

BINGLEY TOWN COUNCIL



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

MINUTES OF THE EVENTS, MARKETING AND COMMUNICATIONS SUB COMMITTEE MEETING HELD ON ZOOM ON FRIDAY 15TH MAY 2020

Start: 11:00AM

Finish: 11:50AM

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	Mr Dickerson, Mr Wood
Members of the public:	None

1920/50 Apologies for absence

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

None received.

Mr O'Neill was not present.

1920/51 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

1920/52 Minutes

To approve the minutes of the meeting held on Wednesday 5th February 2020

Resolved to approve the minutes of the meeting held on Wednesday 5th February 2020.

1920/53 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

1920/54 Communications

To consider council communications during the Covid-19 pandemic.

Resolved to continue to add information to Facebook, Twitter and the Bingley Town Council website, to put a pinned post of Facebook with staff contact details, a link to Bradford Council's Covid-19 information, including the support telephone number (01274 431000), and a link to Community Action Bradford and District's daily updates. **Resolved** to add locally relevant information as it becomes

available and to consider if anything has been missed on a weekly basis. **Resolved** that a press release should be issued about the work starting on the new office and public toilets project.

1920/55 Newsletters

a) Review the distribution of the spring newsletter

b) Consider arrangements for the next newsletter (Annual Report, September delivery)

a) **Resolved** to record that distribution of the spring newsletter was attempted but not completed due to reasons beyond Bingley Town Councils, and the distributors, control.

b) **Resolved** to make investigations into the requirements of an Annual Report, what must be included and any publicity requirements, and to request a quote from Royal Mail as this may be the most appropriate method of distribution during the Covid-19 pandemic.

1920/56 Future meetings

To agree a date and time for the next meeting of the sub-committee.

The next meeting will be held on Friday 10th July at 11am, arrangements to be confirmed.