



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
7 October 2021

Email: 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 14 October 2021 at 6pm.**

Mr. Joe Cooney
Town Clerk

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.

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 9 September 2021.

Copy attached

6. Town Plan – For Noting

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

Copy attached

7. Events Officer Report – For Decision

To consider a report from the Admin & Events Officer on recent and upcoming events.

8. Eid Event – For Decision

To consider the recommendation from the Town Clerk to request the Finance & Audit Committee carry forward the remaining £1,479 budget into the financial year 2022/23.

9. Budget – For Decision

To consider a report from the Town Clerk detailing current budget position and draft budget for financial year 2022/23.

10. Philip Snowden – For Discussion

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

11. Business Sponsorship for KTC Events – For Discussion

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

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 16 December 2021 at 6.00pm.

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Pip Gibson, Assistant 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 Graham
Councillor Ikram
Councillor Westerman
Councillor Wrench
Councillor Adams – Ex-officio

Also Present: Joe Cooney, Town Clerk
Sarah Kissack, Admin and Events Officer
Cllr Ahmed, Observing

030/2021 (EL) Welcome & Fire Instructions

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

031/2021 (EL) Apologies for absence

Councillor Corkindale

RESOLVED to receive and accept the above apologies for absence.

032/2021 (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.

033/2021 (EL) Public Question Time

None.

034/021 (EL) Minutes

RESOLVED to confirm the minutes of the meeting held on Thursday 29 July 2021 be confirmed as a true record of the proceedings and signed by the Chair.

035/2021 (EL) Community Awards

Members received a verbal update from the Town Clerk on the planning for the Community Awards. The update covered:

- Room layout

- Seating plan
- Ticket & promotional design
- Menu
- Event Timeline
- Sponsors
- Event budget

RESOLVED members noted the update.

036/2021 (EL) Date of Next Meeting

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

KEIGHLEY TOWN COUNCIL

Item 6

REPORT ON TOWN PLAN PROGRESS



REPORT AUTHOR	Pip Gibson Assistant Town Clerk/CDO
EMAIL	pip.gibson@keighley.gov.uk
Date	Thursday 14 October 2021

SUBJECT	TOWN PLAN UPDATE
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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 this information to make decisions and allocate funding where applicable with specific reference to the Committee's areas of responsibility within the Town Plan.

REASONS FOR RECOMMENDATION:

3. 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:

4. Forthcoming Town Plan Steering Group meeting dates: Thursday 2nd December 2021 and Wednesday 2nd March 2022.
5. The Town Plan sets out the Council's aims and objectives over the next 2 years.
6. The Town Plan Steering Group meets 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.
8. Chairs of Committees are asked to add to the Town Plan proposed Actions for their respective Committees in advance of the Town Plan Steering Group meetings.

9. It is the responsibility of the Chair of each Committee to attend the Town Plan Steering Group and to share this Committee's progress. If the Chair cannot attend, he/she must arrange for the Vice Chair or elected third Member of the Committee to attend.
10. The Chair of each Committee will share the discussion had at each Town Plan Steering Group meeting with Members of their Committee at their next meeting.
11. The Key Objectives, attached as Appendix A, detail the responsibilities of this Committee over the life of the Plan.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

12. 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:

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

CLIMATE CHANGE IMPLICATIONS:

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

POLICY IMPLICATIONS:

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

DETAILS OF CONSULTATION:

16. In some circumstances consultations may have taken place.

BACKGROUND PAPERS:

17. Town Plan.

FURTHER INFORMATION PLEASE CONTACT:

Pip Gibson, Assistant Town Clerk/CDO 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
Civic Pride					
CP005	Organise the Keighley Community Awards Event.	Ongoing (2020-23)	Events & Leisure Committee	Nominations closed in August and the judging panel have met to shortlist each category. The awards night is	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. Tea on the Sqaure was cancelled on the day due to the weather. Two day Yorkshire Day event was held on 31	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; Team Litter pick at Devonshire Park; Regular news feed on social media platforms including individual ward forums; Allotment Photo Competition; Allotment Surgeries; Town Magazine (via	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. Alotment Photo Competition
Community Development					
CD006	Organise public participation activities and events that encourage cohesion and promote harmonious integration.	Ongoing (2020-23)	Community Development Committee & Events & Leisure Committee	Community Development projects; Events and Ward Development Funded activity.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
Developing the Local Environment					
Arts & Culture					
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

KEIGHLEY TOWN COUNCIL

Item 7

REPORT TO EVENTS AND LEISURE COMMITTEE



REPORT AUTHOR	Sarah Kissack Admin and Events Officer
EMAIL	sarah.kissack@keighley.gov.uk
Date	Thursday 14 October 2021

SUBJECT	Events Officer Report
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PURPOSE:

1. This report provides members with an update on current activities for the allocation of Events and Leisure funding in support of its agreed Town Plan Objectives.

RECOMMENDATION(s):

2. That the report is noted.
3. To request the Finance & Audit Committee approve a virement of £100 from St. Georges Day budget to Market budget.
4. To request the Finance & Audit Committee approve a virement of £340 from Afternoon Tea budget to Market budget.
5. To request the Finance & Audit Committee approve a virement of £625 from Tea on the Square budget to Market budget.
6. To request the Finance & Audit Committee approve a virement of £1000 from Community Awards budget to Market budget.
7. To seek guidance from the committee on the arrangements for the Christmas lunches.

REASONS FOR RECOMMENDATION:

8. To provide oversight of the Council's events.

SUMMARY OF KEY POINTS:

9. **Past Events – School Achievers Awards**

The School Achievers Awards took place on Friday 16 July. Due to ensuring social distancing, the schools were split into two groups with one session at 1:30pm – 2:30pm and the other session at 3pm – 4pm. Unfortunately, due to Covid, a few of the award winners dropped out because they were self-isolating. Those awards were then presented either in a school assembly or by the Mayor at the Civic Centre separately.

There were 11 award winners in the first session and 8 award winners in the second session. There were refreshments for the award winners and their families.

Cost breakdown

Expenditure	Amount
Awards and engraving	609
Goody Bags and food	34.8
Total	643.8

10. Summer Market

The Summer Market took place on Sunday 18 July 2021 at 11am – 3pm on Church Green.

This was the first in person outdoor event the Council delivered in 2021. It was well attended with various stalls from local businesses.

Cost breakdown

Expenditure	Amount
Unique to help transport gazebos and set up	138
Market fee	50

11. Yorkshire Day

The Yorkshire Day weekend took place on Saturday 31 July – Sunday 1 August 2021. There were stalls, charity stalls and an ice cream van. Food and refreshments were provided by the Sea Cadets, Cllr Nazam and Keighley Shared Church.

There was live music from local singers and bands. It was a well-attended event.

The current cost breakdown is:

Expenditure	Amount
Children rides	700
First Aid	504
Bradford concert band	100
Facebook boosts	40
Printing	47.71
Pete Jones	150
Melissa Harper	150
Parking reservations	100

Stalls	50
Catering items	9.6
Vol refreshments	19.08
Face Painting	450
Unique help	310.5
Jeff	200
Indian Catering	202
Thank you cards	4.99
Total	£3,034
Budget	£3,615
Remaining	£581

12. **Afternoon Tea**

The Afternoon Tea event was held on Saturday 21 August 2021 at the Civic Centre. Local key workers and charities were invited to the event where the Mayor thanked them for their efforts through the pandemic. The afternoon tea was provided by a local caterer, Crumbs, and live entertainment was provided by BOLT Academy.

Cost breakdown

Expenditure	Amount
Afternoon Tea	650
Milk	8

13. **Community Awards**

The Community Awards were held on Saturday 18 September 2021 at the Civic Centre. The Community Awards celebrated all those in the community who have gone the extra mile.

The event took the format of, drinks reception, 3 course meal and then the awards ceremony. There were 10 award winners. Catering was provided by Keighley College who were supported by catering students.

9 of the awards were sponsored by local businesses (the 10th award was the Mayor's Civic Award).

Expenditure	Amount
Catering	3750
Awards	545.76
Flowers	300
Misc (decorations, wine coolers etc)	484.88
Programme	145.61
Tickets	20.90
Facebook advertising	20
Promo backdrop	104.13
Photographer	500

Envelopes	6.04
Extra award	49.80
Expenditure Total	5927.12
Income	
Award sponsors	1600
Ticket Sales	450
Event budget	£5,000
Income Total	7050
Total	-1122.88

14. **Forthcoming Events – Spooktacular**

On Saturday 30 October, Spooktacular will be held on Church Green, 11am – 4pm. There will be stalls, charity stalls, face painting, rides, balloon modelling and refreshments.

Refreshments are being provided by the Sea Cadets and Keighley Shared Church. The face painting, balloons and rides will be free for the public. If enough volunteers are available, the council can run a hook a duck stall and raise money for the Mayor’s Charitable Trust. A pumpkin carving stall could also be run where children can come and carve a pumpkin for a donation to the Mayor’s Charitable Trust.

A fancy dress competition will also take place, so all attendees will be encouraged to wear their best spooky costume.

The current cost breakdown is as follows:

Expenditure	Amount
Face Painter	350
Balloon Modeler	350
Temporary events notice	23
First Aid	175
Childrens Ride	350
Parking for stall holders	100
Unique – help transporting gazebos and tables to church green and set up/take down	288
Promotion – facebook, posters etc	100
Total	1734

15. **Christmas Market**

The Christmas Market will be held on Saturday 27 November – Sunday 28 November on Church Green. There will be a variety of stalls from local businesses and charity stalls. The sea cadets will be providing food e.g. turkey and stuffing sandwiches, jumbo pigs in blankets. There will be live music from local choirs and brass bands with the hope that some carols can be sung around a Christmas tree.

There is currently £837 in the market budget. To make this a big Christmas weekend with more entertainment and things to do, the committee are asked to consider moving the following underspends to the Markets budget.

£100 underspend from St George's Day
£340 underspend from Afternoon Tea
£625 underspend from Tea on the Square
£1000 underspend from Community Awards.

Total: £2065

The extra money will enable the event to have more free offerings and festive fun in addition to the stalls already booked. It will also allow us to book first aid provision, help transporting and set up of gazebos and any other logistical issues e.g. car parking.

16. **Christmas Lunches**

The Christmas Lunches are currently in the diary for Monday 13 December, Wednesday 15 December and Friday 17 December at the Civic Centre. To follow what has occurred in previous years, it will be a 3 course Christmas dinner served to pensioners. The Main Hall can seat 10 tables of 10. Christmas entertainment can also be provided – in the past this has taken many forms from karaoke to school choirs. Guidance is sought from members on the arrangements for the Christmas lunches.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

17. All events will be delivered within the Events and Leisure Budget.

TOWN PLAN IMPLICATIONS:

The events listed above meet the following Town Plan Key Objectives.

18. CP006, CP009, AC001, CP005

CLIMATE CHANGE IMPLICATIONS:

16. Implications to consider: noise pollution, litter, plastic waste – reduce amount of plastic used at an event. Using local businesses for produce and equipment to reduce carbon emissions from delivery and to return money back into the local community.

POLICY IMPLICATIONS:

17. There are no Policy Implications arising from this report.

DETAILS OF CONSULTATION:

18. None required

BACKGROUND PAPERS:

FURTHER INFORMATION PLEASE CONTACT:

Sarah Kissack
Admin and Events Officer, sarah.kissack@keighley.gov.uk

Detailed Income & Expenditure by Budget Heading 01/10/2021

Month No: 7

Events & Leisure Budget

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Events						
1105 Income - Event - Com. Awards	1,680	0	(1,680)			0.0%
1405 Income - Event - Markets	393	0	(393)			0.0%
Events :- Income	2,073	0	(2,073)			
5000 Event - Community Awards	1,953	5,000	3,047		3,047	39.1%
5001 Event - Celebration	0	9,038	9,038		9,038	0.0%
5002 Event - St George's Day	285	385	100		100	74.0%
5003 Event - Yorkshire Day	2,335	3,615	1,280		1,280	64.6%
5004 Event - Oktoberfest	(20)	2,000	2,020		2,020	(1.0%)
5006 Event - Valentine Dance	0	1,000	1,000		1,000	0.0%
5007 Event - Xmas lunches	0	3,000	3,000		3,000	0.0%
5010 Event - Eid	21	1,500	1,479		1,479	1.4%
5011 Event -	658	0	(658)		(658)	0.0%
5012 Event - Afternoon Tea Dance	0	1,000	1,000		1,000	0.0%
5013 Event - Xmas Carol Service	0	500	500		500	0.0%
5015 Event - Markets	163	1,000	837		837	16.3%
5017 Event - Tea on the Sq	1,115	1,740	625		625	64.1%
5018 Event - School Star	643	760	117		117	84.6%
5019 Event - Remembrance Sunday	0	3,000	3,000		3,000	0.0%
Events :- Indirect Expenditure	7,153	33,538	26,385	0	26,385	21.3%
Net Income over Expenditure	(5,080)	(33,538)	(28,458)			
Grand Totals:- Income	2,073	0	(2,073)			0.0%
Expenditure	7,153	33,538	26,385	0	26,385	21.3%
Net Income over Expenditure	(5,080)	(33,538)	(28,458)			
Movement to/(from) Gen Reserve	(5,080)					