

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 21ST OCTOBER 2019

Start: 5:30PM
Finish: 6:30PM

Councillors present:	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	Mr Dickerson, Mr O'Neill and Mr Wood
Members of the public:	None

Councillor Simpson took the chair in Councillor Dawson's absence

1920/24 Apologies for absence

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

Councillor Dawson's apologies and reasons for absence were noted. **Resolved** to approve the reasons for absence for Councillor Dawson.

Councillor Brazendale was not present

1920/25 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

1920/26 Minutes

To approve the minutes of the meeting held on Monday 2nd September 2019

Resolved to approve the minutes of the meeting held on Monday 2nd September 2019.

1920/27 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

1920/28 Website

- a) To consider arrangements for reviewing and updating information on the website (eg annual events calendar or services and facilities)

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

c) To receive an update on website and social media statistics

- a) Arrangements for reviewing and updating the annual events calendar and the services and facilities page were discussed. It was agreed that the details would be reviewed and updated as follows

Services – Laura Jowett

Bradford Council and Councillors – Chris Dickerson

Primary and Secondary Schools – Councillor Owen

Leisure Facilities and Libraries – Councillor Simpson

Health Services – Chris O’Neill

Meeting Venues – Laura Jowett

Arts & Entertainment – Councillor Simpson

Housing and Welfare – Councillor Simpson

Press – Councillor Owen

Links at the bottom of the home page – Councillor Simpson

Annual Events Calendar – to include Bingley Markets – Chris O’Neill

All updated information to be sent to Councillor Simpson so that the website can be amended.

- b) The minutes including this information will be circulated to the Finance and General Purposes Committee
- c) Currently the statistics for Facebook and the website show that;

Facebook stats 16/10/19

- 2724 followers

- 2580 likes

Website for year to 16/10/19

	Year to 16/10/19	Last 3 months	October 2019
Visits	15106	4088	1287
Unique visitors	9587	2543	806
Page views	31880	8113	2502

This information will be reported to the Full Council for information.

1920/29 Newsletters

To consider arrangements for the next newsletter

The sub-committee considered arrangements for the next newsletter. They intend to have all copy ready by the 10th February, that a proof-reading meeting be held on or around the 13th February and for the newsletter to be signed off and sent to the printers by the 2nd March. Content for the newsletter will be considered at the next meeting of the sub-committee and will include a Christmas round-up and summer signposting.

1920/30 Events

a) To review the community consultation events

b) To consider arrangements for Christmas events

c) To consider arrangements for the Canal Festival

d) To consider making a recommendation to the Finance and General Purposes Committee

- a) The events were reviewed. The consultation has been reviewed by other committees and will be considered by the Full Council.

- b) Christmas events were discussed. If Bingley Town Council have a stall at the Christmas Fayre on 30 November, councillors will be asked to help at the stall. Arrangements will need to be made

- about presenting the winner of the Schools Christmas lights competition at the lights switch-on.
- c) Councillor Simpson advised that she will attend a meeting about the 2020 Canal Festival on Tuesday 22nd October. This item will then go on a full council agenda.

1920/31 Future meetings

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

The next meeting will be held at 6.00pm on Tuesday 3rd December at Cottingley Community Centre.