

# 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 15<sup>TH</sup> MAY 2020

Start: 11:00AM

Finish: 11:50AM

<b>Councillors present:</b>	Brazendale, Dawson, 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>	Mr Dickerson, Mr Wood
<b>Members of the public:</b>	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 5<sup>th</sup> February 2020

**Resolved** to approve the minutes of the meeting held on Wednesday 5<sup>th</sup> 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 10<sup>th</sup> July at 11am, arrangements to be confirmed.