

# 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 WEDNESDAY 5<sup>TH</sup> FEBRUARY 2020

Start: 6:00PM  
Finish: 7:30PM

<b>Councillors present:</b>	Brazendale, Dawson (part of the meeting), Owen and Simpson
<b>Councillors in attendance not a member of this committee:</b>	None
<b>In attendance:</b>	Laura Jowett, Administrative Officer
<b>Non Councillor members of the sub-committee</b>	None
<b>Members of the public:</b>	None

Councillor Owen chaired the meeting.

### 1920/42 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.

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

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

### 1920/43 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

### 1920/44 Minutes

**To approve the minutes of the meeting held on Tuesday 3<sup>rd</sup> December 2019**

**Resolved** to approve the minutes of the meeting held on Tuesday 3<sup>rd</sup> December 2019.

### 1920/45 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

Councillor Dawson arrived at 6.10pm

#### **1920/46 Newsletters**

- a) To receive the draft newsletter**
- b) To proof read the draft newsletter and agree any amendments**
- c) To consider making a recommendation to the Finance and General Purposes Committee.**
- a) Members of the sub-committee had received the draft newsletter
- b) The draft newsletter was proof read and amendments were agreed.
- c) **Resolved** to recommend that the amended version be presented to the Finance and General Purposes Committee for approval.

#### **1920/47 Events**

- a) To consider the format of the Annual Town Meeting 2020**
- b) To consider arrangements for the Annual Town Meeting 2020**
- c) To consider arrangements for Bingley Show**
- d) To consider arrangements for attendance at Bingley Christmas Fayre 2020**
- e) To consider making a recommendation to the Finance and General Purposes Committee**
- a) The Annual Town Meeting will be held at Bingley Methodist Church from 6.00pm on Monday 18<sup>th</sup> May 2020. The format will be the same as last year, as it was a successful and positive event.
- b) All grant recipients from 2019-2020 will be invited to attend as stall holders to publicise their groups and three groups including Bingley Little Theatre and Eldwick Goldies will be invited to speak to the meeting. Light refreshments will be provided.  
The event will be publicised on social media and in monthly mailings.
- c) A booking form will be completed and volunteers will be sought to attend the stall at Bingley Show on Saturday 25<sup>th</sup> July 2020.
- d) A booking form will be submitted for an indoor stall. Volunteers will be requested to attend the stall in early Autumn 2020.
- e) Resolved to recommend the arrangements for the Annual Town Meeting and other events to the Finance and General Purposes Committee.

#### **1920/48 Banner Design**

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

Members of the sub-committee agreed the design of the pull up banner.

#### **1920/49 Future meetings**

**The next meeting will be held at 6.30pm on Tuesday 19<sup>th</sup> May in the IT suite at Cottingley Community Centre.**