



Minutes of a meeting of the Events, Promotional and Marketing Committee held on Wednesday 02nd September 2020 via ZOOM

Commenced: 7.15pm - Concluded: 8.00pm

Councillors Present: Russell Tenant [Chair], Faraz Ahmad, Zafar Ali and Sadia Bashir

Absent Councillors: Omar Ahmed, Ali Baig, Laura Blackburn and Nigel Pearson-Asher

Non-Councillor (without voting rights): None

Observing Councillors (not a member of the committee): None

Officers: Nick Harbour – Assistant Town Clerk [minute taker]

Members of the Public: None

2020/001 (EPM)	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.</p> <p>Proposed by Councillor Ahmad and Seconded by Councillor Ali, and RESOLVED: That the apologies received from Councillor Blackburn are approved and accepted.</p>
2020/002 (EPM)	<p><u>DECLARATIONS OF INTERESTS</u></p> <p>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.</p> <p>None declared.</p>
2020/003 (EPM)	<p><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></p> <p>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.</p> <p>No members of the public were present at the meeting.</p>
2020/004 (EPM)	<p><u>MINUTES</u></p> <p>To approve the draft minutes of the Events, Promotional and Marketing committee meeting held on 04 March 2020 (previously circulated)</p> <p>Proposed by Councillor Ali and Seconded by Councillor Bashir, and RESOLVED: That the draft minutes of the Events, Promotional and Marketing committee meeting held on the 04 March 2020 be confirmed as a true record and be signed by the Chair.</p>

2020/005 (EPM)	<p><u>CANCELLATION OF EVENTS IN THE TOWN DUE TO COVID-19</u> To note that the Easter Extravaganza and Summer Football Marathon events were cancelled due to safety reasons linked to Covid-19.</p> <p>The update and reason for cancellation of the two events was noted by Members.</p>
2020/006 (EPM)	<p><u>LANCASHIRE DAY AND CHRISTMAS LIGHTS SWITCH ON EVENT</u> To consider plans for Lancashire Day and the Christmas Lights Switch on Event. (See report).</p> <p>Due to Covid-19, the usual Lancashire Day celebrations will not be taking place. The Christmas Lights will still be going on display. Members discussed ideas to help maintain a Christmas feel to the town centre even though there will be no event. A possibility mentioned was to set up a competition for the town centre shops to see who could have the best festive window display and a small prize be presented to the winner by the Town Council. This will be discussed at a future meeting.</p> <p>In relation to the lights, the contract with LITE has recently expired. Due to Covid-19, there has been no time to seek a tender for the usual three year contract, however LITE have offered to provide the same service as last year for the same price in a one-off one year only contract.</p> <p>Proposed by Councillor Tennant and Seconded by Councillor Ali, and RESOLVED: That the Events, Promotional and Marketing committee agree this is the best way forward and that an item is put on the Full Council agenda to approve the one year extension to the existing contract.</p>
2020/007 (EPM)	<p><u>EVENTS BUDGET</u> To note the event budget underspend following the cancellation of the Summer Football Marathon event. (See report).</p> <p>Members noted the report.</p> <p>A question was asked as to what the 'uniforms' section was usually used for, and whether some hi-visibility jackets could be ordered using this budget line for Members to wear at future events to help residents identify organisers.</p> <p>Action: The Assistant Town Clerk to look at ordering some hi-visibility vests.</p>
2020/008 (EPM)	<p><u>PRIDE OF NELSON AWARDS</u> At the last meeting of the Events, Promotional and Marketing meeting, Members requested that an item be added to this agenda around the Pride of Nelson Awards.</p> <p>Members discussed the possibility of holding a Pride of Nelson awards, possibly to take place in the next financial year when hopefully lockdown restrictions will have been eased. It was suggested that an independent company are hired to organize the event. Members will need to give consideration to what categories should be in place, and consider looking at sponsorship for the different awards.</p> <p>Action: Councillors Ali and Bashir to look at setting out some various options for the awards and bringing a timetable to the next meeting of this Committee, as well as to look at a way of recognising the contribution local community groups, individuals and business have made to Nelson during the pandemic.</p> <p>It was also discussed that the Town Council look to recognise local residents and businesses who have gone above and beyond with community support during the Covid-19 outbreak.</p>

	Action: Councillor Tennant to come up with some options and bring them to the next meeting of this Committee.
2020/009 (EPM)	<p><u>ANNUAL NEWSLETTER</u> To resolve the content, production and delivery of the newsletter.</p> <p>Members discussed the various types of content that they would hope to put in this years Nelson Town Council newsletter. This could include things like what the Council has achieved, what the Council have been doing to support residents during the Covid-19 outbreak and updates from the last year in terms of what events have taken place.</p> <p>Proposed by Councillor Tennant and Seconded by Councillor Ahmad, and RESOLVED: That an Extraordinary Meeting of the Events, Promotional and Marketing committee be called in October to discuss content for the 2020 Nelson Town Council newsletter.</p> <p>Action: The Assistant Town Clerk to circulate a copy of last years newsletter to all Members of the Events, Promotional and Marketing committee.</p>
2020/010 (EPM)	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u> To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> • Pride of Nelson Awards • Annual newsletter
2020/011 (EPM)	<p><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u> To note the date of the next committee meeting which is scheduled for 02nd December 2020.</p> <p>The meeting was closed by the Chair at 8.00pm.</p>