



NELSON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of **Events, Promotional and Marketing Committee** which will be held at the Main Hall, Unity Wellbeing Centre, Nelson, on **Wednesday 27th June 2018 at 6.30pm**

S. Dawber

Town Clerk

Committee Membership

Councillor Zafar Ali
Councillor Eileen Ansar
Councillor Adrian Barrett
Chair or Vice Chair of Council (Ex-Officio)

Councillor Mashuq Hussain
Councillor Nazeem Hayat
Councillor Kamran M Latif

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. Election of Committee Chairman

To elect a committee chair for the ensuing year

2. Election of Committee Vice-Chairman

To elect a committee vice-chair for the ensuing year

3. Apologies for Absence

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

4. 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.

5. 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.

6. Minutes

To approve the draft minutes of the Events, Publicity and Marketing committee meeting held on 07 March 2018

7. Football Marathon Event

7.1 To confirm the arrangements for the Football Marathon one day event to be held on the 14 July 2018 from 12pm to 7pm. Members should consider:

- Temporary Road Closures / permissions for event area / site plan (if applicable)
- Entertainment (displays, ground rides, face painting, dancers etc)
- Hospitality, food and drinks
- Marketing and promotion
- Risk Assessment, First Aiders, Portable toilets
- General event infrastructure (marquees, volunteers etc)

Note: Committee have previously discussed a world cup theme, food stalls and ice cream van and fairground rides.

7.2 To approve the hire fees for the football pitch /stadium at a cost of £1,500 + VAT

8. Promotional Items

8.1 To consider the purchase of promotional giveaways for the 10-year anniversary (quotation to be tabled)

8.2 To consider the purchase of personalized town council pens and key rings to give away at events (quotation to be tabled)

9. Town Council 10 Year Anniversary (Video Footage)

9.1 To confirm and approve the costs for the 10-year anniversary footage

9.2 To receive an update on the 10-year anniversary footage and consider a marketing strategy

10. Pendle Business Awards

To confirm the date of the Pendle Business Awards and the members attending on behalf of the Town Council.

11. Food Festival Event 2018

11.1 To receive the Nelson Food Activity Plan for the Food Festival event 2018

11.2 To authorize the cost of £5,000 contribution towards the Food Festival event to be held on the 08 September 2018 in partnership with Scott Dawson Advertising Ltd

Note: Financial Regulation (11.V) exemption applied

12. Christmas Lights

12.1 To approve the annual costs of the Christmas Lights refurbishment and storage fee at a cost of £6,180.84

12.2 To review the contract agreements in place for the Christmas lights installation, dismantle, refurbishment and storage

13. Any items for discussion for a future agenda

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

- Football Marathon event de-briefing
- Lancashire day event
- Christmas lights switch on

14. Date of the Next Committee Meeting

To note the date of the next committee meeting scheduled for Wednesday 05 September 2018 at 7.00pm, Pankhurst Room, Unity Wellbeing Centre