



Mr. Joe Cooney
Clerk to the Town Council

Thursday, 09 March 2023
Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **EVENTS & LEISURE COMMITTEE** on the Thursday, March 16, 2023, which will be held at the Civic Centre, North Street, Keighley, BD21 3RZ for the transaction of business as set out in the agenda below.

Mr. Joe Cooney
Town Clerk

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

67/2023 EL	Welcome & Introduction Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.
68/2023 EL	Apologies for absence Members are asked to receive apologies of absence for this meeting.
69/2023 EL	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
70/2023 EL	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.
71/2023 EL	Minutes Members are asked to approve the minutes of the meeting of the Events & Leisure Committee held on Thursday 16 February 2023.
72/2023 EL	Progress Report To receive the progress report following the last meeting held Thursday 16 February 2023.
73/2023 EL	Town Plan To receive the attached report from the Deputy Town Clerk on the Town Plan objectives the Events & Leisure Committee is responsible for.
74/2023 EL	Budget Report To note the attached budget update from the Responsible Finance Officer.
75/2023 EL	Events Officer Report To consider the attached report from the Events Officer on forthcoming events.
76/2023 EL	Items for Future Agenda To consider items for inclusion on future agendas.

77/2023 EL

Date of next meeting

The date of the next meeting of this committee will be announced following approval of the Annual Calendar at Full Council.

67/2023 EL

67/2023 EL - Welcome & Introduction

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

For Information

#welcome

68/2023 EL

68/2023 EL - Apologies for absence

Members are asked to receive apologies of absence for this meeting.

For Decision

#apologies

69/2023 EL

69/2023 EL - 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

For Information

#declarations

70/2023 EL

70/2023 EL - 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.

For Information

#publicparticipation

71/2023 EL

71/2023 EL - Minutes

Members are asked to approve the minutes of the meeting of the Events & Leisure Committee held on Thursday 16 February 2023.

For Decision

#minutes

Attachments

[71. EL Minutes 16.02.23.docx](#)

[71. EL Minutes 16.02.23](#)

71/2023 EL - Minutes

Last modified: 09/03/2023

72/2023 EL

72/2023 EL - Progress Report

To receive the progress report following the last meeting held
Thursday 16 February 2023.

For Information

#progress

Attachments

[72. Progress Report.docx](#)



KEIGHLEY TOWN COUNCIL

Minutes of the meeting of the **Events & Leisure Committee** held at the Civic Centre, North Street, Keighley on Thursday 16 February 2023.

Present:

Cllr Julie Adams, Chairman
Cllr Abdul Shohid, Vice Chairman
Cllr Peter Kates
Cllr John Lawless
Cllr Luke Maunsell Ex-Officio

Also Present:

Pip Gibson, Deputy Town Clerk
Sarah Kissack, Events and Communications Officer

55/2023 EL Welcome & Introduction

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

56/2023 EL Apologies for absence

Members are asked to receive apologies of absence for this meeting.

Cllr Allan Clark
Cllr Amjid Ahmed

57/2023 EL 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

None.

58/2023 EL 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.

None.

59/2023 EL Minutes

Members are asked to approve the minutes of the meeting of the Events & Leisure Committee held on Thursday 15 December 2022.

RESOLVED to approve the minutes of the meeting held on Thursday 15 December 2022.

60/2023 EL Progress Report

To receive the progress report following the last meeting held Thursday 15 December 2022.

RESOLVED to note the progress report on decisions taken at the meeting held Thursday 15 December 2022.

61/2023 EL Town Plan

To receive the attached report from the Deputy Town Clerk on the Town Plan objectives the Events & Leisure Committee is responsible for.

RESOLVED to note the update on the Town Plan.

62/2023 EL Budget Report

To note the attached budget update from the Responsible Finance Officer.

RESOLVED to note the report.

63/2023 EL Events Officer Report

To consider the attached report from the Events Officer on forthcoming events.

RESOLVED to note the report.

64/2023 EL Events Calendar and Budget 2023

Members are asked to consider the proposed events calendar and budget for 2023.

RESOLVED Members approved the amended budget lines for 2023 events.

RESOLVED Members approved the proposed dates for the 2023 events.

RESOLVED Members approved up to £10,000 of earmarked "Event Reserves" from the 2022 budget.

Members discussed the procurement process for commissioning organisations to deliver Council events.

RESOLVED Members gave delegated authority to the Chair and Deputy Town Clerk to award a contract to an organisation for the delivery of the Eid event, following the procurement process.

65/2023 EL Items for Future Agenda

To consider items for inclusion on future agendas.

Eid – Procurement Update

Coronation Of King Charles III

66/2023 EL Date of next meeting

The date of the next meeting of this committee will be held on Thursday 16 March 2023 at 6.00pm.

Signed:
Chair

Date:

[72. Progress Report](#)

72/2023 EL - Progress Report

Last modified: 09/03/2023

73/2023 EL

73/2023 EL - Town Plan

To receive the attached report from the Deputy Town Clerk on the Town Plan objectives the Events & Leisure Committee is responsible for.

For Information

#townplan

Attachments

[73. Town Plan Report.docx](#)

[73a. Town Plan Update.docx](#)



REPORT FROM: DEPUTY TOWN CLERK

TO: EVENTS & LEISURE COMMITTEE

DATE: Thursday 16 March 2023

Report Author: Pip Gibson

Tel No: 01535 872126

Email: pip.gibson@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE
EVENTS & LEISURE COMMITTEE MEETING DATED
THURSDAY 16 FEBRUARY 2023**

Item No	Committee Decision	Update
1.	<p>64/2023 EL Events Calendar and Budget 2023</p> <p>RESOLVED Members approved the amended budget lines for 2023 events.</p> <p>RESOLVED Members approved the proposed dates for the 2023 events.</p> <p>RESOLVED Members approved up to £10,000 of earmarked "Event Reserves" from the 2022/23 budget.</p> <p>RESOLVED Members gave delegated authority to the Chair and Deputy Town Clerk to award a contract to an organisation for the delivery of the Eid event, following the procurement process.</p>	<p>Actioned.</p> <p>Actioned.</p> <p>Actioned.</p> <p>Purdah implications will mean that a Councillor cannot make the decision to award a contract.</p>

2.	65/2023 EL Items for Future Agenda To consider items for inclusion on future agendas. Eid – Procurement Update Coronation Of King Charles III	Items appear elsewhere on the Agenda.
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[73. Town Plan Report](#)

73/2023 EL - Town Plan

Last modified: 09/03/2023

KEIGHLEY TOWN COUNCIL

Item 73

REPORT ON TOWN PLAN PROGRESS



REPORT AUTHOR	Pip Gibson Deputy Town Clerk
EMAIL	pip.gibson@keighley.gov.uk
Date	Thursday 16th March 2023

SUBJECT	TOWN PLAN REPORT
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PURPOSE:

1. To inform Members of the progress made towards the Town Plan Key Objectives.

RECOMMENDATION(s):

2. That Members note the update.

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 to be announced following the community consultation period for the new Town Plan 2023-2027.
5. The Town Plan 2020-23 sets out the Council's aims and objectives over a 3-year period. This year will see the final year of the Plan.
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, Deputy Town Clerk pip.gibson@keighley.gov.uk

[73a. Town Plan Update](#)

73/2023 EL - Town Plan

Last modified: 09/03/2023

74/2023 EL

74/2023 EL - Budget Report

To note the attached budget update from the Responsible Finance Officer.

For Information

#budget

Attachments

[74. E L Budget Report.docx](#)

Town Plan 2020-2023

Key Objective	What we will do	Timescale	Who's responsible	Actions 2022/23
Civic Pride				
CP005	Organise the Keighley Community Awards Event.	Ongoing (2020-23)	Events & Leisure Committee	Event completed.
CP006	Organise an annual Events Programme	Ongoing (2020-23)	Events & Leisure Committee	Community Showcase 2022; Events Calendar includes: St. Georges Day; Queens Jubilee; Eid; School Achievers Awards; Yorkshire Day; Community Awards; Remembrance Day; Christmas Event; Christmas Lunches; Civic Carol Service; Afternoon Tea. CD funded Mini Bounce and Play in Parks.
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	CD Committee allocated £1,000 for a 2 day event 31st July & 1st August on Town Hall Sq. in partnership with E&L Committee. All Council funded groups invited, alongside other local organisations.

CP009	Promote civic pride and public participation.	Ongoing (2020-23)	All Councillors and staff	<p>Events Programme 2022. CD Funded: Mini Bounce Planet; Youth Arts Development Programme; Outdoor Education Programme; People's Planters; Community Consultation; Keighley In Frame; Do it Yourself; Winter Warmers Ward Funding: Bookmarks; Bin Sponsorship (Todley Hall Rd & Westburn Avenue); Play in Parks; Mini Bounce; CCTV Long Lee Cricket Club; Christmas Sweets; Children's Discos; Grant Funded: Keighley in Bloom; Children's Literature Festival; Ma Kelly's Kitchen; Keighley Cricket Club; Lund Park Community Group; Keighley Lions; Events x 3 at Lund Park; Defib at Lund Park; Benches at Holden Park; Keighley Business Awards; Scouts; Ma Kelly's;</p>
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	<p>Community Showcase 2022; Events Calendar includes: St. Georges Day; Queens Jubilee; Eid; School Achievers Awards; Yorkshire Day; Community Awards; Remembrance Day; Christmas Event; Christmas Lunches; Civic Carol Service; Afternoon Tea. CD Funded activities: Youth Arts Development Programme; Outdoor Education Programme; People's Planters; Winter Warmers</p>

Developing the Local Environment				
Arts & Culture				
AC001	Work with partners to deliver a varied and vibrant events programme	Ongoing (2020-23)	Events & Leisure Committee	Community Showcase 2022; Events Calendar includes: St. Georges Day; Queens Jubilee; Eid; School Achievers Awards; Yorkshire Day; Community Awards; Remembrance Day; Christmas Event; Christmas Lunches; Civic Carol Service; Afternoon Tea. CD Funded activities: Youth Arts Development Programme; Outdoor Education Programme; People's Planters
AC005	Organise an annual exhibition of local creative talent.	Ongoing (2020-23)	Community Development Committee and Events & Leisure Committee	Community Showcase - 2 day event Sunday 31st July and 1st August

[74. E L Budget Report](#)

74/2023 EL - Budget Report

Last modified: 09/03/2023

75/2023 EL

75/2023 EL - Events Officer Report

To consider the attached report from the Events Officer on forthcoming events.

| For Decision

Attachments

[75. Events Officer Report.docx](#)

[75a. Eid Event Procurement 2023.doc](#)

KEIGHLEY TOWN COUNCIL

Item 74

REPORT TO THE EVENTS & LEISURE COMMITTEE



REPORT AUTHOR	Responsible Financial Officer (RFO) Peter Clarke
EMAIL	peter.clarke@keighley.gov.uk
Date	Thursday 16 March 2023

SUBJECT	Budget Monitoring Report Period 11 – (February 2023)
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PURPOSE:

1. This report provides Members with an update on the financial position of the Events & Leisure Committee for financial year 2022-23. It outlines the revenue budget and financial position based on information at the end of February (P11) 2023.

RECOMMENDATIONS:

2. That the report is noted.

REASONS FOR RECOMMENDATION:

3. The report is to update the Committee.

INTRODUCTION:

4. This report gives details of expenditure by budget heading and makes note of significant variances.

REVENUE/GRANT INCOME:

5. The Council makes charges to individuals and organisations to either attend, sponsor, or otherwise support Council events.
6. The Council received a grant from the Airedale Shopping Centre for the Christmas Light Switch On.
7. The table below details revenue and grant income relating to events:

	Total Income £	Alloc to Rev. £	Variance £
Community Awards	2,390	-	2,390
Yorkshire Day	9,215	3,086	6,129
Christmas Light Switch on (Grant)	4,000	4,000	-
Total Income	15,605	7,086	8,519

EARMARKED RESERVES:

- The Council has allocated the following Earmarked reserves which fall under the remit of the Events & Leisure Committee. The Committee can draw down on these Earmarked Reserves for the purposes specified.
- The Earmarked Reserves (EMR) are as follows:

	Total Ear. Reserve £	Total Draw Down £	Remaining Amount £
Eid	1,500	1,500	-
Total	1,500	1,500	-

BUDGET:

- The total budget for the committee is £53,000.
- After adjustments the committee has spent £47,094 (87%) of its budget.

	Total Budget £	Total Spend £	Variance £
Community Awards	6,000	4,123	1,877
St George's Day	2,500	1,773	727
Yorkshire Day	25,000	28,086	(3,086)
Christmas Lunches	4,000	4,316	(316)
Eid	2,500	4,157	(1,657)
Afternoon Tea Dance	1,000	-	1,000
Carol Service	500	-	500
Christmas Event	5,000	9,207	(4,207)
Queen's Jubilee	2,000	1,116	884
School Achievers	1,000	368	632
Remembrance Sunday	3,500	2,534	966
Sub Total	53,000	55,680	(2,680)
Earmark Reserve Draw Down	-	(1,500)	1,500
Revenue/Grant Income	-	(7,086)	7,086
Total	53,000	47,094	5,906

- The committee's remaining revenue budget is £5,906.

TOWN PLAN IMPLICATIONS:

6. N/A.

CLIMATE CHANGE IMPLICATIONS:

7. N/A.

COMMUNITY IMPACT:

8. N/A.

POLICY IMPLICATIONS:

9. N/A.

DETAILS OF CONSULTATION:

10. N/A

APPENDICES:

11. N/A.

BACKGROUND PAPERS:

12. N/A.

FURTHER INFORMATION PLEASE CONTACT: Peter Clarke,
peter.clarke@keighley.gov.uk, 01535 872126

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[75. Events Officer Report](#)

75/2023 EL - Events Officer Report

Last modified: 09/03/2023

KEIGHLEY TOWN COUNCIL

Item 75

REPORT TO EVENTS AND LEISURE COMMITTEE



REPORT AUTHOR	Sarah Kissack Events and Communications Officer
EMAIL	sarah.kissack@keighley.gov.uk
Date	Thursday 16 March 2023

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. Members note the updates of past events.
3. Members approve the Eid Event Procurement document.
4. Members delegate authority to the Deputy Town Clerk to award the Procurement.

REASONS FOR RECOMMENDATION:

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

SUMMARY OF KEY POINTS:

6. St George's Day will take place on Sunday 23 April 2023. It will be held in the Airedale Shopping Centre from 11am – 4pm. There will be a Punch and Judy Show, Face painting, balloon modelling, stilt walkers and arts and crafts. All of which will be free to the public. There will also be a schools colouring competition and a public colouring competition. The prizes will be gift cards from The Works.
7. The Kings Coronation begins 10am to 4pm on Saturday 6th May 2023. The budget is £5000. It's a family fun day with street parties and screenings of the coronation, weather dependant. There will also be bunting, flags, possibly with stages, rides, inflatables, up to 5 stalls and marquees (tbc). It is hoped that the market can also be included but traders have not yet been consulted. Low Street, Market Street

and Market Place will be temporarily closed and we're likely to be using Church Green.

8. A draft Eid Event procurement brief has been created for members to approve. The document outlines the background to the Eid event and the brief details for application.
9. If members approve then the document will go live on our website and social media on Friday 17 March.
10. The Deputy Town Clerk will award the procurement.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

11. 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.

12. 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. Draft Eid Procurement

FURTHER INFORMATION PLEASE CONTACT:

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

[75a. Eid Event Procurement 2023](#)

75/2023 EL - Events Officer Report

Last modified: 09/03/2023

76/2023 EL

76/2023 EL - Items for Future Agenda

To consider items for inclusion on future agendas.

| For Decision

#futureitems

Date of next meeting

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Joe Cooney (Town Clerk)
Pip Gibson (Deputy Town Clerk)

APOLOGIES



Keighley Town Council

Civic Centre, North Street, Keighley, BD21 3RZ
01535 872126

townclerk@keighley.gov.uk

www.keighley.gov.uk

Keighley Town Council Eid Event 2023

Event Organiser Brief

Task: To deliver in the Summer of 2023 an outdoor event that is open and free to the public to attend to celebrate the Eid Festival. The event must include entertainment, stalls, food and drink for all the family.

Background

With a population of over 50,000, Keighley has a diverse community with various religious and cultural backgrounds.

One of the significant religious events celebrated by the Muslim community in Keighley is Eid-al-Fitr, which marks the end of the holy month of Ramadan. Traditionally, Eid is a time for families to come together, share food, and enjoy festivities.

Over the years, Keighley Town Council has been organising Eid events to celebrate this important occasion for the Muslim community. However, due to limited resources, these events have not always been successful in catering to the needs of the whole community.

To address these challenges, Keighley Town Council has decided to seek an external partner with the necessary skills and experience to deliver an Eid event suitable for the whole family to enjoy. The aim is to provide a safe and enjoyable experience for the community while promoting community cohesion and cultural awareness. By partnering with an external organisation, Keighley Town Council hopes to create an inclusive Eid celebration that reflects the diverse community of Keighley.

Brief Details

1. Management of Event licensing. The event must take place within Keighley Parish Boundary and must be accessible to the whole community.
2. The event must be a minimum of 4 hours in length and take place during daylight hours.
3. Production of Event Plan for submission and presentation to the Safety Advisory Group (SAG).
4. Development of comprehensive Risk Assessments and ensuring that actions are carried out on recommendations of scoring.
5. Book artists, stalls, entertainment and food and drink within the allocated budget.
6. To manage the required number of food and drink concessions for the event. Ensuring all relevant paperwork, licences and permissions are in place.





7. To be on site / available for the site build and break down, ensuring safety, dealing with issues arising and being available to meet with statutory agencies as required.
8. To ensure all food and drink concessions are safely positioned and all requirements are met on site.
9. To sign off on site-readiness for the public and final sign off on site being returned as found.
10. To be on-site during the event fulfilling the role of Event Controller.
11. Provide a safe number of stewards and volunteers for the event.
12. To co-ordinate with Keighley Town Council on the marketing and promotion of the event.
13. To ensure the event is correctly branded and adheres to the Brand Guidelines of Keighley Town Council.
14. Provide a named contact who will be responsible for liaising with Keighley Town Council.
15. To provide pre-event and post event reports to Keighley Town Council.
16. To ensure your organisation has adequate insurance cover for the event. A minimum liability for both Public and Employees of £10million is recommended.

Budget

The maximum budget available for the management and delivery of the event is £7,000.

Timescales

Deadline for quote submissions is **Friday 21 April 2023**

Decision taken by Keighley Town Council during **Wednesday 26 April 2023**

Contact information

Any questions relating to the quote should be directed to Pip Gibson, via email pip.gibson@keighley.gov.uk or telephone 01535 872126.

Completed quotations can be supplied either in writing to:

Deputy Town Clerk
Keighley Town Council
Civic Centre
North Street
Keighley
BD21 3RZ

Or via email to townclerk@keighley.gov.uk

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

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