



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
4 November 2021

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND an extraordinary meeting of the **Events & Leisure Committee** which will be held at Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ on **Thursday 11 November 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 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 14 October 2021.

Copy attached

6. Christmas Lights – For Decision

To receive an update from the Town Clerk on the arrangements for Christmas Lights.

To follow

7. 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: 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 14 October 2021

Present:

Councillor Westerman
Councillor Ikram (18.47pm – 19.10pm; 19.17pm until end)
Councillor Anayat
Councillor Clark
Councillor Corkindale
Councillor Maunsell – Ex-officio

Also Present: Pip Gibson, Assistant Town Clerk
Cllr Ahmed, Observing
Cllr Akhtar, Observing

037/2021 (EL) Welcome & Fire Instructions

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

038/2021 (EL) Apologies for absence

Cllr Wrench
Cllr Graham
Cllr Adams
Laura Kelly

RESOLVED to receive and accept the above apologies for absence.

039/2021 (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.

040/2021 (EL) Public Question Time

None.

041/021 (EL) Minutes

RESOLVED – Members approve the minutes of the meeting of the Events & Leisure Committee Meeting held Thursday 9 September 2021 with the following amendments: the date on the minutes changed from Thursday 29 July 2021 to 9th September 2021; Apologies received from Cllr Clark and Cllr Anayat.

042/2021 (EL) Town Plan

RESOLVED that the Town Plan is noted.

043/2021 (EL) Events Officer Report

RESOLVED That the report is noted.

RESOLVED To request the Finance & Audit Committee approve a virement of £100 from St. Georges Day budget to Market budget.

RESOLVED To request the Finance & Audit Committee approve a virement of £340 from Afternoon Tea budget to Market budget.

RESOLVED To request the Finance & Audit Committee approve a virement of £625 from Tea on the Square budget to Market budget.

RESOLVED To request the Finance & Audit Committee approve a virement of £1000 from Community Awards budget to Market budget.

RESOLVED To provide guidance on the arrangements for the Christmas lunches.

044/2021 (EL) Eid Event

RESOLVED to request the Finance & Audit Committee carry forward the remaining £1,479 budget into the financial year 2022/23.

045/2021 (EL) Budget

RESOLVED Members note the current committee budget position.

RESOLVED Members submit a request of £43,000 to the Budget Working Group for financial year 2022/23.

RESOLVED That the Chair sets a date for an Extra Ordinary meeting to discuss Celebration Lights.

046/2021 (EL) Philip Snowden

RESOLVED to remove this item from the Agenda.

047/2021 (EL) Business Sponsorship for KTC Events

RESOLVED to defer this item to the next meeting of the Committee on Thursday 19 December 2021.

048/2021 (EL) Future Items

Business Sponsorship for KTC Events
Keighley Charity Gala

049/2021 (EL) Date of Next Meeting

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Thursday 16 December 2021 at 6.00pm. Cllr M Anayat gave his apologies in advance.

Signed

Chair

Date

KEIGHLEY TOWN COUNCIL

Item 6

REPORT TO EVENTS & LEISURE COMMITTEE



REPORT AUTHOR	Town Clerk Joe Cooney
EMAIL	Joe.cooney@keighley.gov.uk
Date	Thursday 11 November 2021

SUBJECT	Christmas Lights
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PURPOSE:

1. To update members on the arrangements for Christmas Lights in the Town Hall Square.

RECOMMENDATION(s):

2. Members note the contents of the report.

REASONS FOR RECOMMENDATION:

3. To provide oversight of the arrangements for Christmas Lights.

SUMMARY OF KEY POINTS:

4. Members will be aware a total of £9,336 has potentially been allocated for Christmas/festival lights display in the Town Hall Square. This figure is made up from £2,900 allocated in the budget for a Christmas Tree, £3,231 from the Council's Community Infrastructure Levy which council approved could be allocated towards Festive Lights and £3,205 which the committee agreed to carry forward from the previous year underspent budget.
5. The display in the Town Hall Square will include a 23ft tree, which has been donated by Coley Nurseries, Keighley. The tree will be erected on the Cavendish Street side of the Town Hall Square and decorated with 8 sets of 20m white LED lights provided by Bradford MDC.
6. The tree will also have a topper installed on the top of the tree.
7. Additionally, the 7 trees in the Town Hall Square will be dressed with 3 sets of 20m white LED lights. It was hoped to also install LED snow fall droppers in each tree

but due to supply issues this isn't possible in time for Christmas 2021. It is hoped these additional lights will be installed at a later date and be available for future use.

8. The lights that are installed in the 7 trees will be owned by the Town Council and can be used as and when the council deems appropriate.
9. In lieu of the LED snow fall droppers discussions are ongoing with Bradford MDC regarding what alternative lights could be installed to enhance the display. Any information received will be provided to members ahead of the committee meeting taking place.
10. The current provision of lights is estimated to cost approximately £3,700 which is well within the allocated budget. As outlined in paragraph 9 above it is hoped additional lighting displays can be provided to compliment the new display, any additional costs will be reported to the committee.
11. Officers have considered the options to hold a light switch on as part of the Christmas Markets on 27 and 28 November. However, officers understand that Keighley BiD intend to stage a light switch on event on Thursday 25 November, along with a firework display. Having a separate switch on event for the Town Hall Square could prove to be underwhelming when compared to a large firework display a few days earlier.
12. The committee may want to consider arranging for the Christmas Lights in the Town Hall Square to be activated at the same time as the main town centre lights.
13. It is also unlikely given the timescale to the event that the event plan would be approved by PSLG group, as it would likely insist on road closures to accommodate the event.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

14. The committee has allocated £9,336 towards the provision of Christmas Lights.

TOWN PLAN IMPLICATIONS:

15. Meets the Town Plan Key Objectives: CP016

CLIMATE CHANGE IMPLICATIONS:

16. N/A.

COMMUNITY IMPACT:

17. N/A.

POLICY IMPLICATIONS:

18. N/A.

DETAILS OF CONSULTATION:

19. N/A.

BACKGROUND PAPERS:

20. N/A

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