

**MINUTES OF THE EVENTS, MARKETING AND COMMUNICATIONS SUB COMMITTEE MEETING HELD AT
BINGLEY METHODIST CHURCH ON MONDAY 16th OCTOBER 2017**

**Start: 6:00pm
Finish: 7:40pm**

Councillors present:	Dawson, Simpson
Councillors in attendance not a member of this committee:	
In attendance:	Laura Jowett, Administrative Officer
Non Councillor members of the sub-committee	Mrs Helen Owen and Mr Donald Wood
Members of the public:	None

1718/24 Apologies for absence

To approve the reasons for Members' absence (if applicable).

Resolved To approve the apologies of Councillor Varley and Councillor Chapman (personal). Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

1718/25 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 received.

1718/26 Minutes

To approve the minutes of the meeting held on Monday 14th August 2017

Resolved that the minutes of the meeting held on 20th June be approved. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

1718/27 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.

No members of the public, who are not members the sub-committee, were in attendance.

1718/28 Newsletters

- a) To review arrangements for the October newsletter
- b) To consider arrangements or the January newsletter
- c) To consider any next steps

- a) Huge thanks were expressed to Helen Owen for her efforts and hard work on the October newsletter. 6 pages is a good length and the use of a different colour and more photos has been very positive.

Resolved to share on social media, upload to the website and send a mailing to subscribers. **Resolved** that Councillor Dawson would write to Bingley Camera Club to thank them for their photos and support. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

- b) A discussion was held about items for the January newsletter.
- c) **Resolved** that the Administrative Officer should approach other councillors for items for future newsletters. **Resolved** that items for the January newsletter should be sent to Helen Owens by 01/12/17 with a view to being approved at the F&GP meeting on 13/12/17. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour

1718/29 Events

1) To consider arrangements for forthcoming Town Council events

- a) Christmas, including Christmas Fayre and lights switch on
- b) Other events

2) To consider suggestions and feedback from previous events

- 1) a) **Resolved** to ask Councillor Varley to make arrangements for the Bingley Town Council stall at the Christmas Fayre event. **Resolved** that Councillor Dawson should approach Allan Mirfield about some photos of Bingley now and then to present at the event.
b) **Resolved** to recommend Councillor Dearden and Councillor Goode decorate a tree for the All Saints Christmas Tree Festival on behalf of Bingley Town Council. **Resolved** to recommend that a 5ft tree is purchased unless a smaller one is nicer, councillors to use their judgement, and that the 1st choice of Christmas carol is 'Ding dong merrily on high' and the second choice to be 'In the bleak midwinter'.
Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour
- 2) Feedback received from Bingley Business expo, the event was very positive. Feedback received regarding litter picks and station adoption.

1718/30 Media Policy

a) To consider the formation of a Media Policy

b) To consider next steps

Resolved to write a draft media policy to address councillors roles and responsibilities around communications and to establish an appropriate process. **Resolved** to present the draft policy to the next full council meeting. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

1718/31 Social Media

a) To consider and review Social Media for the Town Council

b) To consider next any steps

Resolved to link to the website on the Facebook page and to put meetings on Facebook as events and pin the agenda to Facebook when issued. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

1718/32 Website update

- a) To receive an update on the website, features and developments
- b) To consider any next steps

An update was received regarding the Community Organisations directory, supporting documents for full council meetings and the next mailing.

1718/33 Next Meeting of the EMAC Sub-Committee

The next meeting of the Events Marketing and Communications Sub-Committee will be held on **Tuesday 5th December 2017 at Bingley Methodist Church.**

As non councillors, Helen Owen and Donald Wood did not vote on any of the items above.