



NELSON TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
17 January 2019

Town Hall, Market Street
Nelson, BB9 7LG
Tel: 07735 350735
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NOTICE IS HEREBY GIVEN that an **EXTRAORDINARY** meeting of the **Events, Promotional and Marketing Committee** will be held at the Selina Cooper Hall, Unity Wellbeing Centre, Nelson, on **Tuesday 22 January 2019 at 6.00pm**

K. Latif

Councillor K Latif (Chairman)

Committee Membership

Councillor Kamran M Latif (Chair)	Councillor Mashuq Hussain (Vice-Chair)
Councillor Zafar Ali	Councillor Eileen Ansar
Councillor Adrian Barrett	Councillor Nazeem Hayat
Chair or Vice Chair of Council (Ex-Officio)	

Committee Terms of Reference contained within the Scheme of Delegation

Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted

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
 - Any member of the public shall not speak for more than five minutes.
 - 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 subsequent to the meeting.
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AGENDA

1. Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

2. Declarations of Interests

To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

3. Adjournment for Public Participation

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.

4. Minutes

To approve the draft minutes of the Events, Publicity and Marketing committee meeting held on 05 December 2018

5. Annual Newsletter 2018/19

To agree the content of articles and photos for the 12 page newsletter to be delivered week commencing 18th March 2019. Members are required to agree which councillors are to provide the article write-ups which are to be provided to the Clerk to refer to the contractors for the editorial and design

Note: Submission of article and photo content deadline: Thursday 24th January 2019
Draft preview of the newsletter and final sign off: W/c 11th February 2019
Newsletter printing: W/c 18th February 2019
Royal Mail delivery to distribution centre: W/c 25th February 2019

6. Date of the Next Committee Meeting

6.1 To agree a date for an additional committee meeting to approve the newsletter and agree any final changes required prior to printing

Note: Under the LGA 1972 (s101) the council may delegate decisions to an officer. It is unlawful for a council or committee to delegate decision making to any individual councillor

6.2 To note the date of the next committee meeting scheduled for Wednesday 06 March 2019 at 7.00pm, Unity Wellbeing Centre