



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk to the Town Council  
8 July 2021

Email: [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Events & Leisure Committee** which will be held at Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ on **Thursday 15 July 2021 at 6pm.**

Mr. Joe Cooney  
Town Clerk

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### **COMMITTEE MEMBERSHIP**

Cllr M Westerman - Chairman	Cllr C Graham
Cllr L Wrench – Vice Chairman	Cllr A Clark
Cllr A Walker	Cllr M Anayat
Cllr P Corkindale	Cllr J Adams – Ex Officio
Cllr M Ikram	Laura Kelly – Non-voting Co-opted member

\*Committee Terms of Reference are contained within the Scheme of Delegation.

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### **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 & Fire Instructions**

The Committee Chairman to welcome everyone to the meeting.

### **2. Apologies – For Decision**

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 meeting of the Events & Leisure Committee Meeting held Wednesday 7 April 2021.

*Copy attached*

### **6. Progress Report – For Noting**

To receive the progress report following the last meeting held Wednesday 23 June 2021.

*Copy attached*

### **7. Town Plan – For Noting**

To consider the attached report from the Assistant Town Clerk/CDO on the Town Plan.

*Copy attached*

### **8. Events Officer Report – For Decision**

To consider a report from the Admin & Events Officer on their latest work.

*To follow*

### **9. Community Awards – For Decision**

To consider a report from the Admin & Events Officer on arrangements for the Community Awards.

*To follow*

## **10. Working Groups – For Discussion**

This item was added to the agenda at the request of Cllr Westerman.

## **11. Budget – For Decision**

To consider a report from the Town Clerk detailing current budget position.

*To follow*

## **12. Future Items – For Decision**

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

## **13. Date of next meeting**

The date of the next meeting of this committee will be held on Thursday 14 October 2021 at 6.00pm.

### **OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Pip Gibson, Assistant Town Clerk  
Sarah Kissack, Admin & Events Officer

### **APOLOGIES**

Contact the office during normal opening hours (01535) 872126  
Email: [sarah.kissack@keighley.gov.uk](mailto:sarah.kissack@keighley.gov.uk)

Late apologies should be made by phone to the senior officer  
scheduled to attend.



**REPORT FROM:** TOWN CLERK

**TO:** EVENTS AND LEISURE COMMITTEE

**DATE:** 8 July 2021

**Report Author:** Joe Cooney

**Tel No:** 01535 872126

**Email:** [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

**PROGRESS REPORT ON DECISIONS TAKEN AT THE  
EVENTS AND LEISURE COMMITTEE MEETING 23 JUNE  
2021**

<b>Item No</b>	<b>Committee Decision</b>	<b>Update</b>
1.	Cllr Westerman be elected Chairman for 2021/22.	Noted
2.	Cllr Wrench be elected Vice Chairman for 2021/22.	Noted
3.	Co-option of a non-voting member.	Laura Kelly added as a non-voting co-opted member
4.	£1,615 be transferred from St. Georges Day budget to Yorkshire Day budget	Budget amended accordingly
5.	Full cost breakdown of Yorkshire Day to be provided to committee members	Information will be distributed.
6.	Change Octoberfest to a family themed Spooktacular and hold the event on 30 October 2021	Event plan amended
7.	Arrange a meeting to discuss Community Awards	Item appear elsewhere on agenda

# KEIGHLEY TOWN COUNCIL

**Item 10**

## REPORT ON TOWN PLAN PROGRESS



<b>REPORT AUTHOR</b>	Pip Gibson Assistant Town Clerk/CDO
<b>EMAIL</b>	<a href="mailto:pip.gibson@keighley.gov.uk">pip.gibson@keighley.gov.uk</a>
<b>Date</b>	Wednesday 7 <sup>th</sup> July 2021

<b>SUBJECT</b>	<b>TOWN PLAN UPDATE</b>
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### PURPOSE:

1. To inform Members of the progress made towards the Town Plan Key Objectives.

### RECOMMENDATION(s):

2. That Members use the information to make decisions and allocate funding where applicable with specific reference to the Committee's areas of responsibility within the Town Plan.
3. That Members choose a third representative from the Committee to attend the Town Plan Steering Group meeting in the absence of the Chair or Vice Chair.

### REASONS FOR RECOMMENDATION:

4. The Council is responsible for the delivery of the Town Plan, either through the implementation of its own projects and activities, individually, in partnership with key service providers or by commissioning projects and services from third party organisations, groups and individuals.

### SUMMARY OF KEY POINTS:

5. The Town Plan sets out the Council's aims and objectives over the next 2 years.
6. The Town Plan Steering Group meet quarterly to develop and monitor a general strategic approach and champion the Town Plan's vision and objectives.
7. It is important that all members are involved in the delivery of the Town Plan. The Chair of this Committee will attend the Town Plan Steering Group to share the Committee's progress. In the absence of the Chair, the Vice or another Member of the Committee will attend.

8. The Key Objectives, attached as Appendix A, detail the responsibilities of the Committee over the life of the Plan.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

9. With the exception of staffing and essential running costs, all other Council funding including Committee Budgets should be allocated with reference to Town Plan Objectives.

**TOWN PLAN IMPLICATIONS:**

10. All decisions should be made with direct reference to the Town Plan.

**CLIMATE CHANGE IMPLICATIONS:**

11. Wherever appropriate climate change considerations are factored into all activities implemented with reference to the Town Plan.

**POLICY IMPLICATIONS:**

12. There are no new policy implications arising from this report.

**DETAILS OF CONSULTATION:**

13. In some circumstances consultations may have taken place.

**BACKGROUND PAPERS:**

14. Town Plan.

**FURTHER INFORMATION PLEASE CONTACT:**

Pip Gibson, Assistant Town Clerk/CDO [pip.gibson@keighley.gov.uk](mailto:pip.gibson@keighley.gov.uk)

Town Plan 2020-2023					
Key Objective	What we will do	Timescale	Who's responsible	Actions 2021/22	Actions 2020/21
<b>Civic Pride</b>					
CP005	Organise the Keighley Community Awards Event.	Ongoing (2020-23)	Events & Leisure Committee	Nominations to be reopened in June 2021, awards ceremony scheduled in for Saturday 18	2020 awards ceremony originally planned for April 2020 has been postponed. The council still intends for the awards ceremony to go ahead in the early part of 2021 as soon as restrictions allow for such events to take place.
CP006	Organise an annual Events Programme	Ongoing (2020-23)	Events & Leisure Committee	Annual plan agreed by Events & Leisure Committee. Approximately 13 events are planned throughout the year.	Annual Events calendar confirmed. Events calendar for 2021/22 St George's Day, Community Awards, Markets, Craft Fair/Tea on the Square, School Achiever Awards, Yorkshire Day, Afternoon Tea/Tea Dance, Oktoberfest, Remembrance Sunday, Christmas Market, Christmas Lunches, Christmas Carol Service, Valentine's Day Dance, Craft Fair/Tea on the Square.
CP008	Organise Regular Community Showcase Events to evidence the work of groups and projects supported by Keighley Town Council.	Ongoing (2020-23)	Community Development and Events & Leisure Committees		2020 - Postponed due to Covid-19 lockdown in March.
CP009	Promote civic pride and public participation.	Ongoing (2020-23)	All Councillors and staff	Oakworth Dog Bags; Election of Town Mayor; Keep Britain Tidy; Capt Tom 100;	Virtual Ward Forums created for each Ward. Weekly media programme showcasing the work of KTC. funding approved for Pop Up Markets, Oakworth Village Sign, Oakworth Gardening Equipment. The council has used its social media pages to encourage greater participation in several issues, including seeking submissions to the Environment Agency regarding the permit for a incinerator within Keighley and submitting their views to the Town Deal fund on how the £25m should be spent across Keighley. Allotment Photo Competition
<b>Community Development</b>					
CD006	Organise public participation activities and events that encourage cohesion and promote harmonious integration.	Ongoing (2020-23)	Community Development Committee & Events & Leisure Committee	Low Wood Activity Centre Open Air Shelter Nightingale Street Planters	Covid-19 limitations. Ward Development Forums implemented on social media platforms. Knowle Park Planters Laycock Phone Box, Merlin Top Bin, Utley Baby Memorial, Befriending Penpals, Book Club, Environmental Improvement Groups, The Big Draw, People's Planters, Pop Up Markets, Fun Runs, Games Days, Garden Projects, Community Choir. BLM. Oakworth Gardening Equipment
<b>Local Environment</b>					
<b>Arts &amp; Culture</b>					
AC001	Work with partners to deliver a varied and vibrant events programme	Ongoing (2020-23)	Events & Leisure Committee	Annual plan agreed by Events & Leisure Committee. Approximately 13 events are planned throughout the year.	Annual Events calendar confirmed. Events calendar for 2021/22 St George's Day, Community Awards, Markets, Craft Fair/Tea on the Square, School Achiever Awards, Yorkshire Day, Afternoon Tea/Tea Dance, Oktoberfest, Remembrance Sunday, Christmas Market, Christmas Lunches, Christmas Carol Service, Valentine's Day Dance, Craft Fair/Tea on the Square.
AC005	Organise an annual exhibition of local creative talent.	Ongoing (2020-23)	Community Development Committee and Events & Leisure Committee	Downstairs Project	Funding for mobile stage approved. Contributions invited via social media and web site. see AC003
Do not insert rows beyond this point					



## KEIGHLEY TOWN COUNCIL

Minutes of the Events & Leisure Committee (EL) Committee held Keighley Civic Centre on Thursday 17 June 2021

**Present:** Councillor Corkindale  
Councillor Clark  
Councillor Graham  
Councillor A Walker  
Councillor M Ikram  
Councillor M Westerman  
Councillor L Wrench  
Councillor M Anayat  
Councillor J Adams – Ex-officio

**Also Present:** Joe Cooney, Town Clerk  
Laura Kelly – Non-Voting Member

### **001/2021 (EL) Election of Chairman**

Cllr Westerman was proposed by Cllr Graham and Seconded by Cllr Wrench.

Cllr A Walker was proposed by Cllr Anayat and Seconded by Cllr Clark.

**RESOLVED** that Cllr Westerman be elected Chairman for the Municipal year 2021/22

### **002/2021 (EL) Election of Vice Chairman**

Cllr Wrench was proposed by Cllr Westerman and Seconded by Cllr Anayat.

Cllr A Walker was proposed by Cllr Clark and Seconded by Cllr Corkindale

**RESOLVED** that Cllr Wrench be elected Vice Chairman for the Municipal year 2021/22.

### **003/2021 (EL) Apologies for absence**

None

### **004/2021 (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 Members.



**005/2021 (EL) Public Question Time**

None.

**006/2021 (EL) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on Thursday 11 March 2021 be confirmed as a true record of the proceedings and signed by the Chair.

**007/2021 (EL) Events Officer Report**

Members considered a report from the Administration & Events Officer providing updates on the upcoming events.

**RESOLVED** to request the Finance & Audit Committee approve a virement of £1,615 from St. Georges Day budget line to Yorkshire Day budget line.

**RESOLVED** to request a full breakdown of costs for Yorkshire Day be shared with all committee members.

**RESOLVED** to note the School Achievers Awards will be spilt into two sessions at 9.30am and 11.30am respectively.

**RESOLVED** to approve the change of the planned Octoberfest to a family themed Spooktacular.

**RESOLVED** to hold the Spooktacular event on Saturday 30 October 2021.

**RESOLVED** to approach Airedale Shopping Centre to host Spooktacular in the shopping centre.

**RESOLVED** to request the Town Clerk arranges a committee meeting to discuss the Community Awards.

**008/2021 (EL) Date of Next Meeting**

**RESOLVED** to note the date of the next scheduled meeting of this Committee will be held on Thursday 15 July 2021 at 6.00pm.

**Signed** .....  
**Chair**

**Date** .....