

KEIGHLEY TOWN COUNCIL

Mrs Anne Wilson
Locum Town Clerk
4th June 2019

Keighley Civic Centre, North Street
Keighley, BD21 3RZ
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YOU ARE HEREBY SUMMONED TO ATTEND a Meeting of the Events & Leisure Committee, which will be held in the **VICTORIA ROOM**, Keighley Civic Centre on **Thursday 13th June 2019** at **6.00pm**.



Mrs Anne Wilson
Locum Town Clerk

COMMITTEE MEMBERSHIP

Mayor or Deputy Mayor (Ex-Officio)

Councillor E Bernardini
Councillor C Chapman
Councillor J Clarkson
Councillor B Thorne

Councillor A Walker
Councillor M Westerman
Councillor L Wrench
Councillor S Zubair

*Committee Terms of Reference are contained within the Scheme of Delegation.

ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days' notice to the Town Clerk; this may be waived at the Committee Chairman's discretion
- Any member of the public shall not speak for more than five minutes
- In the event of more than three members of the public wishing to address the Council, the priority will be determined by the Chairman, based on subject matter
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting, though the Chairman may direct that a written response will be provided subsequent to the meeting.

RECORDING

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

AGENDA

1. Fire safety Announcement

2. Election of Chairman

- i) Members are asked to elect a Chairman for the ensuing municipal year 2019-2020.

3. Election of Vice-Chairman

- i) Members are asked to elect a Vice-Chairman for the ensuing municipal year 2019-2020.

4. Apologies for absence

Members are asked to receive apologies of absence for this meeting.

5. Declarations of Interest

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

- i) Declarations of Interest from Members
- ii) Declarations of Interest from Officers

6. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

7. Minutes

Members are asked to confirm the minutes of the Events Meeting held on Tuesday 12th March 2019.

Copy attached

8. Events

i) Keighley Transport Festival 2020

A Working Group has been set up to look to organise a Transport Festival in Keighley over the late May Bank Holiday weekend in 2020. Tremendous headway has been made already through a co-ordinated approach by Members of the Working Group and there is a smaller HUB group considering such matters as finance, marketing, social locations of events, sponsorship, who to invite etc.

On behalf of the Town Council the Locum Town Clerk has offered to open the Civic Centre to allow events to take place in the hall e.g. an exhibition is to take place showing transport through the ages in Keighley and hopefully have the café and museum open too. The Locum Town Clerk is on the HUB group and also attends the main festival Working Group meetings.

To enable the event to take place a new Keighley Festival bank account needs to be opened to ensure that the festival is accountable for its income and expenditure. It is proposed that the Town Council be the facilitator of this bank account on behalf of the community, which is an acceptable practice, and that Graham Mitchell to be one of the join signatures along with two Councillors of this account. It will not be a Town Council Bank Account.

To enable Graham to work with the Town Council – noting it is not a Town Council event but we are one of the partners in it – it is suggested that he be co-opted onto the Events and Leisure Committee specifically for the Keighley Transport Festival Event item at each meeting and to enable him to be a signature on the bank account.

Before consideration of this matter Graham Mitchell will address the meeting, with the permission of those present.

Members are therefore asked to agree the following:

- i) That the Town Council confirms its involvement in the Keighley Transport Festival in 2020
- ii) That Graham Mitchell be co-opted onto the Events and Leisure Committee specifically for items about the Festival
- iii) That the Town Council be the facilitator for the Bank Account for the Festival
- iv) That Graham Mitchell be a signature on the Festival Bank Account alongside two Councillors - suggested as the Town Mayor and the Chairman of Finance and Audit Committee – with Graham and one of the two Councillors signing all cheques

ii) Review of Events which have already taken place

- Keighley Community Awards – Friday 15th March 2019
- St. Georges Day Event – Tuesday 23rd April 2019

iii) Members are asked to consider a verbal report from the Deputy Town Clerk and Locum Town Clerk on each event, discuss each of the events and note any updates at the meeting,

- Keighley Integrated Gala – Saturday 8th and Sunday 9th June at Cliffe Castle Park
- Integrated Keighley 'Great Get Together' Event - Saturday 22nd June 2019 R

Report form the Community Development Officer attached

- School Achievers Awards - Friday 19th July
- Yorkshire Day – Thursday 1st August
- Teddy Bears Picnic – Wednesday 28th August
- Heritage Days 6th-9th and 13th – 16th September (in partnership with others)
- Emergency Services Event – Saturday 28th September

- Oktoberfest – local date to be agreed
- Bonfire Night – Saturday 2nd November

- Remembrance Sunday – Sunday 10th November

- Christmas Lunches – Tuesday 10th and Thursday 12th December (+? third day TBC)

- The Big Carol Service – Tuesday 17th December

iv) Other Town Events

- Christmas Tree for Church Green
- Consideration of a Christmas Tree for Memorial Square

7. Future Agenda items

Members are asked to notify the Clerk of any matters for inclusion on the Agenda for the next meeting.

8. Date of next meeting

Members are asked to note the date of the next meeting is Thursday 1st August 2019 at 6 p.m. in the Victoria Room, Keighley Civic Centre.