

BINGLEY TOWN COUNCIL



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

MINUTES OF THE EVENTS, MARKETING AND COMMUNICATIONS SUB COMMITTEE MEETING HELD AT COTTINGLEY COMMUNITY CENTRE ON MONDAY 2ND SEPTEMBER 2019

Start: 2:00PM
Finish: 5:20PM

Councillors present:	Dawson, Owen (Part of the meeting) 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	Mr Dickerson and Mr Wood
Members of the public:	One

1920/13 Election of a councillor to act as Chair for the meeting

Resolved to appoint Councillor Dawson as the Chair for this meeting

1920/14 Apologies for absence

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

No apologies had been received.

Councillor Brazendale was not present

1920/15 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

1920/16 Minutes

To approve the minutes of the meeting held on Tuesday 23rd July 2019

Resolved to approve the minutes of the meeting held on Tuesday 23rd July 2019.

1920/17 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.

None

1920/18 Annual Report

- a) To receive an update on the Annual Report
- b) To consider if any action is required

- a) An update was given. The Annual Report looks fantastic and the cover works well. The sub-committee expressed its thanks to all those involve in producing the document including Mr Donald Wood and Councillor Steve Williams for proof reading. Mr Wood requested that, going forward, clarification be provided about the terms of reference for proof reading and suggested that a brief proof-reading meeting may be helpful.
- b) **Resolved** to recommend to the Finance and General Purposes committee that in future a short meeting is held for proof reading and that two proof readers attend along with one councillor with editorial responsibilities.
Resolved to recommend to the Finance and General Purposes committee that a 6-8 page newsletter is produced twice a year, in September and March, and that this be delivered to all homes. It is recommended that 12,500 copies are produced so some can be made available in prominent public places in the parish.

1920/19 Noticeboards

To consider management of Town Council notices and noticeboards

Resolved to recommend to the Full Council that councillors are asked to distribute information, including the Town Council diary, for display in noticeboards throughout the parish. Councillors will be encouraged to take responsibility for the noticeboards in their ward.

1920/20 Banner

To receive the draft design for the pull up banner

The draft design was received and further amendments were suggested including changing the pictures, removing bullet points and rearranging the text and that the text should be in purple.

1920/21 Social Media

- a) **To receive the draft social media guidelines**
- b) **To consider recommending the guideline to the Finance and General Purposes Committee for approval**
 - a) The draft social media guidelines were received
 - b) The sub-committee expressed its thanks to Councillor Brazendale for this contribution, the guidelines were noted and the sub-committee **resolved** to recommend to the Finance and General Purposes committee that these guidelines are included as an appendix to the Communications Policy and that a WhatsApp group is set up to include Councillors with responsibility for social media.

1920/22 Community Consultation Events

- a) **To consider arrangements for the Community Consultation events in September**
- b) **To produce the displays for use at the Community Consultation events**
 - a) **Resolved** that the community consultations, along with the following items, be publicised in the next monthly mailing: the annual report, the environmental warden post, Climate Emergency Working Group, preparedness for Brexit, office/ toilets conversion project and the Bingley Pool community asset transfer.

Councillor Owen left the meeting at 3.05pm

- b) The sub-committee put together the displays for the consultation events.

1920/23 Future meetings

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

The next meeting will be held at 5.30pm on Monday 21st October at Cottingley Community Centre.