



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
7 November 2020

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND an extraordinary meeting of the **Events & Leisure Committee** which will be virtually via the following link <https://us02web.zoom.us/j/88580482999> on **Thursday 12 November 2020 at 6.00pm**. You can also access via phone using the following number and meeting ID number **Meeting ID: 885 8048 2999, Tel No: +44203 4815237**.

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Mayor & Deputy Mayor (Ex-Officio)
Councillor A. Walker –Chairman
Councillor J. Akhtar
Councillor E. Bernardini
Councillor J. Clarkson

Councillor M. Anayat
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 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

Chairman to welcome members to meeting.

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 22 October 2020.

Copy attached

6. Progress Update

To receive the progress report following the last meeting held Thursday 22 October 2020.

Copy attached

7. Budget – For Noting

To receive an update on the budget.

Copy attached

8. Christmas Carol Service – For Decision

Members to receive a verbal update on a Christmas Carol Service.

9. Future Items – For Decision

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

10. Date of next meeting

The date of the next meeting of this committee, as per the Annual Calendar, will be held on Thursday 14 January 2021 at 6.00pm and not 10th December 2020 as agreed at the last meeting.



KEIGHLEY TOWN COUNCIL

Minutes of the Events & Leisure (EL) Committee held remotely on Thursday 22 October 2020

Present: Councillor A Walker- Chairman
Councillor Clarkson
Councillor Wrench
Councillor Westerman
Councillor Corkindale – Ex Officio

Also Present: Pip Gibson, Assistant Town Clerk/CDO
Sarah Kissack, Admin and Events Officer

040/2020 (EL) Welcome and Introduction

Cllr Wrench elected as Vice-Chair.

The Chairman welcomed everyone to the meeting and reminded members of the virtual meeting protocols.

041/2020 (EL) Apologies for absence

Cllr Javaid Akhtar

No apologies received from: Cllr Bernardini, Cllr Anayat and Cllr Zubair.

RESOLVED to accept and record the apologies from the Councillors listed above.

042/2020 (EL) Declarations of Interest

None.

043/2020 (EL) Public Question Time

None.

044/2020 (EL) Minutes

RESOLVED to confirm the minutes of the meeting held on Thursday 8 October 2020 be confirmed as a true record of the proceedings and signed by the Chair.

045/2020 (EL) Annual Events Calendar

It was decided that Item 7, Annual Events Calendar be looked at before Item 6.

RESOLVED Agreed the Annual Events Calendar 2021/22.

2022/23 events were not considered.

046/2020 (EL) Budget

Councillors considered the budget report.

RESOLVED Agreed that members request a budget of £26,000 to fulfil the annual events calendar with the costings. Cllr Peter Corkindale Ex Officio voted against.

047/2020 (EL) Christmas Carol Service

RESOLVED Members requested an ExO meeting be held once conversations with Jonathan Pritchard and alternatives were explored.

048/2020 (EL) Future Agenda Items

Christmas Carol Service

049/2020 (EL) Date of Next Meeting

RESOLVED Agreed to meet on 10th December 2020 (however this was a typo and according to the Annual Calendar, the next meeting is 12th November 2020)

Signed **Date**
Chair



REPORT FROM: TOWN CLERK

TO: EVENTS AND LEISURE COMMITTEE

DATE: 7 November 2020

Report Author: Joe Cooney

Tel No: 01535 872126

Email: joe.cooney@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE
EVENTS AND LEISURE COMMITTEE MEETING DATED 8
AND 22 OCTOBER 2020**

Item No	Committee Decision	Update
1.	Remembrance Sunday - Delegate authority to the Town Clerk, in consultation with the Committee Chairman to agree future changes in accordance with Coronavirus rules.	The Remembrance Sunday Service was cancelled due to the new lockdown restrictions. A live stream service will still happen but there will be no congregation in the church.
3.	To agree plans for encouraging the public to not attend the Town Hall Square on Sunday 8 November 2020.	Social Media Communications went out regularly to update the public. A press release was also distributed.
4.	Cllr Westerman to meet with Admin and Events Officer to discuss the possibility of running a virtual Community Awards.	Update will be given at a future meeting.
5.	Christmas Lunches Members agreed Option 3 – 'Meals on Wheels'.	Due to the new lockdown restrictions in the Civic Centre we cannot accommodate the caterer.

		As a result we are now exploring other options.
6.	Add Christmas Carol Service to Agenda	Added to Agenda

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Events & Leisure						
401 Events						
5000 Community Awards	264	5,000	4,736		4,736	5.3%
5001 Event - Celebration	5,795	9,000	3,205		3,205	64.4%
5007 Event - Xmas lunches	0	3,000	3,000		3,000	0.0%
5010 Event - Eid	0	1,500	1,500		1,500	0.0%
5016 Event - Heritage Day	0	500	500		500	0.0%
5018 Event - School Star	0	500	500		500	0.0%
5019 Event - Remembrance Sunday	185	2,000	1,815		1,815	9.3%
Events :- Indirect Expenditure	<u>6,244</u>	<u>21,500</u>	<u>15,256</u>	<u>0</u>	<u>15,256</u>	<u>29.0%</u>
Net Expenditure	<u>(6,244)</u>	<u>(21,500)</u>	<u>(15,256)</u>			
Events & Leisure :- Income	0	0	0			0.0%
Expenditure	6,244	21,500	15,256	0	15,256	29.0%
Movement to/(from) Gen Reserve	<u>(6,244)</u>					
Grand Totals:- Income	0	0	0			0.0%
Expenditure	6,244	21,500	15,256	0	15,256	29.0%
Net Income over Expenditure	<u>(6,244)</u>	<u>(21,500)</u>	<u>(15,256)</u>			
Movement to/(from) Gen Reserve	<u>(6,244)</u>					