



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk to the Town Council  
12 May 2022

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 **Wednesday 18 May 2022 at 6pm.**

Mr. Joe Cooney  
Town Clerk

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### **COMMITTEE MEMBERSHIP**

Cllr M Westerman - Chairman	Cllr A Clark
Cllr L Wrench – Vice Chairman	Cllr M Anayat
Cllr P Corkindale	Cllr M Wood
Cllr C Graham	
Cllr J Adams – Ex Officio	

\*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 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 21 April 2022.

*Copy attached*

### **6. Monthly Markets**

To consider a verbal report from the Events Officer.

### **7. Eid Working Group**

To receive the recommendations from the Eid Working Group.

*To Follow*

### **8. Community Awards**

To discuss the options for awards for the Community Awards.

### **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 will be held on Thursday 16 June 2022 at 6.00pm.

**OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Pip Gibson, Assistant Town Clerk  
Sarah Kissack, Admin and 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.



## KEIGHLEY TOWN COUNCIL

Minutes of the Events & Leisure Committee (EL) Committee held at the Keighley Civic Centre on Thursday 21 April 2022.

**Present:**

Councillor Westerman - Chairman  
Councillor Graham  
Councillor Anayat  
Councillor Wood  
Councillor Adams– Ex-officio

**Also Present:**

Pip Gibson, Assistant Town Clerk  
Sarah Kissack, Admin & Events Officer

### **083/2021 (EL) Welcome & Fire Instructions**

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

### **084/2021 (EL) Apologies for absence**

Cllr Wrench

**RESOLVED** to receive and accept the above apologies for absence.

### **085/2021 (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.

### **086/2021 (EL) Public Question Time**

None.

### **087/021 (EL) Minutes**

**RESOLVED** Members approved the minutes of the meeting of the Events & Leisure Committee Meeting held Monday 28 February 2022.

### **088/2021 (EL) Town Plan**

**NOTED** the attached report from the Assistant Town Clerk/CDO on the Town Plan.

### **089/2021 (EL) Progress Report**

**NOTED** the progress report following the last meeting held Monday 28 February 2022.

### **090/2021 (EL) Events Officer Report**

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

**RESOLVED** Members noted the updates on forthcoming events.

**RESOLVED** Members created a working group for the Eid event which will provide guidance for the arrangements for the event.

**RESOLVED** to nominate members for the Eid Working Group as Cllrs Westerman, Anayat, Clark and Ex Officio Cllr Adams.

**RESOLVED the date for the first Eid Working Group meeting will be Wednesday 11<sup>th</sup> May 2022 at 6pm in the Civic Centre**

**RESOLVED** the date for an Extraordinary Meeting of the Events and Leisure Committee to approve the Eid working group recommendations is Wednesday 18<sup>th</sup> May, 6pm at the Civic Centre.

**RESOLVED** to change the Community Awards date to Saturday 17 September 2022 from Saturday 24 September 2022.

**RESOLVED** to change the date of the Christmas Event to Sunday 27 November 2022 from Saturday 26 November 2022.

**RESOLVED** that members of the Eid Working Group can invite other Cllrs and organisations to attend the Eid Working Group meeting.

**RESOLVED** that members of the Eid Working Group can pass relevant contact details to the Events Officer.

### **091/2021 (EL) Budget**

**RESOLVED** to note the report from the RFO detailing current budget position.

### **092/2021 (EL) Yorkshire Day**

**RESOLVED** To note a report from the Events Officer.

**RESOLVED** to thank the Events Officer for work on the planning so far.

### **093/2021 (EL) Eid Working Group**

**RESOLVED** to change the date of the Eid Event from Saturday 9<sup>th</sup> July 2022 to Sunday 10<sup>th</sup> July 2022.

### **094/2021 (EL) Items for Future Agenda**

Eid Event – Eid Working Group  
Community Awards

**095/2021 (EL) Date of Next Meeting**

**RESOLVED** The date of the Extra Ordinary meeting of this committee will be held on Wednesday 18 May 2022 at 6.00pm.

**RESOLVED** The date of the next meeting of this committee will be held on Thursday 16 June 2022 at 6.00pm.

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