



NELSON TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
30 November 2018

Town Hall, Market Street
Nelson, BB9 7LG
Tel: 07735 350735
Email: info@nelsontowncouncil.gov.uk

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 05th December 2018 at 7.00pm** or upon the rise of the **Environmental Improvements Committee**

S. Kauser
Town Clerk

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 September 2018

5. Lancashire Day and Christmas Lights Switch On Event (Feedback & Review)

To receive a debriefing report from the Town Clerk on the recent event held on 24 November 2018 from 11.00am to 6.00pm

6. Annual Newsletter 2018/19

To appoint a working group to assist the Clerk with the development of the annual newsletter. It is recommended that an 8 or 12 page newsletter is produced with the number of copies based on the residential and business addresses within the parish, to be delivered door to door by Royal Mail.

Note: In view of the elections coming up, the Council should have regards to the purdah period. The latest date for Purdah this year was 27 March 2018.

7. Events Calendar 2019/20

7.1 To agree the calendar of events for 2019/20. Historically the Council has covered four events throughout the civic year. It is recommended that the same events are agreed with the committee to allocate specific dates for each event

- Easter Event / Spring Fair
- Football Marathon /Summer Seaside Event
- Food Festival
- Lancashire Day and Christmas Lights Switch on

7.2 To allocate and commit £5,000 for next years Food Festival event. The committee should note that it is highly unlikely that Pendle Borough Council will be supporting the event with their contribution of £5,000

8. Pendle Visitors Guide 2019/20

To note the commitment of £330.00 for a full-page feature in the Pendle Visitors Guide. The next feature will include a question and answer style format with the Chairman and Clerk

Note: 20,000 copies are printed and distributed locally and throughout the North of England by Pendle Borough Council

9. Financial Committee Reports, Payments and Budget 2019/20

9.1 To receive the committee financial monitoring report and approve committee payments for the period from April to September 2018

9.2 To draft and submit a detailed committee budget in respect of revenue and capital income and expenditure for the following year.

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

- Annual newsletter update

11. Date of the Next Committee Meeting

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