



**Minutes of a meeting of the Events, Promotional and Marketing Committee
held on Wednesday 03rd March 2021 via ZOOM**

Commenced: 7.00pm - Concluded: 7.40pm

Councillors Present: Russell Tennant [Chair], Zafar Ali, Sadia Bashir and Nigel Pearson-Asher

Absent Councillors: Faraz Ahmad, Omar Ahmed and Ali Baig

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

2020/033
(EPM)

APOLOGIES FOR ABSENCE

To receive and approve apologies for absence and reasons given to the Assistant Town Clerk prior to the meeting.

None received.

2020/034
(EPM)

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.

None declared.

2020/035
(EPM)

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.

No members of the public were present at the meeting.

2020/036
(EPM)

MINUTES

To approve the draft minutes of the Extraordinary Events, Promotional and Marketing committee meeting held on 03 February 2021

Proposed by Councillor Ali and Seconded by Councillor Bashir, and

RESOLVED: That the draft minutes of the Extraordinary Events, Promotional and Marketing committee meeting held on the 03 February 2021 be confirmed as a true record and be signed by the Chair.

<p>2020/037 (EPM)</p>	<p><u>CHRISTMAS LIGHTS 2021</u> To discuss the Christmas Lights for Nelson Town Centre in 2021 and the tender for the lighting contract.</p> <p>The Assistant Town Clerk had recently met with Paul Buckley from LITE. LITE have carried out the Christmas lights work for the Council for a number of years now and to a high standard. Paul had stated that the existing lights were now worn and all needed replacing. LITE were prepared to replace all existing lights free of charge should the Council agree to a new three year contract with the company. They also promised to keep the prices the same as have been currently paid for the last 4 years – meaning there would be no increase in cost from 2017 right through to 2024.</p> <p>The Council’s Financial Regulations state that any contract over the value of £25,000 must go out to tender. This contract is over that value. However, should the contract go to tender, LITE will no longer be able to hold the prices at 2017 level, meaning that if they won the contract then there would be an increase in the price for the same level of service, nor could they guarantee the free LED lights.</p> <p>Given the specialist nature of the work, the Assistant Town Clerk advised that the contract may not need to go to tender but would seek clarification of this before submitting the proposal to Full Council for consideration.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Tennant, and RESOLVED: That a meeting take place between the Assistant Town Clerk, representatives from LITE and Councillors Tennant and Ali to discuss the contract in more detail before presenting a report to the Full Council. Discussions will also take place around the potential of extending the Christmas Lights to Sagar Street and Broadway.</p>
<p>2020/038 (EPM)</p>	<p><u>BOUNDARY SIGNAGE</u> To receive an update around the boundary signage.</p> <p>The Assistant Town Clerk gave a brief update around the latest with the new town boundary signage. He had been in contact with the company who were previously requested to carry out the work. Although the quote was approved back in September 2019, they had agreed to keep the costings the same as previously agreed.</p> <p>Neil Yates of Pendle Borough Council has agreed to assist with the project. He has experience of getting signage erected across the whole of Pendle. The process is slightly more complex than originally thought as Lancashire County Council have various requirements they need to be met before approving the selected signage. This includes things like distance from the kerbs, whether there is enough room for people to walk around/ under the signage etc.</p> <p>The Assistant Town Clerk will continue to work with Neil Yates, the signage makers and Lancashire County Council to try to progress the project and report back at the next meeting with any further updates.</p> <p>Members noted the update.</p>
<p>2020/039 (EPM)</p>	<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>Councillor Sadia Bashir had circulated a draft timetable of things that need to be put in place to ensure that the Pride of Nelson Awards could take place in 2021.</p>

	<p>Councillors had a discussion to around various courses of action that would need to take place. Given the ongoing pandemic, nothing formal was proposed at this meeting and it was suggested that an extraordinary meeting of this committee would be beneficial once things were a bit clearer in terms of the country heading out of lockdown.</p> <p>Members considered ideas around potential dates, locations, number of attendees, publicity and categories for the awards but nothing final has yet been decided.</p> <p>Action: Councillor Russell Tennant to call and Extraordinary meeting of the Events, Promotional and Marketing committee in mid-May to discuss further.</p>
2020/040 (EPM)	<p><u>ANNUAL NEWSLETTER</u> To resolve the content, production and delivery of the newsletter.</p> <p>The Assistant Town Clerk noted that the annual newsletter has now been finalised. The newsletter has gone to print and will be taken to Royal Mail to be delivered to every household in Nelson.</p> <p>The delivery will take place between Monday 15th March 2021 and Friday 26th March 2021 to ensure that no correspondence goes out once Purdah kicks in with the upcoming elections.</p> <p>Members noted the update.</p>
2020/042 (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
2020/043 (EPM)	<p><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u> The Meeting Schedule for 2021/22 is yet to be finalised, however it is expected that the next meeting of this committee will take place in June 2021.</p> <p>As discussed earlier, an Extraordinary meeting of this committee will be held in May.</p> <p>The meeting was closed by the Chair at 7.40pm.</p>