

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Events and Leisure Committee held in the Victoria Room, Keighley Civic Centre on Tuesday, 12th March 2019

Present: Councillor K Akthar, Chair
Councillor Bernardini
Councillor Herd
Councillor A Walker (until 19.25)

Also Present: Councillor Adams (until 19.20)
Councillor A Ahmed (from 18.55)
Councillor Fletcher
Councillor Westerman
Heather Millard, Cliffe Castle and Park
Ellen Wright, Cliffe Castle and Park
Anne Wilson, Locum Town Clerk
Christine Eastbury, Deputy Town Clerk
Nichola Powell, Minute Secretary

56/2018 (EL) Fire Safety Announcement

A fire safety announcement was made.

57/2018 (EL) Apologies for Absence

RESOLVED to receive apologies from:

- Councillor S Ahmed
- Councillor Thorne

58/2018 (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 either Members or Officers.

59/2018 (EL) Public Question Time and Participation

There were no members of the public present.

60/2018 (EL) Events

RESOLVED that item no.3 on the Agenda - Events, Keighley Integrated Gala - be discussed at this point in the meeting.

60.1 Keighley Integrated Gala - Saturday, 15th June 2019

The representatives from Cliffe Castle & Park distributed the proposal from Sneaky Cinema to hold a film for the younger members of the community in the afternoon and one for the older members of the community in the evening. If the Council opted to use Sneaky Cinema they would organise the licensing, screen, craft activities and a dance troupe if required. The only thing which would need to be provided would be toilet facilities. The cost to Keighley Town Council of using Sneaky Cinema would be £3,250 plus the cost of the toilets. Cliffe Castle would provide security and undertake all the health and safety responsibilities for the event. However, any publicity for the

event would be done collaborative between Keighley Town Council and Cliffe Castle with Cliffe Castle taking the lead. Any publicity would state that Keighley Town Council were the main partners for the day.

The event did not currently offer any catering but this could be provided, by Keighley Town Council. Councillor Herd also said he would be happy to provide pies, free of charge, and any monies raised would go into the Mayors charity.

Following a question from a member the Locum Town Clerk agreed to discuss bad weather insurance for the event with the Council's insurers.

61/2018 (EL) Public Question Time and Participation

There were no members of the public present.

62/2018 (EL) Minutes

62.1 **RESOLVED** to confirm the minutes of the meeting held on Monday, 4th March 2019 be confirmed as a true record of the proceedings and signed by the Chair.

62.2 Members noted the notes of the Informal Events Meeting held on Thursday, 21st February 2019.

63/2018 (EL) Events

63.1 Keighley Community Awards - Friday, 15th March 2019

The Locum Town Clerk informed members that approximately 240 people were attending the event. The quotation for the food was £15 per person for English and £13 per person for Halal which was for a 3 course buffet style meal plus drinks. These prices included the caterers providing crockery but as the Town Council could provide crockery discussions would be held regarding reducing the cost. The Chair stated that a number of caterers had been contacted for quotations and it had been agreed to go with the cheapest quote.

The Deputy Town Clerk informed members that arrangements had been made for dressing the hall at a cost of £850. This included the covers for the chairs, table covers, the backdrop for the stage and LED lights for the stage.

Filming of each nominee would take place on Thursday at a cost of £500. The film would then be played on the evening.

A violinist had been organised to play whilst the food was being served at a cost of £150 and a Punjabi roots group would perform at a cost of £350.

The event was currently being advertised around the town with posters and 2 banners at a cost of £626.

Shields had been ordered at a cost of £11 per shield and 8 had been ordered - 1 for each winner.

There were 8 paying tables plus 2 tables of 10 had been sold at £10 per ticket.

The Chair and Councillor Bernardini were co-hosting the event and the Locum Town Clerk confirmed that the Mayor would be attending.

The Locum Town Clerk thanked the Deputy Town Clerk for all the arrangements she had undertaken to date in organising the event.

After discussions the Locum Town Clerk said in the future a set of protocols would be agreed for each event so everybody had a full understanding of what each event covered.

63.2 St George's Day - Tuesday, 23rd April 2019

The Locum Town Clerk informed members that she and the Deputy Town Clerk had started to make provisional arrangements for the event and they were due to meet with Keighley Bid to discuss in more detail. She confirmed the event would take place on Church Green.

Members agreed that the Locum Town Clerk and Deputy Town Clerk would continue to make arrangements for the event and would feedback at the next meeting.

63.3 Keighley Integrated Gala - Saturday, 15th June 2019

The Locum Town Clerk expressed some concerns regarding the arrangements for this event as she had already started to make provisional bookings, however, following the earlier item she now was under the impression that Cliffe Castle were taking the lead.

After discussions it was agreed that the Locum Town Clerk and Deputy Town Clerk would meet with Dan Palmer from Cliffe Castle to clarify arrangements.

Councillor Andreas Walker left the meeting. There had been some difficult discussions around the Keighley Community Awards raised by Councillors Westerman and J. Adams, both of whom were observers at the meeting.

As the meeting was no longer quorate it was agreed to defer the remaining items on the agenda to the next meeting.

The Chair informed the remaining members that attendance at the International Women's Day on the 9th March 2019 had been a great success and approximately 200 women had attended. The Locum Town Clerk thanked the Chair and Diane Law for their input into the event.

64/2018 (EL) Date of Next Committee Meeting

A new list of dates for the 2019/20 fiscal year would be circulated after the elections to Councillors. It may be that an update only on arrangements for St. Georges Day would be given at a short Events Committee meeting before Easter.

There being no further issues raised the Chair closed the meeting at 19.30 and thanked all for attending.

Signed
Chair

Date