



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
3rd June 2020

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Events & Leisure Committee** which will be virtually via the following link <https://us02web.zoom.us/j/84043556500> on **Thursday 11th June 2020**. You can also access via phone using the following number and meeting ID number **Meeting ID: 84043556500, Tel No: +44131 460 1196**,

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Mayor & Deputy Mayor (Ex-Officio)
Councillor J. Akhtar
Councillor E. Bernardini
Councillor C. Chapman
Councillors J. Clarkson

Councillor A. Walker
Councillor L. Wrench
Councillor M. Westerman
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 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 then 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 after the meeting.

Recording at Council Meetings Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

AGENDA

1. Election of Chair for Municipal Year– For Decision

To elect a Chairman for the Municipal year 2020/21

2. Election of Vice Chair – For Decision

To elect a Vice Chairman for the Municipal year 2020/21

3. Apologies for absence

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

4. 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

5. 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.

6. Minutes – For Decision

Members are asked to approve the minutes of the Events & Leisure Committee held on Wednesday 4th March 2020

Copy attached

7. Progress Report – For Noting

To receive the progress report following the last meeting held Wednesday 4th March 2020.

Copy attached

8. Budget Update – For Decision

To receive an update on the Committee budget for Financial year 2020/21.

To follow

9. Capt. Tom & Celebration Event – For Decision

Consider the attached report for an event to celebrate Capt. Tom Moore and frontline workers.
Copy attached

10. Community Awards – For Decision

To consider the attached report regarding the Community Awards.

Copy attached

11. Future Items – For Decision

Councillors are asked to suggest any agenda items for future meetings.

12. Date of next meeting

The date of the next meeting of this committee will be held on Thursday 13th August 2020 at 6.00pm.

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of an extra-ordinary Events & Leisure Committee held in the Victoria Room, Keighley Civic Centre on Wednesday, 4th March 2020

Present: Councillor Westerman, Chair
Councillor Corkindale, Ex-Officio
Councillor Clarkson
Councillor Wrench

Also Present: Joe Cooney, Town Clerk
Nichola Powell, Minute Secretary

065/2019 (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.

066/2019 (EL) Apologies for Absence

Apologies had been received from:

- Councillor Bernardini

The Chair expressed his disappointment that no apologies had been received from other members of the Committee.

067/2019 (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.

068/2019 (EL) Public Question Time and Participation

There were no members of the public present.

069/2019 (EL) Minutes

RESOLVED to confirm the minutes of the meeting held on Thursday, 30th January 2020 be confirmed as a true record of the proceedings and signed by the Chair.

070/2019 (EL) Keighley Community Awards

The Town Clerk informed members that the tickets and flyers had arrived and the banner would be erected on the fencing in Town Hall Square. Only 3 nominations had been received to date, therefore, daily communications on the Council's social media and web page would be initiated. The Clerk said he was hopeful that there would be 4-5 nominations for each category and would be requesting all Councillors to advertise all categories in their Wards.

The judging panel was confirmed as:

- the Revd Dr Jonathan Pritchard
- Steve Seymour, Airedale Centre Manager
- Keighley Town Council Mayor

- the Town Clerk
- Chair of Events & Leisure Committee
- Vice Chair of Events & Leisure Committee

071/2019 (EL) Poix du Nord

The Mayor said arrangements had been made for the visit on the 24th-26th April and said that the Mayor and Mayoress of Poix du Nord together with the grandson and his wife of the instigator of the twinning would be the dignitaries attending. He updated members with the itinerary:

25th April - Keighley Town Mayor and Mayoress would be collecting the dignitaries from Leeds Bradford Airport and taking them to Haworth where they would be staying in the Fleece.

26th April - the Saturday was a full itinerary and included:

- visit to Dockroyd cemetery to lay a wreath on Maurice Couffinhal's grave.
- Cliffe Castle for a tour of the house and grounds and signing the new Charter.
- Ingrow Train Station for lunch followed by a tour of the museum.
- Return rail journey from Oxenhope to Keighley.
- Walk around the St George's event.
- Civic Reception in the Civic Centre followed by a traditional Yorkshire meal.

All Councillors plus a guest would receive an invitation to the Civic Reception and dinner.

27th April - a free morning would be followed by:

- Welcome by Keighley Town Mayor and Mayoress in Town Hall Square where there would be various representatives and veterans from the armed and children from the local schools.
- Unveiling of the memorial bench which had the coat of arms from Keighley Town Council and Poix du Nord.
- Meal at a local curry restaurant.

28th April - free morning before departing for the airport.

Other invitees to the event on the Sunday would be the local MP, Robbie Moore, representatives from the French Consulate and Keighley Bradford District Councillors.

The Town Clerk informed members that there would be a photographer covering the events over the weekend.

072/2019 (EL) St George's Day

The Town Clerk said that all the entertainment for the event had been booked.

073/2019 (EL) Keighley Festival of Transport

The Chair confirmed that the £10,000 would be taken from the miscellaneous events budget for 2019/20.

RESOLVED that a cheque for £10,000 be issued as soon as possible to Keighley Festival of Transport for a contribution towards promotional and marketing materials.

074/2019 (EL) Future Agenda Items

- EID Event
- St George's Day
- Funding towards the Poix du Nord visit
- VE Day - 8-10 May 2020

075/2019 (EL) Date of Next Committee Meeting

RESOLVED to note that the date of the next scheduled meeting of this committee will be Thursday, 26th March 2020 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



REPORT FROM: TOWN CLERK

TO: EVENTS & LEISURE COMMITTEE

DATE: 11TH JUNE 2020

Report Author: Joe Cooney

Tel No: 01535 872126

Email: joe.cooney@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE
EVENTS & LEISURE COMMITTEE MEETING DATED 4TH
MARCH 2020**

Item No	Committee Decision	Update
1.	Keighley Community Awards RESOLVED to agree the arrangements for the judging panel, venue and date.	Postponed due to the Covid-19 outbreak.
2.	Poix Du Nord Twinning visit RESOLVED to note the arrangements for the upcoming twinning visit.	Postponed due to the Covid-19 outbreak.
3.	St George's Day RESOLVED to note the update from the Deputy Town Clerk on the arrangements for St. George's Day	Postponed due to the Covid-19 outbreak.
4.	Keighley Festival of Transport RESOLVED that a cheque for £10,000 be issued as soon as possible to Keighley Festival of Transport for a contribution towards promotional and marketing materials.	Cheque sent to Keighley Festival of Transport.

KEIGHLEY TOWN COUNCIL **Item 9**

REPORT TO EVENTS & LEISURE COMMITTEE



REPORT AUTHOR	Joe Cooney Town Clerk
EMAIL	Joe.cooney@keighley.gov.uk
Date	Thursday 11 th June 2020

SUBJECT	Capt Tom & Frontline Workers Celebration event
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PURPOSE:

1. To update members on the possible event to mark the fundraising achievement of Capt Tom Moore and the work of frontline staff during the Covid-19 outbreak.
2. To present to Members an outline event plan and budget for consideration.

RECOMMENDATION(s):

3. Approve the outline plan for celebration event with the date to be confirmed.
4. To approve the outlined budget as detailed in Appendix A.
5. To seek an update report at the next meeting of the committee.

REASONS FOR RECOMMENDATION:

6. To provide a celebration event for residents of Keighley.

SUMMARY OF KEY POINTS:

7. In recent weeks during the Covid-19 pandemic there has been suggestions that an event should be held once the lockdown restrictions are lifted.

8. Several other agencies have also been considering organising an event of some kind.
9. In early May the Town Clerk co-ordinated a meeting between Bradford MDC, Yorkshire Society, Yorkshire Regiment and the Town Council.
10. All the organisations above had expressed an interest in hosting an event either for Captain Tom Moore or frontline workers.
11. The meeting was held remotely, and it was agreed one event should be devised to mark both Captain Tom Moore and frontline workers.
12. It was also agreed that Keighley Town Council would take the lead role in organising the event as it has experience of event organisation within Keighley.
13. The brief event outline below has been drawn up:

Time	Activity
10.30am	Civic Unveiling of memorial to Captain Tom in Town Square – could work with local artists to design a small installation
11.00am	Civic Parade to Cliffe Castle
11.30am	Handing over of Freeman of Keighley scroll – mostly likely via video link. Large screen erected in grounds of Cliffe Castle
12.00pm	Festival of Celebration within the grounds of Cliffe Castle. Funfair rides, community stalls, community art project to say thank to Key Workers
4.00pm	Festival of Celebration end
7.00pm	Civic Dinner – Civic Centre Tickets sold on a first come first served basis – promoted across Keighley

14. No date has been discussed or agreed until the necessary restrictions have been lifted.
15. The draft budget for the event outlined above would be approximately £9,000.
16. Appendix A provides details on how the Town Council could provide the £9,000 budget from within its current budget commitment.

17. The budget proposal in Appendix A does mean the following events wouldn't take place this financial year, St. George's Day, Yorkshire Day, Teddy Bears Picnic and Emergency Services event.
18. However, many of the aspects of these events can and would be incorporated into the celebration event.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

19. The proposal can be delivered within the current Events & Leisure budget.

POLICY IMPLICATIONS:

20. N/A.

DETAILS OF CONSULTATION:

21. N/A.

BACKGROUND PAPERS:

22. Appendix A – Proposed Events & Leisure Budget Amendment.

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney, 01535 872126,
joe.cooney@keighley.gov.uk

Appendix A

Proposed Events & Leisure Budget Amendments

Proposed cost for Celebration event is currently £9,000

The following budget lines to be merged to meet the event costs:

Event	Cost
St. Georges Day	£2,000
Yorkshire Day	£2,000
Oktoberfest	£2,000
Teddy Bears Picnic	£1,000
Emergency Services Event	£2,000
Total	£9,000

KEIGHLEY TOWN COUNCIL **Item 10**

REPORT TO EVENTS & LEISURE COMMITTEE



REPORT AUTHOR	Joe Cooney Town Clerk
EMAIL	Joe.cooney@keighley.gov.uk
Date	Thursday 11 th June 2020

SUBJECT	Community Awards
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PURPOSE:

1. To update members on the Community Awards.
2. To present to Members options for the rearranging of the Community Awards during 2020.

RECOMMENDATION(s):

3. Delegate authority to the Town Clerk, in consultation with the Committee Chairman to agree a new date for the Community Awards.
4. To reaffirm the arrangements for the Community Awards as agreed at the meeting on 4th March 2020.
5. To delegate the timescale for nominations to the Town Clerk, in consultation with the Committee Chairman.
6. To seek an update report at a future committee meeting.

REASONS FOR RECOMMENDATION:

7. To ensure the Community Awards go ahead when safe to do so.

SUMMARY OF KEY POINTS:

8. Members will be aware the Community Awards planned for Friday 3rd April 2020 was postponed due to the Covid-19 outbreak.

9. Nominations remained open and technically have not been closed, although nominations are currently being actively sought.
10. Some consideration has been given to organising the awards ceremony remotely, but it was decided the practicalities would make this unworkable.
11. At the time the Community Awards were cancelled plans were at an advanced stage and could quickly be restarted once the restrictions around events become clearer.
12. The deposits paid for venue hire and entertainment have both been held over by the providers and can be transferred to a new date once confirmed.
13. Once a new date for the awards ceremony is agreed the nomination process will be promoted widely across Keighley.
14. Emphasis will be given to those who've supported the community during the Covid-19 response.
15. Once a new date has been confirmed sponsors will be contacted to see if they still wish to sponsor the awards ceremony.
16. Additional sponsors will also be sought to help meet the costs of the event.
17. There is currently £5,000 in the 2020/21 budget to meet the costs.
18. Subject to confirming a date in 2020 may have an impact on the date of any similar event the Council chooses to host in 2021.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

19. The proposal can be delivered within the current Events & Leisure budget.

POLICY IMPLICATIONS:

20. N/A.

DETAILS OF CONSULTATION:

21. N/A.

BACKGROUND PAPERS:

22. N/A.

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney, 01535 872126,
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