



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
5th August 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/86565770763> on **Thursday 13th August 2020 at 6.00pm**. You can also access via phone using the following number and meeting ID number **Meeting ID: 86565770763#**, **Tel No: +44203 4815237**,

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Mayor & Deputy Mayor (Ex-Officio)
Councillor C. Chapman – Chairman
Councillor J. Akhtar
Councillor E. Bernardini
Councillor 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. Welcome & Introduction

The Chairman will remind members of the virtual meeting protocols.

2. Apologies for absence

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

3. 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

4. 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.

5. Minutes – For Decision

Members are asked to approve the minutes of the Events & Leisure Committee held on Thursday 11th June 2020.

Copy attached

6. Progress Report – For Noting

To receive the progress report following the last meeting held Thursday 11th June 2020.

Copy attached

7. Capt. Tom & Celebration Event – For Decision

Consider the attached update from the Town Clerk.

Copy attached

8. Remembrance Sunday – For Noting

The Town Clerk will provide a verbal update on Remembrance Sunday

9. Annual Calendar – For Discussion

This item has been added to the agenda at the request of Cllr Chapman.

10. Poix Du Nord Visit – For Discussion

This item has been added to the agenda at the request of Cllr Corkindale

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 8th October 2020 at 6.00pm.

KEIGHLEY TOWN COUNCIL

Minutes of the Events & Leisure (EL) Committee held remotely on Thursday, 11th June 2020

Present: Councillor Akhtar
Councillor Bernardini
Councillor Chapman
Councillor Clarkson
Councillor A Walker
Councillor Westerman
Councillor Wrench
Councillor Corkindale – Ex Officio

Also Present: Joe Cooney, Town Clerk
Cllr Adams – Observing

001/2020 (EL) Election of Chairman

Cllr Chapman was proposed by Cllr Westerman and Seconded by Cllr Akhtar

RESOLVED that Cllr Chapman be elected Chairman for the Municipal year 2020/21.

002/2020 (EL) Election of Vice Chairman

Cllr A Walker was proposed by Cllr Clarkson and Seconded by Cllr Bernardini

RESOLVED that Cllr A Walker be elected Vice Chairman for the Municipal year 2020/21.

003/2020 (EL) Apologies for absence

None

004/2020 (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.

005/2020 (EL) Public Question Time

None.

006/2020 (EL) Minutes

RESOLVED to confirm the minutes of the meeting held on Wednesday 4th March 2020 be confirmed as a true record of the proceedings and signed by the Chair.

007/2020 (EL) Progress Report

Councillors considered the Progress Report following the meeting on Wednesday 4th March 2020.

RESOLVED Councillors noted the progress report.

008/2020 (EL) Budget Report

Councillors considered the budget report presented by the Town Clerk.

RESOLVED Councillors note the report and its contents

009/2020 (CCS) Capt. Tom Celebration event

Councillors considered the report presented by the Town Clerk regarding a possible event to celebrate the fundraising efforts of Capt. Tom Moore and to thank all frontline workers for their efforts during the Covid-19 pandemic.

RESOLVED Approve the outline plan for celebration event with the date to be confirmed.

RESOLVED To approve the amendment to the Events budget outlined below:

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

RESOLVED To seek an update report at the next meeting of the committee.

010/2020 (CCS) Community Awards

Councillors considered the report from the Town Clerk on the Community Awards.

RESOLVED Delegate authority to the Town Clerk, in consultation with the Committee Chairman and Cllr Westerman, to agree a new date for the Community Awards.

RESOLVED To reaffirm the arrangements for the Community Awards as agreed at the meeting on 4th March 2020.

RESOLVED To delegate the timescale for nominations to the Town Clerk, in consultation with the Committee Chairman and Cllr Westerman.

RESOLVED To seek an update report at a future committee meeting.

011/2020 (EL) Future Agenda Items

Councillors requested the following items be added to future agendas.

- Remembrance Sunday – Cllr Westerman
- Poix Du Nord twinning visit – Cllr Corkindale
- Annual events programme – Cllr Chapman
- Bahama Society – Cllr Westerman

RESOLVED Councillors agreed the above items would be included on future agendas.

012/2020 (EL) Date of Next Meeting

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Thursday 13th August 2020 at 6.00pm.

Signed
Chair

Date



REPORT FROM: TOWN CLERK

TO: EVENTS & LEISURE COMMITTEE

DATE: 13TH AUGUST 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 11TH
JUNE 2020**

Item No	Committee Decision	Update
1.	Capt. Tom Celebration event RESOLVED Approve the outline plan for celebration event with the date to be confirmed. RESOLVED To approve the amendment to the Events budget of £9,000	Budget lines have been updated and new event code created. Part of the funding has been used to support the visit of Capt. Tom. Report elsewhere on the agenda.
2.	Community Awards RESOLVED Delegate authority to the Town Clerk, in consultation with the Committee Chairman and Cllr Westerman, to agree a new date for the Community Awards.	Remains on hold, an update will be provided at a future meeting.

	<p>RESOLVED To reaffirm the arrangements for the Community Awards as agreed at the meeting on 4th March 2020.</p> <p>RESOLVED To delegate the timescale for nominations to the Town Clerk, in consultation with the Committee Chairman and Cllr Westerman.</p> <p>RESOLVED To seek an update report at a future committee meeting.</p>	
3.	<p>Future Agenda items</p> <ul style="list-style-type: none"> • Remembrance Sunday – Cllr Westerman • Poix Du Nord twinning visit – Cllr Corkindale • Annual events programme – Cllr Chapman • Bahama Society – Cllr Westerman <p>RESOLVED Councillors agreed the above items would be included on future agendas.</p>	Items appear elsewhere on the agenda.

KEIGHLEY TOWN COUNCIL **Item 7**

REPORT TO FINANCE EMPLOYMENT AND SERVICES COMMITTEE



REPORT AUTHOR	Joe Cooney Town Clerk
EMAIL	Joe.cooney@keighley.gov.uk
Date	13 th August 2020

SUBJECT	Capt. Sir Tom Moore Celebration event
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PURPOSE:

1. To update members on the Capt. Tom visit on Friday 31st July 2020 and to reaffirm the Council's intention to hold a public celebration when possible.

RECOMMENDATION(s):

2. Members note the report contents.
3. Members reaffirm the intention to hold a public celebration when possible.

REASONS FOR RECOMMENDATION:

4. To ensure the efforts of Capt. Tom and frontline workers are publicly recognised.

SUMMARY OF KEY POINTS:

5. Members will be aware Capt. Sir Tom Moore visited Keighley on Friday 31st July 2020.
6. The Council was contacted by Sir Tom's foundation approximately ten days earlier to seek their support in facilitating the visit.
7. Given the current restrictions in place, a full public event wasn't able to be held. Although Sir Tom and his family were keen to have some engagement with the public.

8. Working with Bradford MDC and West Yorkshire Police a low-key public visit was approved followed by a limited civic reception in the Civic Centre.
9. The visit was unable to be publicised prior to the visit to ensure the numbers present was manageable as agreed with Bradford MDC and West Yorkshire Police.
10. As part of the event planning the Town Clerk attended a virtual meeting with key partners such as Police Operational Planning Unit, Bradford Public Health and Bradford Emergency Planning Team.
11. The various mitigation measures put in place were agreed and supported by these partners.
12. Members will recall at the last meeting allocating £9,000 for such a visit. Part of this budget has been used to facilitate the visit.
13. The final invoices are still being received but approximately £4,000 has been spent. This includes the design, manufacturing, and siting of the Capt. Tom plaque in the Town Hall square.
14. Once large public gatherings are permitted again, an event honouring Sir Tom, but perhaps now with a greater focus on frontline workers can be held.
15. Staff at Cliffe Castle are keen to be part of any discussions about a celebration event once clarity around public gatherings has been provided.
16. The Council's new Administration & Events Officer officially starts work on Tuesday 11th August and developing an event plan which is ready to go once events are allowed will be part of their work plan.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

17. The costs for the visit of Sir Tom and the celebration event will be met from the £9,000 allocated budget.

POLICY IMPLICATIONS:

18. N/A.

DETAILS OF CONSULTATION:

19. N/A

BACKGROUND PAPERS:

20. N/A

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