



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
8 September 2022

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 15 September 2022 at 6pm.**

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Cllr. J. Adams - Chairman	Cllr. M. Anayat
Cllr. A. Clark	Cllr. L. Maunsell – Ex-Officio
Cllr. J. Lawless	
Cllr. A. Walker	

*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 & Introduction – For Noting

Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.

2. Apologies for absence

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. Election of a Vice Chairman – For Decision

To elect a Vice Chairman for the Municipal year 2022/23.

6. Minutes – For Decision

Members are asked to approve the minutes of the meeting of the Events & Leisure Committee held on Thursday 14 July 2022.

Copy attached

7. Christmas Event

To consider the attached report from the Events Officer on Christmas Event.

Copy attached

8. Date of next meeting

The date of the next meeting of this committee will be held on Thursday 20 October 2022 at 6.00pm.

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Joe Cooney, Town Clerk
Sarah Kissack, Admin and Events Officer

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 a meeting of the Events & Leisure Committee held at Keighley Civic Centre on Thursday 14 July 2022.

Present: Councillor J Adams - Chairman
Councillor M Westerman – Vice Chairman
Councillor A Clarke
Councillor M Wood
Councillor L Maunsell – Ex Officio

Also Present: Pip Gibson, Assistant Town Clerk/CDO
Sarah Kissack, Admin & Events Officer
Graham Mitchell – Keighley Transport Festival

015/2022 (EL) Welcome & Introduction

Cllr Adams welcomed everyone to the meeting.

016/2022 (EL) Apologies for absence

Cllr M Anayat.

RESOLVED to approve and accept the above apologies.

017/2022 (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 either Members or Officers.

018/2022 (EL) Public Question Time

Graham Mitchell spoke about the Keighley Transport Festival and gave a breakdown of the budget. The Chairman gave praise to Graham and his team for the success of the event.

019/2022 (EL) Minutes

RESOLVED to confirm the minutes of the meeting held on Thursday 16 June 2022 be confirmed as a true record of the proceedings and signed by the Chair.

020/2022 (EL) Progress Report

NOTED Members noted the progress report following the last meeting held Thursday 16 June 2022.

021/2022 (EL) Town Plan

Members considered a report from the Assistant Town Clerk/CDO on the committee’s Town Plan objectives.

RESOLVED to note the report

RESOLVED to appoint Cllr M Wood as the third representative on the Town Plan Steering Group.

022/2022 (EL) Budget

NOTED Members noted the budget update from the Responsible Finance Officer.

023/2022 (EL) Events Officer Report

Members considered a report from the Events Officer.

RESOLVED Members noted the updates on forthcoming events.

RESOLVED Members approved the menu from Barrett’s kitchen: Starter – Tomato and Basil Soup; Main – Chicken breast (served with stuffing); Pudding – Fruit Crumble and custard.

024/2022 (EL) Yorkshire Day

Members received a report from the Events Officer on Yorkshire Day.

RESOLVED members noted the updates from the Events Officer on Yorkshire Day.

025/2022 (EL) Eid Event

Members received a report from the Events Officer on Eid on the Green Event.

NOTED members noted the report from the Events Officer on Eid on the Green Event.

026/2022 (EL) Future Agenda Items

Party in the Park
International Yoga Day

027/2022 (EL) Date of Next Meeting

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Thursday 20 October 2022 at 6.00pm.

Signed **Date**
Chair

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 15 September 2022

SUBJECT	Christmas Event 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. Members note the updates on the Christmas Events.

REASONS FOR RECOMMENDATION:

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

SUMMARY OF KEY POINTS:

4. The Christmas Event will be held on Sunday 27 November 2022. The event will be held on Church Green Car Park.
5. A Christmas Market will run on the same day on Low Street, run by RSH Artisan Markets. The market will be open 10am – 5pm.
6. The budget for the event is a combination of £5000 from the Council and £4000 from the Airedale Shopping Centre.
7. The event will take the form of the Keighley Christmas Light Switch On.
8. Quotes are currently being sought to provide the audio and lighting for the event as well as staging.
9. It is proposed that the Switch On will start at 2pm with local acts performing until the actual Switch On around 4.30pm.

10. It is proposed that someone from the local community should switch on the lights rather than a celebrity as this has not always been very well received.
11. Quotes are also being sought for a fireworks display or a light show.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

12. 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.

13. CP006, CP009, AC001, CP005

CLIMATE CHANGE IMPLICATIONS:

11. 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:

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

DETAILS OF CONSULTATION:

13. None required

BACKGROUND PAPERS:

14. None.

FURTHER INFORMATION PLEASE CONTACT:

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