



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
2 September 2021

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND an ordinary meeting of the **Events & Leisure Committee** which will be held at Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ on **Thursday 9 September 2021 at 6pm.**

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

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|-------------------------------|--|
| 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.

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 Thursday 29 July 2021.

Copy attached

6. Community Awards – For Decision

To receive a verbal update from the Town Clerk on the arrangements for the Community Awards.

7. 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: Joe Cooney, Town Clerk

APOLOGIES

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

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



KEIGHLEY TOWN COUNCIL

Minutes of the Events & Leisure Committee (EL) Committee held Keighley Civic Centre on Thursday 29 July 2021

Present: Councillor Anayat
Councillor Clark
Councillor Graham
Councillor Ikram
Councillor Westerman
Councillor Wrench
Councillor Adams – Ex-officio

Also Present: Joe Cooney, Town Clerk
Cllr Ahmed, Observing
Laura Kelly – Non-Voting Member

021/2021 (EL) Welcome & Fire Instructions

The Chair welcomed the committee to the meeting and reminded members about the fire escape routes.

022/2021 (EL) Apologies for absence

Councillor Corkindale

RESOLVED to receive and accept the above apologies for absence.

023/2021 (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.

024/2021 (EL) Public Question Time

None.

025/2021 (EL) Minutes

RESOLVED to confirm the minutes of the meeting held on Thursday 15 July 2021 be confirmed as a true record of the proceedings and signed by the Chair.

026/2021 (EL) Community Awards

Members considered a report from the Town Clerk on the Community Award arrangements.

RESOLVED members approve the catering quotation from Keighley College and requested the Town Clerk review the price per person with Keighley College.

RESOLVED members instructed the Town Clerk to review the proposed main meal with Keighley College to include a chicken-based meal with seasonal vegetables and potatoes.

RESOLVED members agreed the choice of award for each category, 28cm Optic Glass Crystal GC54 Series.

RESOLVED members agreed to not offer wine and drinks on tables but instead include a welcome drink for all attendees.

RESOLVED members agreed, subject to the event not running at a deficit a raffle in aid of the Mayors Charity would be run at the awards ceremony.

RESOLVED members delegated to the Town Clerk the responsibility for management of the expenditure and income for the Community Awards to ensure the event is delivered within budget.

027/2021 (EL) Eid Event

Members discussed arrangements for a delayed event to mark Eid.

RESOLVED members agreed to host a family fun day on Sunday 26 September 2021.

RESOLVED members delegated authority to the Town Clerk to allocate the £1,500

RESOLVED members agreed to provide input and contacts to the Town Clerk for activities on the day.

028/2021 (EL) Future items for discussion

Christmas Lunches
Remembrance Sunday

0029/2021 (EL) Future Items

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Thursday 14 October 2021 at 6.00pm.

Signed **Date**
Chair