Cllr Steve Williams will be asked to proof read the Annual Report. The Administrative Officer will check the availability of the designer/ printer, and the distributor.

1920/08 Community Consultation Events

- a) To consider actions for the Community Consultation events in September
- b) To consider dates for the Community Consultation events in September
- c) To consider any recommendations to be made to the Full Council

- a) Councillors Owen, Simpson and Williams have offered administrative help for the consultation events.

Resolved to get quotes for a four week hire of display boards to enable them to be prepared at

the next meeting of the Events Marketing and Communications sub-committee on Monday 2nd September at 2pm.

A briefing will be prepared for councillors by the August Full Council meeting.

- b) The dates will be approved by the Full Council. All councillors will be asked to attend events.
- c) **Resolved** to recommend an event is not held on Saturday 14th September and that the Arts Centre is hired from 9am-1pm on Saturday 7th September to display Neighbourhood Plan information which cannot be accommodated on the market.

1920/09 Website and Social Media

- a) **To consider developing a policy for the promotion of events or general news items from external organisation on social media**

- a) **Resolved** to recommend to the Finances and General Purposes Committee that once a week, if necessary, events or general news items from statutory authorities, are uploaded onto social media. Extracts from the diary and a reminder that community groups can post events on the calendar on the Town Council website will also be included.

Councillor Owen left the room at 11.33am and returned at 11.35

1920/10 Non-councillor involvement on the sub-committee

- a) **To consider non-councillor involvement on the sub-committee**

- b) **To consider making a recommendation to the Finance and General Purposes Committee**

Resolved to recommend to the Finance and General Purposes Committee that three non-councillor members be appointed to the Events, Marketing and Communications sub-committee. Mr Chris Dickerson has expressed an interest in being appointed. Previous members to be asked if they wish to be appointed and any vacancies to be advertised.

1920/11 Design of pull up banner

- a) **To consider the design of the pull up banner**

Resolved that the banner feature a photograph of the Five Rise Locks, the Town Council logo and details of the areas served

1920/12 Future meetings

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

The next meeting will be held at 2pm on Monday 2nd September at Cottingley Community Centre. The display boards for the community consultation events will be prepared as part of this meeting.