



NELSON TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
18 June 2019

Town Hall, Market Street
Nelson, BB9 7LG
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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 Pankhurst Meeting Room, Unity Wellbeing Centre, Nelson, on **Wednesday 26th June 2019 at 7.00pm** or upon the rise of the **Finance and General Purposes Committee**

S. Kauser
Town Clerk

Committee Membership

Councillor Zafar Ali
Councillor Omar Ahmed
Councillor Faraz Ahmad
Councillor Ali Hamza Baig
Chair or Vice Chair of Council (Ex-Officio)

Councillor Sadia Bashir
Councillor Laura Blackburn
Councillor Saanval Safir
Councillor Russell Tennant

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 Extraordinary Events, Publicity and Marketing committee meeting held on 06 March 2019.
- 7. Easter Extravaganza Event (Feedback and Review)**
To receive a debriefing report from the Town Clerk on the recent event held on 20 April 2019 from 11.00am to 4.00pm.
- 8. Gazebos, Event banners, Bunting and Promotional Materials**
 - 8.1 To nominate volunteers to assist the Clerk with reviewing the banners in storage and to order new ones if required in advance of the Summer event.

Note: Volunteers were appointed at the last meeting however due to the elections and changeover of Council, a review of the banners was not undertaken.
 - 8.2 To note that all the gazebos are in the process of being repaired and new gazebo covers may be ordered to replace the old ones.
- 9. Football Marathon and Nelson by the Sea Event**
To receive an update from the Town Clerk on the arrangements in place for the upcoming event. Members are invited to put forward any further suggestions for consideration.
- 10. Town Council Logos and Letterhead**
To consider adopting a new logo and letterhead/compliment slip template for Nelson Town Council (designs enclosed). Adopting a corporate image inclusive of logo and colour schemes, will enable the Council to develop the boundary signs, an outstanding project from the last municipal year and will give the Town Council their own identity. Item delegated from Full Council to this committee for detailed discussions.

11. Financial Committee Reports and Payments

To receive the monthly committee financial monitoring report and approve committee payments.

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 the date of the next committee meeting scheduled for 04 September 2019.