



## NELSON TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
01 March 2019

Town Hall, Market Street  
Nelson, BB9 7LG  
Tel: 01282 697079  
Email: [info@nelsontowncouncil.gov.uk](mailto: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 06<sup>th</sup> March 2019 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 Sadia Bashir
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.
-

# **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 Extraordinary Events, Publicity and Marketing committee meeting held on 13 February 2019

**5. Events Calendar 2019**

To note the confirmed dates and times for the annual council events scheduled for 2019/20

Easter Extravaganza	Saturday 20 <sup>th</sup> April 2019	11.00am to 4.00pm
Football Marathon & Nelson By the Sea	Saturday 20 <sup>th</sup> July 2019	12.00pm to 6.00pm
Food Festival	Saturday 07 <sup>th</sup> September 2019	TBC
Lancashire Day & Christmas Lights Switch On	Saturday 23 <sup>rd</sup> November 2019	12.00pm to 5.00pm

**6. Easter Extravaganza Event**

To confirm the arrangements for the Easter Extravaganza Event scheduled for Saturday 20<sup>th</sup> April 2019 from 11.00am to 4.00pm. Members should consider:

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

**7. Event banners, Bunting and Promotional Materials**

7.1 To receive an update on the Lancashire Day banners removed by Lancashire County Council

7.2 To nominate volunteers to assist the Clerk with reviewing the banners in storage and to order new ones if required in advance of the Easter/Summer events

**8. Football Marathon and Nelson by the Sea Event**

To receive an update from the Town Clerk on a potential contractor to be appointed for the seaside themed beach to be erected in the Town Centre alongside the mobile football arena. Contacts have also been secured for an appearance of a celebrity footballer. Members are invited to put forward any further suggestions for consideration.

**9. Pendle Visitors Guide 2019/20**

To receive a draft preview of the Pendle Tourism Guide feature for Nelson Town Council (attached). Please note that the Latin paragraph at the top will be removed. The committee previously approved £330.00 for a full feature page.

**10. Annual Newsletter 2018/19**

To receive a printed hard copy of the annual town council newsletter for 2018/19. Royal Mail are scheduled to deliver this to each residential and business address week commencing 18<sup>th</sup> March 2019. The online code for the newsletter is **[bit.ly/NTCNews](http://bit.ly/NTCNews)**

Note: The designers were unable to recreate the masthead to remove NTC and replace with Nelson Town Council as there were very tight deadlines to meet. Members should allow reasonable time and advance planning for the next production if they are to scrutinize each individual page and request their own changes to the graphic design and professional editorial content.

**11. Financial Committee Reports and Payments**

To receive the monthly committee financial monitoring report and approve committee payments for the period of November and December 2018

Note: The schedules of committee payments shall be signed by the Committee chair and included as an annex to the minutes, subject to any redaction to protect personal information

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

To note that the next committee meeting is to be confirmed