



Nelson Town Council

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Town Hall

Market Street

Nelson

Lancashire BB9 7LG

Tel: 01282 697079

Email: info@nelsontowncouncil.gov.uk

Website: www.nelsontowncouncil.gov.uk

Town Clerk: Ms Safia Kauser

Email: townclerk@nelsontowncouncil.gov.uk

28 August 2019

To members of the Events, Promotional and Marketing Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Events, Promotional and Marketing Committee**. To be held at the Selina Cooper Hall, Unity Wellbeing Centre, Nelson, on Wednesday **04th September** at 7.00pm or upon the rise of the Environmental Improvements Committee

S. Kauser

Ms Safia Kauser

Town Clerk to the Town Council

Committee Membership

Councillor Russell Tennant (Chair)

Councillor Omar Ahmed

Councillor Faraz Ahmad

Councillor Ali Hamza Baig

Chair or Vice Chair of Council (Ex-Officio)

Councillor Sadia Bashir (Vice-Chair)

Councillor Laura Blackburn

Councillor Saanval Safir

Councillor Zafar Ali

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 Events, Promotional and Marketing committee meeting held on 26 June 2019 (previously circulated)
5.	Football Marathon and Nelson by the Sea Event To receive feedback on the recent event held on 20 July 2019 from 12.00pm to 6.00pm.
6.	Gazebos 6.1 To receive a copy of the gazebo audit report undertaken by Unique Facilities and consider the purchase of new gazebos (report enclosed). Note: Unique Facilities have tried several different chemicals and don't seem to be able to get them cleaned and all nine gazebos have rips in them. There is only one frame that is working correctly, the other either have part missing, have bent legs or don't open. 6.2 To note that the asset register records fifteen gazebos in storage. There is currently nine gazebos physically verified and audited. This will be reported to the F&GP committee and the asset register will be updated accordingly.
7.	Food Festival Event 2019 To receive an update on the Food Festival event scheduled for 7th September 2019.
8.	Lancashire Day and Christmas Lights Switch on Event 8.1 To note the date of the Lancashire Day/Christmas Lights switch on event to take place on Saturday 23 rd November 2019 from 12.00pm to 5.00pm. 8.2 To confirm the arrangements for the event. A copy of last year's debriefing report is enclosed. Consideration should be given to: <ul style="list-style-type: none">• Stage options and location• Children's rides provided by LJS funfairs• Candy floss, hook a duck, kiddies testyourstrength, provided by LJS funfair• Hospitality food and drinks• Local artists to play during 12-5pm• Entertainment (Clog dancers, children's character appearance etc)

	<ul style="list-style-type: none"> • Lancashire day theme (Town Crier, distribution of red roses) • Risk assessment, first aiders, portable toilets • Marketing and promotion, marquees and bunting • Site plan <p>8.3 To delegate the budget of £13,000 to the Clerk for the Lancashire Day/Christmas Lights switch on event.</p>
9.	<p>Town Council Logos and Letterhead To receive an update on the Town Council logo and letterhead and confirm the letterhead and logo design changes. A letterhead has been designed in-house (copy enclosed).</p>
10.	<p>Boundary Entrance Signs To receive an update on the design brief issued to local designers for the work related to the boundary entrance signs.</p>
11.	<p>Pride of Nelson Awards To consider reintroducing the Pride of Nelson Awards. The scheme should incorporate a criteria and categories.</p>
12.	<p>Financial Committee Payments and Reports To receive the monthly committee financial monitoring report and approve committee payments for the period of June and July 2019.</p> <p>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.</p>
13.	<p>Any items for discussion for a future agenda To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p>
14.	<p>Date of the Next Committee Meeting To note the date of the next committee meeting scheduled to take place on Wednesday 04th December at 6.30pm, Unity Wellbeing Centre.</p>