

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 TUESDAY 3RD DECEMBER 2019

Start: 6:00PM

Finish: 7:30PM

Councillors present:	Brazendale, Dawson (part of the meeting), 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 O'Neill and Mr Wood
Members of the public:	None

Councillor Simpson took the chair.

1920/32 Apologies for absence

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

Mr Dickerson's apologies and reasons for absence were noted. **Resolved** to approve the reasons for absence for Mr Dickerson.

Councillor Dawson had sent apologies for lateness

1920/33 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

1920/34 Minutes

To approve the minutes of the meeting held on Monday 21st October 2019

Resolved to approve the minutes of the meeting held on Monday 21st October 2019.

1920/35 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

1920/36 Website

- a) To consider progress on website updates and any further action that needs to be taken
- b) To receive an update about website accessibility guidelines
- c) To consider if a change of website hosting provider is required

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

a) Most of the updates have been completed. The annual events calendar and schools information are still to be updated on the website.

b) An update was provided. The administrative officer has recently attended training webinars on this subject further training, on making accessible documents, will be available in March.

Resolved to recommend to the Finance and General Purposes Committee that an audit of the website accessibility be commissioned by an IT company.

Resolved to recommend that officers and councillors use the 'accessibility checker' tool in word when creating documents.

Resolved to recommend that the Town Clerk, Admin Officer and one councillor be authorised to attend an SLCC training webinar on creating accessible documents in March.

c) This item was withdrawn pending further investigations

Councillor Dawson arrived at 6:35pm

1920/37 Newsletters

a) **To consider timings for future newsletters**

b) **To consider content for the next newsletter**

c) **To consider any other arrangements**

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

a) The timings for the next newsletter were considered in light of the distributor's availability.

b) The following content will be included

Content	Responsibility
Christmas, including Christmas lights Competition	Councillor Owen
Environmental Warden appointment	Councillor Simpson
Toilets update	Councillor Simpson
Climate Emergency Working Group	Councillor Simpson
Floral displays and litter picks	Councillor Simpson
Pool update	Councillor Dawson
Priestthorpe Annex and time capsule	Councillor Dawson
Grants round up	Admin officer
Puffin Crossing	Councillor Dawson
Sids	Councillor Holmes
Calendar of events, including markets and play in the park	Admin officer
Fair Tax	Councillor Brazendale
Markets update	Councillor Owen
Plastic Free Events Charter	Councillor Simpson
Neighbourhood Plan	Councillor Williams
Way markers/ tourism	Councillor Owen
Police report	Councillor Truelove

c) None

d) **Resolved** to recommend that sign off of the newsletters be delegated to the Finance and General Purposes Committee to approve at the meeting on the 12th February.

Copy is to be ready by the 29th January for proof reading on the 5th February to be signed off on the 12th before being printed and sent to the distributor no later than the 28th February.

1920/38 Events

a) **To consider Bingley Town Council attendance at events in 2020**

b) **To consider arrangements for events in 2020**

c) **To consider if it is necessary to appoint a councillor with responsibility for events**

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

Attendance at events was considered. It was felt that it is not necessary to have a Bingley Town Council stall at all events.

Resolved to recommend to the Finance and General Purposes that Bingley Town Council hold a stall at Bingley Show and the Christmas Fayre.

1920/39 Items for the new office

To consider what signage and display materials may be required for new office

The Events, Marketing and Communications Sub-Committee agreed to consider this item when designs for the new office have been finalised.

1920/40 Banner Design

To receive an update on the banner design

Councillor Brazendale will take a photograph of the view of the church and river and will circulate to members of the sub-committee to agree before submitting to the printers.

1920/41 Future meetings

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

The next meetings will be held at 6.00pm on Wednesday 5th February 2020 and Tuesday 19th May at Cottingley Community Centre.