



KEIGHLEY
T O W N C O U N C I L

KEIGHLEY TOWN COUNCIL

Keighley Civic Centre
North Street
Keighley
BD21 3RZ

Mr. Joe Cooney
Clerk to the Town Council

Friday, 22 December 2023
Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **EVENTS & COMMUNITY ACTION COMMITTEE** on the Wednesday, January 3, 2024, 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

39/2024 ECA	Welcome from Chairman Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1
40/2024 ECA	Apologies for absence Members are asked to receive apologies of absence for this meeting.
41/2024 ECA	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
42/2024 ECA	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.
43/2024 ECA	Minutes To approve the minutes of the Events & Community Action Committee held on Wednesday 8 November 2023.
44/2024 ECA	Progress Report To receive the progress report following the meeting held Wednesday 8 November 2023.
45/2024 ECA	Budget Report To receive the attached budget update from the Responsible Finance Officer.
46/2024 ECA	Keighley In Frame To consider a proposal to support Highfield Community Association's youth photography project. It is recommended that the Committee allocate £1,500 from the earmarked reserve funds "Keighley In Frame" to complement the £1,500 they have already received from the Policy & Resource Committee.
47/2024 ECA	Community Development Report To consider new Project Proposals and receive an update on previous Projects.
48/2024 ECA	Events Report To consider forthcoming events and receive an update on previous events.

49/2024 ECA	Downstairs Proejct To consider a report on the quarterly progress and future of the Downstairs Project.
50/2024 ECA	Marketing Strategy This agenda item has been included at the request of Councillor Haynes.
51/2024 ECA	Items for Future Agenda To consider items for inclusion on future agendas.
52/2024 ECA	Date of next meeting The date of the next meeting of this committee will be held on Wednesday 6 March 2024 at 6.00pm.

39/2024 ECA

39/2024 ECA - Welcome from Chairman

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

40/2024 ECA

40/2024 ECA - Apologies for absence

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

For Decision

#apologies

41/2024 ECA

41/2024 ECA - 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

42/2024 ECA

42/2024 ECA - 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

43/2024 ECA

43/2024 ECA - Minutes

To approve the minutes of the Events & Community Action Committee held on Wednesday 8 November 2023.

For Decision

#minutes

Attachments

[43. Minutes 2023-11-08 - Events and Community Action Committee.docx](#)

44/2024 ECA

44/2024 ECA - Progress Report

To receive the progress report following the meeting held Wednesday 8 November 2023.

For Information

#progress



KEIGHLEY TOWN COUNCIL

Minutes of the meeting of the **Events & Community Action Committee** held at the **Civic Centre, North Street ,Keighley BD21 3RZ** on Wednesday 8 November 2023 commencing at **18:00**.

Present: Cllr. Abdul Shohid, Cllr John Lawless, Cllr. Martin Crangle, Cllr. Wendy Harrison, Cllr. Lewis Haynes, Cllr. Mohammed Kadir Rafiq.

Apologies: Cllr. Teresa Hartley.

Also In Attendance: Pip Gibson, Deputy Town Clerk; Louise Soothill, Community Development & Policy Officer; Elisabeth King, Events & Communications Officer (Maternity Cover); Cllr. Andrew Judson, observing; Cllr Mick Dowse, observing; Gemma Hobbs, Keighley Creative; Aimee Grundell, Keighley Creative.

Minute Ref	Agenda Item
27/2023 ECA	Welcome from Chairman Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1
28/2023 ECA	Apologies for absence Members are asked to receive apologies of absence for this meeting. Cllr Teresa Hartley.
29/2023 ECA	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.

30/2023 ECA	<p>Public Question Time and Participation</p> <p>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.</p> <p>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.</p> <p>None.</p>
31/2023 ECA	<p>Minutes</p> <p>To approve the minutes of the Events & Community Action Committee held on Wednesday 6 September 2023.</p> <p>RESOLVED: to confirm the minutes of the last meeting held on Wednesday 6 September 2023.</p>
32/2023 ECA	<p>K-Town Krazy Races Members consider a verbal request from Keighley Creative to fund £10,000 towards its event "K-Town Krazy Races" which would take place in 2024. The funding proposal would be integrated into the 2024/25 Committee budget request and does not guarantee funding.</p> <p>RESOLVED Members declined the proposal from Keighley Creative to fund £10,000 towards its event "K-Town Krazy Races" which would take place in 2024.</p>
33/2023 ECA	<p>Progress Report To receive the progress report following the meeting held Wednesday 6 September 2023.</p> <p>The report was noted.</p>
34/2023 ECA	<p>Budget Report</p> <p>To note the attached budget update from the Responsible Finance Officer.</p> <p>The report was noted.</p>
35/2023 ECA	<p>Community Development Report</p> <p>To consider new Project Proposals and receive an update on previous Projects.</p> <p>Members noted the updates on current Projects.</p> <p>RESOLVED: Members approved the £600 Project Proposal for Low Street Bee-Friendly Planters Project.</p>

	RESOLVED: Members approved the £1700 Project Proposal for Pollinator Project.
36/2023 ECA	<p>Events Report To consider forthcoming events and receive an update on previous events.</p> <p>Members noted the updates of past and upcoming events.</p> <p>RESOLVED: Members changed the criteria for Christmas Lunch tickets, updating the eligibility requirement from being aged 70 years or older to align with the current pension age, which is currently set at 66 years. Furthermore, this criterion will be adjusted annually to remain in sync with changes in the pension age.</p> <p>RESOLVED: Members approved that delegated authority be granted to the Deputy Town Clerk to utilise unused funds from this year's past events for the purpose of repairing or acquiring a stage.</p>
37/2023 ECA	<p>Items for Future Agenda To consider items for inclusion on future agendas.</p> <p>Marketing Strategy.</p>
38/2023 ECA	<p>Date of next meeting</p> <p>The date of the next meeting of this committee will be held on Wednesday 3 January 2024 at 6.00pm.</p>

Meeting ended at **18:21**

Signed:
Chair

Date:

Attachments

[44. Progress Report.docx](#)

45/2024 ECA

45/2024 ECA - Budget Report

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

For Information

#budget

Attachments

[45. ECA Budget Report.docx](#)

46/2024 ECA

46/2024 ECA - Keighley In Frame

To consider a proposal to support Highfield Community Association's youth photography project. It is recommended that the Committee allocate £1,500 from the earmarked reserve funds "Keighley In Frame" to complement the £1,500 they have already received from the Policy & Resource Committee.

For Decision

47/2024 ECA

47/2024 ECA - Community Development Report

To consider new Project Proposals and receive an update on previous Projects.

For Decision

#cd

Attachments

[46. Community Development Officer Report - 13th December 2023.docx](#)

[46a. Pollinator project photos 12th Dec 2023.pdf](#)

[46b. Dominos Club Project Proposal Dec 2023.docx](#)

[46c. Pollinator Project Proposal \(Additional Funding\).docx](#)

[46d. Low Street Tree Planting Project.docx](#)

48/2024 ECA

48/2024 ECA - Events Report

To consider forthcoming events and receive an update on previous events.



REPORT FROM: DEPUTY TOWN CLERK

TO: EVENTS & COMMUNITY ACTION COMMITTEE

DATE: 3rd JANUARY 2024

Report Author: Pip Gibson

Tel No: 01535 872126

Email: pip.gibson@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE
EVENTS & COMMUNITY ACTION COMMITTEE MEETING
DATED WEDNESDAY 8 NOVEMBER 2023**

Item No	Committee Decision	Update
32/2023 ECA	K-Town Krazy Races RESOLVED Members declined the proposal from Keighley Creative to fund £10,000 towards its event "K-Town Krazy Races" which would take place in 2024.	Email sent to Keighley Creative to confirm the decision.
35/2023 ECA	Community Development Report RESOLVED: Members approved the £600 Project Proposal for Low Street Bee-Friendly Planters Project. RESOLVED: Members approved the £1700 Project Proposal for Pollinator Project.	Project will be delivered before the end of March 2024. Project pilot a success. Further funding required for continuation.

KEIGHLEY TOWN COUNCIL

Item 45/2023

REPORT TO THE EVENTS & COMMUNITY ACTION COMMITTEE



REPORT AUTHOR	Peter Clarke Accountant & Responsible Financial Officer
EMAIL	peter.clarke@keighley.gov.uk
Date	Wednesday 3 January 2024

SUBJECT	Budget Monitoring Report Period 8 – (November 2023)
----------------	--

PURPOSE:

1. This report provides Members with an update on the financial position of the Events & Community Action Committee for financial year 2023-24. It outlines the revenue budget and financial position based on information at the end of November (P8) 2023.

RECOMMENDATIONS:

2. That delegated authority be granted to the Deputy Town Clerk to utilise any unallocated budget to support the work of the Events & Community Action Committee.

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 has in the past received a grant from the Airedale Shopping Centre for the Christmas Light Switch On as well as income from Yorkshire Day.
7. The table below details revenue and grant income relating to events:

	Total Income £	Alloc. to Rev. £	Variance £
Community Awards	2,980	630	2,350
Yorkshire Day	-	-	-
Christmas Light Switch on (Grant)	4,000	-	4,000
Total Income	6,980	630	6,350

EARMARKED RESERVES:

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

	Total Ear. Reserve £	Total Drawn Down £	Remaining Amount £
Events Reserve	10,000	-	10,000
Keighley in Frame Reserve	1,500	-	1,500
Play in Parks Reserve	4,191	4,191	-
Community Infrastructure Levy (CIL)	6,956	6,956	-
Total	22,647	11,147	11,500

REVENUE BUDGET & EXPENDITURE:

10. The total budget for the committee is £97k. The committee has spent £59k after adjustments which represents 61% of the budget.

	Total Budget £	Total Spend £	Variance £
St George's Day	3,000	2,376	624
King's Coronation	5,000	4,824	176
School Achievers Award	1,000	411	589
Eid	7,000	7,000	-
Yorkshire Day	7,000	6,041	959
Community Awards	4,000	4,630	(630)
International Yoga Day	500	422	78
Remembrance Sunday	4,500	1,016	3,484
Christmas Event	15,000	9,649	5,351
Christmas lunches	4,500	-	4,500
Carol Service	500	-	500
Markets	1,000	47	953
Events Sub Total	53,000	36,416	16,584
Community Development Fund	25,000	8,466	16,534
Civic Arts, Media & Culture (DSP)	12,000	12,000	-
Festival Light & Christmas Tree	6,500	14,160	(7,660)
Community Dev. Sub Total	43,500	34,626	8,874

Earmark Reserve Draw Down	-	(11,147)	11,147
Revenue/Grant Income	-	(630)	630
Total	96,500	59,265	37,235

11. The committee's remaining revenue budget is £37k.

COMMUNITY IMPACT:

12. N/A.

POLICY IMPLICATIONS:

13. N/A.

DETAILS OF CONSULTATION:

14. N/A

APPENDICES:

15. N/A.

BACKGROUND PAPERS:

16. N/A.

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

This page is intentionally left blank

KEIGHLEY TOWN COUNCIL

Item 46/2023

REPORT TO EVENTS & COMMUNITY ACTION COMMITTEE



REPORT AUTHOR	Louise Soothill Community Development and Policy Officer
EMAIL	louise.soothill@keighley.gov.uk
Date	13 th December 2023

SUBJECT	COMMUNITY DEVELOPMENT REPORT
----------------	-------------------------------------

PURPOSE:

1. To provide members with a progress report on previously approved Projects and to facilitate the decision-making process for future Project Proposals.

RECOMMENDATIONS:

2. Members note the updates on current Projects.
3. Members approve the £161 Project Proposal for Dominoes Club Project.
4. Members approve the £4000 Project Proposal for Pollinator Project.
5. Members approve the £3000 Project Proposal for Low Street Tree Planting Project.

REASONS FOR RECOMMENDATION:

6. To provide oversight of the Committee's Project Proposal programme.

SUMMARY OF KEY POINTS:

Update on previously funded Projects

7. **People's Planters** – CD officer has chased an update regarding the breakdown of spending.
8. **Carrom Club – Children's Carrom Boards and Mini Tournament** – Two children's sized carrom boards have been finished and delivered to the Civic Centre. Carrom Club to resume and the mini tournament to take place after the Christmas period.

9. **Wildlife Awareness Evening** – CD Officer exploring other options due to lack of response from third parties.
10. **Low Street Bee-Friendly Planters Project** – In progress. CD Officer liaising with Allotments Officer.
11. **Pollinator Project** – CD Officer attended the Keighley Schools Together meeting on 8 December 2023. Further schools have since got in touch and are interested in taking part in the project. CD Officer to meet with interested schools. CD Officer has also met with a worker on a project that engages with care home residents to look at potential partnership working. The first planned school session took place on 12 December 2023. See Appendix A. Three large planters were installed at the school. The secretary of the Airedale Beekeepers attended and delivered an educational talk. Students from different classes planted bulbs in the planters outdoors with support from the Allotments Officer. A joiner from a local social enterprise attended and worked with year 5 and 6 students to make their own miniature planters. The school are interested in developing some space they have to potentially create an onsite allotment.

New Project Proposals

12. **Dominos Club Project (Appendix B)**
 - i) The Dominoes Club Project aims to start a social group to engage older adults.
 - ii) The £161 will cover the cost of three dominoes sets, refreshments and promotional materials.
13. **Pollinator Project (Appendix C)**
 - i) Additional funding towards the parish-wide 'bee friendly' initiative involving local primary schools.
 - ii) The £4000 will pay for further resources required to facilitate and develop the Pollinator Project.
14. **Low Street Tree Planting Project (Appendix D)**
 - i) Aligned with the Low Street Bee-Friendly Planter Project, the tree planting initiative targets 5 newly installed planters at Low Street, Keighley.
 - ii) £3,000 to purchase trees, resources and equipment related to planting, including plants, gardening resources, PPE and tools.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

15. All funding will be taken from the Community Development Budget. Any unspent money that has been allocated to a Project will remain in the CD Budget to be allocated to future Projects.

KEIGHLEY VISION TARGETS:

Your Community

16. Provide open access sessions, activities and gallery in the Downstairs Project at the Civic Centre.
17. Encourage active participation of young people in community initiatives.
18. Promote community cohesion and integration through the facilitation of events and collaboration with community organisations and initiatives that promote cross-cultural engagement.

Assets & the Environment

19. Continue to provide the Civic Centre as an accessible and usable community asset.
20. Develop a “Bee Friendly Keighley” programme for delivery across the parish.

COMMUNITY IMPACT:

21. **Dominoes Club Project** – The project aims to promote social inclusion and community engagement in an often-isolated age group by promoting friendships between attendees and – potentially - the wider community. Dominoes also promotes mental stimulation and can improve memory, focus, and problem-solving skills.
22. **Pollinator project** - The project will help to spread awareness and educate young people about the importance of pollinators and their conservation in a way that integrates with schools’ curriculums. Resources that the school will receive will have a long lasting ‘bee friendly’ impact. The schools’ potential involvement in the wider community will promote civic responsibility and community engagement amongst the children and enhance their learning experience, skills and development. It will also help the town council to develop stronger partnerships with local primary schools and other partnership working opportunities.
23. **Low Street Tree Planting Project** - The project will enhance the town centre environment and promote biodiversity. The collaborative effort between local school children and Town Council staff will cultivate a sense of community engagement. This approach, fostering the creation of bee-friendly gardens, contributes positively to the local ecosystem.

POLICY IMPLICATIONS:

24. N/A

DETAILS OF CONSULTATION:

25. Community Consultation
26. Your Vision For Keighley survey

APPENDICES:

27. Appendix A Pollinator Project 12 December 2023
28. Appendix B Dominoes Club Project Proposal

29. Appendix C Pollinator Project (Additional Funding) Proposal
30. Appendix D Low Street Tree Planting Project Proposal

FURTHER INFORMATION PLEASE CONTACT: Louise Soothill, Community Development and Policy Officer louise.soothill@keighley.gov.uk, 01535 872126



**POLLINATOR PROJECT
SCHOOL VISIT 12 DECEMBER 2023**





Keighley Town Council Community Development Project Proposal Form

Project Title	Dominoes Club Project
Project Summary	<p>A resident recently approached the Town Council and enquired about a dominoes club as there are many activities available to older adults that involve exercise and movement – which have obvious health benefits – but isn't something that all older adults have an interest in doing.</p> <p>The proposal is to host a Dominoes Club at the Civic Centre with the aim of enhancing the wellbeing of older adults by offering a welcoming space, refreshments and opportunities for meaningful social interactions and mental stimulation while playing the traditional and popular game of dominoes.</p> <p>The request is that the committee funds £161 to pay for three dominos sets, the cost of some light refreshments for an initial 12-week period and for some promotional materials to be printed to publicise the club if required.</p>
Keighley Vision 2027 Objectives	<p>Your Community:</p> <ul style="list-style-type: none"> • Provide open access sessions, activities and gallery in the Downstairs Project at the Civic Centre. <p>Assets & the Environment:</p> <ul style="list-style-type: none"> • Continue to provide the Civic Centre as an accessible and usable community asset.
Location (W/A/P)	Civic Centre
How Identified?	A local resident approached the Town Council.
Councillor Input	Cllrs will be informed of times and days and invited to attend and/or support
Proposed action	CD officer to order dominoes and refreshments then find a suitable time/day and promote the club via networks and publicising in collaboration with the Events and Communications Officer.
Available Resources	CD officer and other KTC staff, the Downstairs Project space and existing resources.
Who's Involved?	KTC staff with the potential to collaborate with other existing community organisations and groups.
Cost Implications	£61 for the dominoes sets £100 for promotional materials and refreshments for a 12-week period
Other Resources reqd.	Staff time will be required to set up teas and coffees and to facilitate the group initially, however once established the group should be able to operate
Timescale	March 2024
Community Impact-Benefits + Outcomes	<ul style="list-style-type: none"> • Promote social inclusion in an often-isolated age group • Dominoes promotes mental stimulation and can improve memory, focus, and problem-solving skills • Once a group is established, other organisations for example schools, care homes & community groups can be invited to join sessions • Community engagement – promoting friendships between attendees and the potential to engage with the wider community
Date of Submission	3 rd January 2024
Committee Decision	

Next Steps	
Additional Info/Notes	



Keighley Town Council Community Development Project Proposal Form

Project Title	Pollinator Project
Project Summary	<p>The committee recently approved funding for the Pollinator Project. This is a project which aims to partner with local primary schools in the parish by working with them to deliver an interactive and educational session and providing 'bee friendly' resources with the potential to connect with local organisations and community spaces and spreading bee friendly resources into their communities.</p> <p>An initial session has now taken place, so it is clearer of the actual quantities of materials that are required for school visits. Additionally, the CD Officer attended the Keighley Schools Together meeting to promote the project and there are more schools looking to take part. There are also potential opportunities developing through the project's launch including the possibility of working with some care homes in Keighley and the development of on site 'allotment' spaces at schools.</p> <p>The request is that the committee approves further funding of £4000 to facilitate the project for further participation and to more accurately reflect actual costs incurred.</p>
Keighley Vision 2027 Objectives	<p>Your Community:</p> <ul style="list-style-type: none"> • Encourage active participation of young people in community initiatives. • Promote community cohesion and integration through the facilitation of events and collaboration with community organisations and initiatives that promote cross-cultural engagement. <p>Assets & the Environment:</p> <ul style="list-style-type: none"> • Develop a "Bee Friendly Keighley" programme for delivery across the parish.
Location (W/A/P)	Primary schools across the parish
How Identified?	A local resident and school governor approached the town council regarding the 'Bee Friendly Keighley' seed paper bookmarks designed to launch the initiative and suggested that children at her school would be interested in learning more about bees and pollinators. Further research was undertaken by the CD officer and Keighley Schools Together meeting has been attended to promote the project. The first Pollinator session took place on 12 December 2023.
Councillor Input	Cllrs will be liaised with regarding primary schools participating in their ward
Proposed action	CD officer to meet with interested schools and set dates for Pollinator sessions.
Available Resources	CD officer and other KTC staff
Who's Involved?	A local beekeeping organisation, a local woodwork CIC, primary schools
Cost Implications	A request has been made for an additional £4000 this has been costed to include further resources such as large planters, soil, bulbs, mini planter making activity, gravel etc. to include further schools in the initiative and other potential opportunities to develop the project on school sites and in the wider community.
Other Resources reqd.	N/a
Timescale	Continuing project

Community Impact-Benefits + Outcomes	<p>The project will help to spread awareness and educate young people about the importance of pollinators and their conservation in a way that integrates with schools' curriculums. Resources that the school will receive will have a long lasting 'bee friendly' impact.</p> <p>The schools' potential involvement in the wider community will promote civic responsibility and community engagement amongst the children and enhance their learning experience, skills and development. It will also help the town council to develop stronger partnerships with local primary schools and other partnership working opportunities.</p>
Date of Submission	3 rd January 2024
Committee Decision	
Next Steps	
Additional Info/Notes	



Keighley Town Council Community Development Project Proposal Form

Project Title	Low Street Tree Planting project
Project Summary	<p>Aligned with the Low Street Tree Planting Project, the tree planting initiative targets 5 newly installed planters at Low Street, Keighley.</p> <p>Each planter, strategically placed as part of the broader Low Street repaving project, will host a tree and bee-friendly plants.</p> <p>This joint project fosters community engagement with school children working alongside Town Council staff to design and implement the gardens, creating a welcoming habitat for pollinators.</p> <p>Bradford Council's contribution includes purchasing the planters and providing topsoil to fill them.</p>
Keighley Vision 2027 Objectives	<p>Your Community:</p> <ul style="list-style-type: none"> Encourage active participation of young people in community initiatives. Increase provision and activities in Keighley for children and young people <p>Supporting the Town Centre:</p> <ul style="list-style-type: none"> Continue the Town Council's commitment to maintain all planted/floral areas within the Town Centre. <p>Assets & the Environment</p> <ul style="list-style-type: none"> Develop a "Bee Friendly Keighley" programme for delivery across the Parish.
Location (W/A/P)	Low Street, Keighley
How Identified?	Identified by the Deputy Town Clerk in consultation with Bradford Council's Landscapes Team.
Councillor Input	Councillors will be involved where applicable e.g. if a school lies within their Ward.
Proposed action	Officers will arrange for trees to be planted professionally and then will work with schoolchildren to plant up and maintain the planters, alongside those at the bottom of Low Street.
Available Resources	Town Council staff and Councillors. Promotion and publicity via KTC social media. Bradford Council have repaired the planters and will fill them with topsoil beforehand.
Who's Involved?	Local schools.
Cost Implications	£3,000 to purchase trees, resources and equipment related to planting, including plants, gardening resources, PPE and tools.
Other Resources reqd.	Bradford Council permissions are already in place.
Timescale	Spring 2024 in line with planting seasons and school availability.
Community Impact-Benefits + Outcomes	The Low Street Tree Planting Project has significant community impact, enhancing the environment and promoting biodiversity. The strategic placement of five planters, integrated with the Low Street repaving initiative, showcases a commitment to both aesthetics and ecological well-being. The collaborative effort between local school children and Town Council staff not only beautifies the area but also cultivates a sense of community engagement. This approach, fostering the creation of bee-friendly gardens, contributes positively to the local ecosystem.

	Bradford Council's support, through the acquisition of planters and provision of topsoil, further underscores the project's community-oriented and environmentally beneficial outcomes.
Date of Submission	3 rd January 2024
Committee Decision	
Next Steps	
Additional Info/Notes	

| For Decision

#events

Attachments

[47. Events Report.docx](#)

49/2024 ECA

49/2024 ECA - Downstairs Proejct

To consider a report on the quarterly progress and future of the Downstairs Project.

| For Decision

Attachments

[48. Downstairs Project.docx](#)

[48a. Service Level Agreement.docx](#)

50/2024 ECA

50/2024 ECA - Marketing Strategy

This agenda item has been included at the request of Councillor Haynes.

51/2024 ECA

51/2024 ECA - 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

Contact the office during normal opening hours (01535) 872126

KEIGHLEY TOWN COUNCIL

Item 47/2023

REPORT TO EVENTS AND COMMUNITY ACTION COMMITTEE



REPORT AUTHOR	Elisabeth King Events and Communications Officer (Maternity Cover)
EMAIL	elisabeth.king@keighley.gov.uk
Date	Wednesday 3 January 2024

SUBJECT	Events Report
----------------	----------------------

PURPOSE:

1. This report provides members with an update on the Council's Events and the allocation of Events funding. It also proposes a calendar of Events for 2024.

RECOMMENDATION(s):

2. Members note the events update.
3. Members decide the proposed dates for the 2024 Events Calendar, subject to funding approval of the Budget 2024/25.

REASONS FOR RECOMMENDATION:

4. To oversee the Council's events and enable early preparation of future events.

SUMMARY OF KEY POINTS:

5. At its meeting on Wednesday 6 September, members requested the approval of an overall budget of £173,700 for the financial year 2024/25 to be presented at Full Council.

Description	2024/25 £
St. Georges Day	5,000
D-Day 80th Anniversary	5,000
100 Years War Memorial	10,000
School Achievers Awards	1,000
Eid Celebrations	7,000

Yorkshire Day	7,000
Community Awards	4,500
Remembrance Sunday	4,500
Christmas Lunches	5,000
Christmas Light Switch on	17,500
Carol Service	2000
Outdoor Markets	1,500
Family Fun Day - Guardhouse	4,000
Family Fun Day - Utleigh	4,000
International Yoga Day	500
Walking Festival	5,000
Festival of Sport	5,000
Marketing & Promotion (ECA)	20,000
Play In Parks	12,000
Youth Budget	10,000
Community Development Fund	30,000
Civic Arts, Media & Culture (Downstairs Project)	13,200
Total	173,700

6. To enable forward planning and subject to the approval of the above budget at Full Council on January 18th 2024, the proposed dates for the Events Calendar 2024 are:

Event	Date/s
St George's Day	Sunday 21 April 2024
Eid	TBC
School Achievers Awards	Friday 12 July 2024
D-Day 80th Anniversary	Saturday 1 or Saturday 8 June 2024
International Yoga Day	Friday 21 June 2024
Yorkshire Day	Saturday 27 July 2024 or Thursday 1 st August 2024
Community Awards	Saturday 14 September 2024
Remembrance Sunday	Sunday 10 November 2024
100 Years War Memorial	Saturday 7 December 2024
Christmas Light Switch On	Sunday 24 November 2024
Christmas Lunches	Wednesday 11 December 2024 Thursday 12 December 2024 Friday 13 December 2024
Christmas Carol Service	TBC – decided with the Church closer to the time.
Outdoor Markets	TBC

7. **Remembrance Sunday** – On Sunday 12th November from 9am, the parade, comprising civic leaders, representatives from the Royal British Legion, veterans and uniformed groups including cadets and the Scouts – made its way from Russell Street to the Shared Church for a service. The parade was led by the City of York Pipe Band. Dignitaries at the event included Keighley Town Mayor, Councillor John Kirby, MP Robbie Moore, Deputy Lord Mayor of Bradford and West Yorkshire Deputy Lieutenant Anne Dent. The service was led by the Rev Amy Berry, and preacher was the rector of Keighley, the Rev Canon Mike Cansdale. After the service, the parade reconvened and made its way to a packed Town Hall Square.

There were prayers from different faiths, the act of remembrance and the Last Post was sounded – followed by a two-minute silence. Wreaths were then laid. Thereafter, the Town Council, in liaison with its Armed Forces Champion, Cllr Clare Abberton, provided and served a hot lunch at the Drill Hall.

Budget breakdown:

Budget – Remembrance Day	4500
Saluting Dias + Bin Wagons	£1080.00
Photographer	£371.25
Pipe Band	£800.00
Tea + Biscuits	£38.97
Food/Cutlery/Boiler	£460.00
Order of Service + Wreaths	£344.00
Bugler	£0
First Aid	£0
Total	£3094.22
Remaining	£1405.78

8. **Christmas Light Switch On** - On Sunday 26th November 2023, from 11am – 4:45pm the Christmas Light Switch On was celebrated. The event had a budget of £15,000 with a donation of £4,000 from the Airedale Shopping Centre. All attractions were free to the public. The event was held in Church Green Car Park and included acts and performances on the stage from 11am, Face painting, Hair tinseling, Tombola, Hook a bag, Fun fair rides, Sweet stall and Charity stalls. There was also a Christmas Market located on Low Street which included local businesses. The event culminated in a 6-minute firework display. A talent competition was held with the winner and runner up each receiving a gift voucher and performing on stage.

The budget breakdown below gives an approximate cost to date whilst awaiting invoices and in some cases, VAT deduction:

Budget – Light Switch On	19000
Stage	£2470.00
Fireworks	£1150.00
Gareth Gates	£5000.00
Adam Smith – Compere	£350.00
Marigold Addams	£300.00
Photography	£371.25
Face Painter	£265.00
Rides	£1200.00
Security	£721.50
Magic Matt	£385.00
Bolt Academy	£0
TEN License	£21.00
Vouchers	£110.00
Lift and Shifters	£560.00

Hair Tinsel	£200.00
First Aid	£158.40
Piano Stand	£47.48
Rider	£98.99
Banners	£260.00
Gazebos	£672.00
Sweets for Santa	£100.00
Star Light for Church	£600.00
Total	£15,040.72
Remaining	£3959.28

9. **Christmas Lunches** – Christmas Lunches took place on Wednesday 13th, Thursday 14th and Friday 15th December. Unfortunately, on Wednesday, 25 people didn't show up, on Thursday, there were 22 no-shows and on Friday, there were 15 no-shows. Despite this, those who attended gave very positive feedback. We were fortunate to have volunteers from Keighley College and Keighley Urban Meadows. The Town Mayor and Councillors volunteered to serve the meals and Barrett's Kitchen providing a delicious three-course meal across the three days.

Considering the significant number of no-shows, a new model will be presented to the Committee for consideration in the upcoming year.

Budget – Christmas Lunches	4500
Catering	£3300.00
Crackers	£90.00
Karaoke	£300
Total	£3690.00
Remaining	£810.00

10. **Civic Carol Service** – Tuesday 19 December 2023, 7pm. The service was hosted at Keighley Shared Church. Civic Dignitaries were invited and the service was advertised and open to the public. Mince pies were donated by the Airedale Shopping Centre and the Town Council provided the Christmas Tree and mulled wine (including non-alcoholic) which was served by our Town Councillors. Budget breakdown to follow.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

11. All events will be delivered within the Events Budget. Any underspend from allocations to individual events may be used to fund extra activity or resources for upcoming events.

KEIGHLEY VISION TARGETS:

Your Community

12. Promote community cohesion and integration through the facilitation of events and collaboration with community organisations that promote cross-cultural engagement.
13. Commit to delivering more “Fun Day” type events across Keighley.

Supporting The Town Centre

14. Support the Town Centre with a regular events programme that will attract visitors into the Town Centre.

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:

Elisabeth King
Events and Communications Officer (Maternity Cover), elisabeth.king@keighley.gov.uk

KEIGHLEY TOWN COUNCIL

Item 48/2023

REPORT TO EVENTS & COMMUNITY ACTION COMMITTEE



REPORT AUTHOR	Pip Gibson Deputy Town Clerk
EMAIL	pip.gibson@keighley.gov.uk
Date	Wednesday 3 January 2024

SUBJECT	Downstairs Project Monitoring 3rd Quarter 2023/24
----------------	--

PURPOSE:

1. To inform members of actions undertaken by Keighley Urban Meadows to facilitate the development of the Downstairs Project and to support other Keighley Town Council Community Development initiatives.

RECOMMENDATION(s):

2. Members note the update.
3. Members request a review of the commissioning agreement for the Downstairs Project for 2024/25.

REASONS FOR RECOMMENDATION:

4. The contract between Keighley Urban Meadows and Keighley Town Council requires the submission of quarterly progress reports to the Committee.

SUMMARY OF KEY POINTS:

5. During the third quarter of the current arrangement of the Downstairs Project, sessions have been held on Mondays, Thursdays and Fridays.
6. The Artist in Residence open access workshops on Mondays have gained in popularity with a significant increase in the numbers of those actively taking part.
7. Keighley Urban Meadows provided the technical support for Remembrance Sunday including the repair, refurbishment and upgrading of the council's public address system including its transport, installation and operation on the day.

8. A3 professional photographic printing facilities have been installed in the workshop area.
9. Technical support for the Council's Christmas Lunches, with festive music and recording, wasn't utilised due to personal circumstances.
10. Downstairs project facilities now host various Council events, including meetings and training sessions.
11. Thursdays and Fridays see an overwhelming demand for a free meal which strains resources, discouraging engagement beyond dining and restricting the project's original aims.
12. Organisations that support vulnerable people have been referring clients thinking that it is "Warm Space" funded by Bradford Council.
13. The current agreement does not mandate Keighley Urban Meadows to offer free food or social care to other organisations' clients.
14. It is therefore proposed that the Council develop a viable Downstairs Project agreement and work plan for the 2024/5 season with reference to the Council's key objectives.

KEIGHLEY VISION TARGETS:

Your Community

15. Provide open access sessions, activities and gallery in the Downstairs Project at the Civic Centre.

COMMUNITY IMPACT:

16. The Downstairs Project provides a vital community space for the Council. It promotes mental well-being, nurtures creativity and cultivates a sense of belonging.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

17. There are no additional budget implications for this committee other than those detailed in the current service level agreement.

POLICY IMPLICATIONS:

18. N/A

DETAILS OF CONSULTATION:

19. The Downstairs Project is being developed via a process of continual consultation with the Council, visitors and workshop participants.

BACKGROUND PAPERS:

20. For more information on the background story and a continuing documentation of the initiative search for Keighley Urban Meadows on Facebook.

FURTHER INFORMATION PLEASE CONTACT:

Pip Gibson, pip.gibson@keighley.gov.uk, 01535 872126



Service Level Agreement

between

Keighley Town Council

and

Keighley Urban Meadows

Agreement Date: 01-04-2023

THIS AGREEMENT dated 01-04-2023

is made between Keighley Town Council and Keighley Urban Meadows voluntary organisation to provide community development and artist in residence services and to operate on behalf of the Council a community drop-in, gallery and open workshop in the Keighley Civic Centre.

This Agreement is until 31-03-2024.

Throughout the term of this Agreement, the Council and Keighley Urban Meadows will monitor the Service on the basis of an annual review and the presentation of quarterly monitoring reports to the Council's Community Development Committee. The Council will use this information and any further information submitted by Keighley Urban Meadows to decide whether it wishes to continue its support for the Service. If the Council considers that the Service fails in a material or substantial way to provide the agreed range of services detailed in Appendix A it will terminate this Agreement.

Three months prior to the end of this Agreement, the Council will inform Keighley Urban Meadows in writing whether or not it wishes to renew the agreement at the end of the current contract term.

If the Council indicates that it wishes to renew the agreement, Keighley Urban Meadows shall respond in writing within 10 working days of the date of the notice to indicate whether or not it also wishes to renew the agreement. If Keighley Urban Meadows states that it does want to renew the agreement, it shall agree to continue with or negotiate a revised agreement with the Council no later than before the end of the current contract term.

Keighley Urban Meadows will operate the Downstairs Project in accordance with the Council's Rules and Regulations, charges and procedures and any relevant legislation. Keighley Urban Meadows shall not make any other charge, whether in the form of a direct hire charge or a subscription to Downstairs Drop-in users, Gallery visitors or Open Workshop participants.

The Council will provide Keighley Urban Meadows with the sum of £12,000 payable in four instalments during the 2023-2024 financial year to fund the provision of agreed services detailed in Appendix A subject to Community Development Committee approval of quarterly monitoring reports.

Keighley Urban Meadows will be responsible for the banking of any monies taken in connection with the development of the Downstairs Project including third party grants, donations and contributions to the cost of food, refreshments and consumable materials and any additional Town Council grants or commissions for services and activities not listed in Appendix A. Keighley Urban Meadows may use these monies for the benefit and support of the project and its participants in accordance with its own constitutional arrangements.

It is hereby stated for the sake of clarity that:

Keighley Urban Meadows is fully responsible for the running of the Downstairs Project and for the delivery and development of the Service. It is acknowledged by both parties that the Council is not under any duty to take over the running of the facility should Keighley Urban Meadows no longer be in a position to do it for any reason.

Facilities Management

The Council is responsible for maintaining and updating the facility as part of its Civic Centre maintenance and development plan. The Council shall make the following accommodation available to facilitate the implementation of the Downstairs Project:

- “Downstairs Project” gallery and drop-in.
- The adjacent former police museum reception area for development as the “Next Door Project” artist in residence open workshop* see note.
- Former police cell C21 for the secure storage of community development and audio visual resources.
- Former police cell C22 for the secure storage of resources to support The Council’s outdoor events, environmental projects and community development initiatives * see note
- Former police cell interview room for audio-visual production activities.* see note

* to be made available until such a time that the Council requires the space for another project or for its own use.

This is not an agency agreement and no person associated with Keighley Urban Meadows in any capacity shall be entitled to represent themselves as agents of the Council.

Nothing contained in this Agreement shall constitute a partnership between the parties

The Council is responsible for meeting the running costs (e.g., heating, lighting and energy) relating to the building or the part of the building where Downstairs Project facilities are provided.

Keighley Urban Meadows shall be responsible for the staffing of the Service. They may use volunteers, paid staff or a combination of the two.

Keighley Urban Meadows will ensure that it provides a safe environment for its staff and the public and that the Service provided by its staff to the public is efficient.

Keighley Urban Meadows undertakes to ensure that, where it is required, a background check with the Disclosure and Barring Service (DBS) is completed in respect of all of its staff and volunteers not already registered as volunteers with the Council. Keighley Urban Meadows further undertakes to act appropriately and reasonably on the information disclosed to it as part of this process.

It is the responsibility of Keighley Urban Meadows to assess the need, pay the administration fee and ensure correct application where needed.

Keighley Urban Meadows is responsible for taking reasonable measures to ensure the security of the facility and its contents during those times when it is providing services and/or facilitating activities.

Keighley Urban Meadows shall not be held responsible for the security of the facility and its contents or the safety of other users during those times when the facility is being used by other groups and organisations including the Council itself.

If at any time either party wishes to terminate the Agreement, it may do so by mutual agreement or by giving to the other party three months' written notice.

The Agreement will also terminate at the end of the current term if it has not been renewed in accordance within the agreed time frame.

The Council will ensure that valid policies of insurance are in place with a reputable insurance company for third party and public liability risks in respect of any claim for death or personal injury suffered by any person (including staff of Keighley Urban Meadows) during use of the Downstairs Drop-in facility.

Keighley Urban Meadows will ensure that a valid employer's liability policy of insurance is in place for its own staff and volunteers.

Keighley Urban Meadows shall provide a copy of such insurance policies to the Council when requested to do so, together with evidence that the relevant premiums are up to date

Indemnity

Keighley Urban Meadows shall indemnify the Council against any claims, costs, demands or judgements which result from the operation of the Downstairs project unless such claims, costs, demands or judgements result from the Council's own negligence. Any liability for sums not covered by the insurance policies that Keighley Urban Meadows is required to maintain shall be limited to £1.00.

The Council shall indemnify Keighley Urban Meadows against any claims, costs, demands or judgements which result from carrying out any instruction issued by the Council unless such claims, costs, demands or judgements result from Keighley Urban Meadows's own negligence. Any liability for sums not covered by the insurance policies that the Council maintains shall be limited to £1.00.

Neither of the parties nor their agents, staff or representatives shall during this Agreement and after it has been terminated use or disclose to any person who has no right to receive it, any Confidential Information which comes to the knowledge of the other party as a result of being involved in the making and implementation of this Agreement. If one party is unsure as to whether or not a particular piece of information is confidential it shall check in writing its status with the other party before disclosing it to a third party.

Each party shall take all reasonable steps to prevent the use or disclosure by their representatives, officers or employees of the confidential information.

Both parties shall comply with the requirements of current data protection legislation or such other legislation or amendments which regulate the processing of or disclosure of personal data.

No amendment to this Agreement shall be valid unless it is agreed by both parties and evidenced in writing.

The invalidity, illegality or unenforceability of any term or condition shall not affect the validity, legality or enforceability of any other term or condition used in this Agreement.

This Agreement shall not create any rights for the benefit of or enforceable by any person who is not a party hereto. The provisions of the Contracts (Rights of Third Parties) Act 1999 are expressly excluded.

Range of Services.

- Management and Development of the Downstairs Project to include:
- The provision of open access sessions and activities at least 3 days a week.
- The Provision of “on demand” artist in residence services to the Council including the organisation of exhibitions in the Downstairs Gallery and in other parts of the Civic Centre.
- Organisation of a programme of seasonal events in consultation with the Council to include a minimum of six themed events throughout the year which could include evenings of self-entertainment, multi cultural celebrations, the promotion of local talent and the provision of facilities for networking events to support specific strands of Town Council work.
- Provision of support for Council events to be charged at an appropriately negotiated rate depending on the level of service and range of facilities required.

This Agreement shall be construed in accordance with English law and the parties hereby submit to the exclusive jurisdiction of the English Courts.

IN WITNESS whereof the parties have signed this Agreement the day and year first before written

SIGNED: _____
on behalf of the Council

NAME _____
(Please print)

SIGNED: _____

on behalf of Keighley Urban Meadows

NAME _____
(Please print)

Email: joe.cooney@keighley.gov.uk

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