



## NELSON TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
31 August 2018

Town Hall, Market Street  
Nelson, BB9 7LG  
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**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Events, Promotional and Marketing Committee** which will be held at the Selina Cooper Hall, Unity Wellbeing Centre, Nelson, on **Wednesday 05<sup>th</sup> September 2018 at 7.00pm** or upon the rise of the **Environmental Improvements Committee**

*S. Kauser*  
Town Clerk

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### **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**

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### **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 27 June 2018

**5. Football Marathon Event (Feedback & Review)**

To receive any feedback on the recent Football Marathon Event held on the 14 July 2018

**6. Town Council 10 Year Anniversary (Video Footage)**

To receive an update on the final footage of the 10-year anniversary video

**7. Food Festival Event 2018**

To receive an update and agree the final arrangements for the Food Festival event scheduled for 8<sup>th</sup> September 2018. Members should consider:

- Town Council promotional marquee - volunteer members required
- 10-year anniversary celebration cake and promotion
- Arrangements for gazebos and bunting inc handyman matters raised. Town Clerk to report on this item.

**8. Christmas Lights & Electrical Power points**

8.1 To approve the invoice for the additional purchase of Christmas Lights at a cost of £8,347.50 + VAT agreed at the last meeting subject to budget. This includes two blocks in Scotland Road and the tree lighting on Scotland Rd next to Oscars.

8.2 To receive an update on the external plug points installed on the electrical boxes in Market Square at a cost of £490 + VAT

**9. Christmas Lights Switch On / Lancashire Day Event**

9.1 To confirm the date of the Christmas Lights switch on / Lancashire Day event as Saturday 24<sup>th</sup> November 2018 from 11.00am to 6.00pm

9.2 To confirm the arrangements for the event and appoint 2BR as the main event entertainment/host. Pricing and package options to be provided at the meeting. Consideration should be given to:

- Stage options and location

- Big screen to display 10-year anniversary footage
- Children's rides provided by LJS funfairs 4 rides at a cost of £350 (6 hours)  
Candy floss, hook a dink, dugouts, kiddies testyourstrength, burger van (free of charge to Council) provided by LJS funfairs  
Hospitality food and drinks
- Local artists to play during 11am and 5 pm
- One-hour entertainment to be scheduled (Clog dancers, children's character appearance etc)
- Lancashire day theme (Town Crier, distribution of red roses)
- Risk assessment, first aiders, portable toilets
- Marketing and promotion, marquees and bunting etc
- Site plan

**10. Any items for discussion for a future agenda**

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

- Feedback from the Lancashire Day/Christmas Lights Switch On event
- Programme of events 2019/20
- Budget 2019/20

**11. Date of the Next Committee Meeting**

To note the date of the next committee meeting scheduled for Wednesday 06 December 2018 at 7.00pm, Unity Wellbeing Centre