

**MINUTES OF THE EVENTS, MARKETING AND COMMUNICATIONS SUB COMMITTEE MEETING HELD AT
BINGLEY METHODIST CHURCH ON MONDAY 5TH FEBRUARY 2018**

Start: 6:00pm

Finish: 7:33pm

Councillors present:	Chapman (from 6:15 pm), Dawson, Simpson
Councillors in attendance not a member of this committee:	O'Neill
In attendance:	Laura Jowett, Administrative Officer
Non Councillor members of the sub-committee	Mrs Helen Owen, Mr Donald Wood
Members of the public:	None

1718/46 Apologies for Absence

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

Councillor Chapman had informed the Sub-Committee that she would arrive late due to work. **Resolved** to approve the reasons for absence/ lateness for Councillor Chapman. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

1718/47 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.

1718/48 Minutes

To confirm as a correct record the minutes of the meeting held on Tuesday 5th December 2017

1718/49 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 Chair.

None present

1718/50 Noticeboards

- a) To receive an update on the town map/ noticeboards
- b) To consider any next steps

Resolved to recommend that Councillor Dearden provide an update to the next Finance and General Purposes Committee meeting. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

1718/51 Newsletters

- a) **To review arrangements for the January newsletter**
- b) **To consider arrangements, contents and pictures for the April newsletter**
- c) **To consider sequentially numbering the newsletters**
- d) **To consider any next steps**

a) Thanks were expressed to all involved for the superb January newsletter.

Councillor Chapman arrived at 6:15pm

- b) Content and dates for the next newsletter were discussed.
- c) Numbering the newsletters was discussed

Resolved to number sequentially future newsletters, to submit copy for the April newsletter to Mrs Owen by 19th March in order that the April newsletter is printed and available from the first week of April 2018 and to submit quotes for 2018-2019 newsletters to the next Finance and General Purposes committee. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

1718/52 Events

- a) **To consider having a Bingley Town Council stand at Bingley Show**
- b) **To receive an update on plans for the Annual Town Meeting and consider any recommendation to the Full Council**
- c) **To consider arrangements for attending coffee mornings in residential homes**
- d) **To consider arrangements for a Christmas lights children's competition**
- e) **To consider any next steps**

a) **Resolved** to recommend to the F&GP committee that BTC hold a stall at Bingley Show on 21st July 2018 for £80 unless BTC can have a charity stand for £50. Someone may need to take on the lead for making the arrangements for this event. Proposed Councillor Simpson, seconded Councillor Dawson and agreed, all were in favour.

b) The resolution from the previous meeting will be put to the next Full Council meeting.

c) It was felt that this situation didn't require agreed arrangements

d) **Resolved** to ask Councillor Truelove for information about specifications of both the lights and the competition. Proposed Councillor Simpson, seconded Councillor Dawson, and agreed, all were in favour.

e) **Resolved** to recommend to the Full Council that a councillor take over responsibility for organising events. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

1718/53 Communications

- a) **To receive an update on the Communications Policy and consider any next steps or recommendations to the Finance and General Purposes Committee**
- b) **To consider communications for the office/toilet project**

a) **Resolved** to recommend the Communications policy to the Full Council and include a paragraph on hostile social media, this should include a standard statement (approximately 1 sentence) which can be used on social media to encourage people to communicate using official channels if they have any actual issues. Proposed Councillor Simpson, seconded Councillor Dawson and agreed, all were in favour.

Mrs Owen left the meeting at 7:05pm.

b) Communications for the office/toilets project were considered.

1718/54 Website

- a) To consider reporting Bingley Town Council website and Facebook statistics to the full council.**
 - b) To consider a list of regular events.**
 - c) To consider a new home page photograph.**
 - d) To consider any next steps**
- a) Resolved to recommend providing website and social media statistics to the Full Council once a quarter. Proposed Councillor Simpson, seconded Councillor Dawson and agreed, all were in favour.
 - b) **Resolved** to recommend to the Finance and General Purposes Committee that an 'Events Noticeboard' page be built on the website. Proposed Councillor Simpson, seconded Councillor Chapman and agreed, all were in favour.
 - c) Alternative homepage photos were considered.

1718/55 Beacon Lighting

- a) To investigate a beacon of light as part of the Battle's Over commemoration**
- b) To consider any next steps**

Resolved to recommend that another organisation should run with this project and as a result Mr Wood will contact the Rotary Club and Councillor Dawson agreed to contact Karen Pritchard from the Royal British Legion. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

1718/56 Next Meeting of the EMAC Sub-Committee

- a) To identify dates for future meetings of the Events, Marketing and Communications Sub-Committee.**

Future meetings will be held on Monday 14th May 2018 and Monday 2nd July 2018 at Bingley Methodist Church.

- b) The next meeting of the Events, Marketing and Communications Sub-Committee will be held on Monday 19th March 2018 at 6pm at Bingley Methodist Church.**