

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Events & Leisure Committee held in the Victoria Room, Keighley Civic Centre on Thursday, 5th September 2019

Present: Councillor Westerman, Chair
Councillor Chapman
Councillor Clarkson
Councillor Corkindale (ex-Officio)
Councillor Thorne
Councillor A Walker
Councillor Wrench

Also Present: Christine Eastbury, Deputy Town Clerk
Nichola Powell, Minute Secretary
Liz McDonald, Keighley Charity Gala Committee
Dan Palmer, Cliffe Castle

25/2019 (EL) Fire Safety Announcement

A fire safety announcement was given at the start of the meeting and there was no fire drill scheduled to take place during the meeting.

26/2019 (EL) Apologies for Absence

Apologies had been received from:

- Councillor Bernardini, personal reasons

27/2019 (EL) Declarations of Interest

RESOLVED there were no 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 from the Members or Officers.

28/2019 (EL) Public Question Time and Participation

a) Keighley Charity Gala Committee

Liz McDonald informed members that an inaugural meeting of the Committee had been held consisting of 6 members who had agreed the constitution and had agreed the setting up of a bank account. They had also agreed that the provisional date for the Gala was 7th June 2020. The Committee were currently looking at designing a logo, setting up a website and social media.

The Gala would have traditional elements but would also have a modern theme which would be based on the Greatest Showman. Events would be arranged in Victoria Park but they were also looking at utilising Church Green where the parade would pass. She said the Committee were looking at the parade starting at Oakworth Road, through the town and finishing at Victoria Park.

Members of the Events & Leisure Committee thanked Liz McDonald for her update and for resurrecting the long-standing Gala for Keighley.

b) **Cliffe Castle**

Dan Palmer from Cliffe Castle said that due to the number of events which were taking place in October they would be unable to help with Oktoberfest.

He informed members that he was bringing an Apple Day to Keighley with support from a group of local community organisations on the 27th October. The day would consist of apple juicing, art, crafts, games which would all have a fruity theme. He was also looking at securing sponsorship to launch a new initiative to turn Keighley and the surrounding areas into "The Big Apple" through the development of an Urban Orchard. This would involve the planting to hundreds of fruit trees throughout the area - in parks, green spaces, back gardens, car parks and anywhere else suitable. It was anticipated that this would be a long-term project which would require interpretation and outreach into schools etc.

The Chair said this would be a very good initiative for Keighley but suggested that this be linked to the Landscapes & Allotments Committee but the Events & Leisure Committee would like to have some involvement.

***Action:** The Deputy Town Clerk and Dan Palmer to liaise with regards to tabling/linking to the Landscapes & Allotments Committee.*

20/2019 (EL) Minutes

RESOLVED to confirm the minutes of the meeting held on Monday, 8th July 2019 be confirmed as a true record of the proceedings and signed by the Chair.

29/2019 (EL) Events Already Taken Place

Members noted the following events which had taken place to date:

- Keighley Community Awards
- St George's Day Event
- Keighley Integrated Gala
- Integrated Keighley 'Great Get Together' Event
- School Achievers Awards
- Yorkshire Day
- Teddy Bear's Picnic

30/2019 (EL) Events to Take Place

i) **Heritage Days - 6-9 and 13-16 September 2019**

The Deputy Town Clerk informed members that there were no arrangements for the 6-9 September but she had been in touch with Bradford MDC regarding booking the Town Hall on the 14th September. However, due to staffing issues they stated they were unable to open up the Town Hall on the Saturday. Members discussed contacting Bradford MDC regarding opening up the Town Hall for 4 hours and the salary for the caretaker would be paid for by Keighley Town Council.

RESOLVED that Councillor Thorne would contact the Facilities Manager at Bradford MDC to negotiate opening the Town Hall.

ii) **Emergency Services Event**

As this event had been moved to the New Year no contact had been made with any of the Services to date.

iii) **Oktoberfest - 26/27 October**

The Deputy Town Clerk informed members that Church Green and first aiders had been booked. However, the assault course which members had discussed at the previous meeting was unavailable as it was fully booked. Members suggested the following for the Saturday:

- Apple bobbing
- Halloween theme which could involve pumpkin carving
- Fancy dress competition based on Halloween
- Music
- Food

Members also discussed holding an event in the Civic Centre on the Sunday where German beer and food would be supplied. The Deputy Town Clerk had made enquiries and a keg of beer cost £130 which held 87.9877 pints.

iv) **Remembrance Sunday**

The Deputy Town Clerk informed members that the next planning meeting was due to be held on the 24th September.

v) **Christmas Lunches**

Members discussed the Food Poverty lunch which was proposed for the 6th December and agreed it would be in the best interests for the Council to offer sponsorship as opposed to actually holding an event.

RESOLVED that the Events & Leisure Committee sponsor lunch in conjunction with Food Poverty up to £800.

Discussions took place regarding having a third day which would accommodate 80 pensioners.

RESOLVED that the pensioners Christmas lunches would be held on Monday, 9th December, Wednesday, 11th December and Friday, 13th December.

vi) **The Big Carol Service**

Discussions with the Rev Dr Pritchard to take place regarding the plans for the event.

31/2019 (EL) Other Town Events

i) **Keighley Pride**

The Events & Leisure Committee had provided up to £5,000 sponsorship for the event.

ii) **Christmas Tree for Church Green**

No further information regarding the lights for Keighley Town Council was available.

iii) **Consideration of a Christmas Tree for Memorial Square**

Members discussed extending the lights to Alice Street and to have a tree on the green space.

Action: *Enquiries to be made with Bradford regarding the cost of extending the lights.*

iv) **VE Day**

More information was required.

32/2019 (EL) Breakdown of Finances

The Chair said the RFO had been requested to provide a breakdown of income and expenditure on numerous occasions but not had been forthcoming to date. He requested that a full breakdown be made available for the next meeting.

The Mayor informed members that the information required to update the budgets was on a system which was owned by Keighley Town Council, however, the servers were held at Bradford MDC and despite numerous requests for the information it had not been forthcoming. Bradford MDC had issued a form requesting GDPR information before they released the information even though the information was the property of Keighley Town Council. Unfortunately Bradford MDC refused to migrate the required information back to Keighley Town Council without the form being completed.

Action: *the Mayor to speak to the RFO to see if there was a solution which could be reached whereby the necessary information on budgets would be available for all Committees.*

33/2019 (EL) Future Agenda Items

- VE Day 2020
- The Big Carol Service - Tuesday, 17th December 2019
- Christmas Market - 15th December 2019
- Christmas Card Design competition for Primary School
- Community Awards budget
- Full breakdown of the Events & Leisure Committee budget
- 100th Anniversary of Keighley being twinned with Poix-du-Nord
- Christmas tree on the previous Keighley College site

34/2019 (EL) Date of Next Committee Meeting

RESOLVED to note that the date of the next scheduled meeting of this committee will be Thursday, 24th October 2019 at 6.00pm in the Victoria Meeting Room, Keighley Civic Centre.

There being no further issues raised the Chair closed the meeting at 18.55 and thanked all for attending.

Signed
Chair

Date