



**Minutes of a meeting of the Events, Promotional and Marketing Committee held on Wednesday 1<sup>st</sup> March 2023 in the Selina Cooper Hall, Unity Well Being Centre, Vernon Street, Nelson**

**Commenced: 7.00pm - Concluded: 7.30pm**

**Councillors Present:** Faraz Ahmad, Zafar Ali and Russell Tennant

**Absent Councillors:** Husnan Arshad, Atique Rehman, Mohammad Sakib and Ikram Ul-Haq

**Non-Councillor (without voting rights):** None

**Observing Councillors (not a member of the committee):** Patricia Hannah-Wood, Yvonne Tennant and Sheila Wicks

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

**Members of the Public:** None

2022/045 (EPM)	<b><u>APOLOGIES FOR ABSENCE</u></b> To receive and approve apologies for absence and reasons given to the Assistant Town Clerk prior to the meeting.  No apologies received.
2022/046 (EPM)	<b><u>DECLARATIONS OF INTERESTS</u></b> 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.
2022/047 (EPM)	<b><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></b> 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 for the meeting.
2022/048 (EPM)	<b><u>MINUTES</u></b> To approve the draft minutes of the Events, Promotional and Marketing committee meeting held on 07 December 2022 (previously circulated).  Proposed by Councillor Tennant and Seconded by Councillor Ali, and <b>RESOLVED:</b> That the draft minutes of the Events, Promotional and Marketing committee meeting held on the 07th December 2022 be confirmed as a true record and be signed by the

	Chair.
2022/049 (EPM)	<p><b><u>NELSON TOWN COUNCIL NEWSLETTER</u></b> To discuss the Nelson Town Council winter newsletter.</p> <p>The Assistant Town Clerk updated Members that the newsletter had now been finalized and has been sent to print. The job is booked in with Royal Mail and is due to be distributed w/c Monday 13<sup>th</sup> March.</p> <p>Additional copies will also be printed and sent to various locations such as the local mosques and churches, the library and the Warm Hub.</p> <p>Members noted the update and thanked the Assistant Town Clerk for completing the job.</p>
2022/050 (EPM)	<p><b><u>PRIDE OF NELSON 2023</u></b> To make plans for the Pride of Nelson Awards ceremony due to take place in March 2023.</p> <p>The Assistant Town Clerk updated Members with the latest work going on behind the scenes with the organisation of the Pride of Nelson Awards.</p> <p>The judges have now met and finalists and winners have been selected in each category. The Assistant Town Clerk is in the process of contacting the finalists and sending out invitations. All responses are due back in on Monday 06<sup>th</sup> March so meal selections can be sent across to the Fence Gate Inn so they can order the appropriate numbers.</p> <p>Trophies have now been ordered and Web Print Go will be creating certificates for each of the finalists. They will also be ordering the photo backdrop to go in the reception area on the night.</p> <p>Members discussed the additional guests to be invited and asked that the Assistant Town Clerk contact these people and get the invites sent out.</p> <p>Other outstanding tasks which need to be worked on are the script, the programme and the presentation slides. Councillor Tennant agreed to work on the programme and will prepare the content to be sent across to Web Print Go. Councillor Ali and Councillor Ahmad agreed to work on the script and the presentation slides.</p> <p>The Assistant Town Clerk was also asked to source some golden envelopes to put the winners names in to open on the night at the presentation.</p> <p>Lastly, the judges had asked Members to consider having three winners for the Lifetime Achievement Award after not being able to decide on an outright winner. Whilst Members were in agreement that each of the three finalists named by the judges merited some form of recognition, only one should be named for the Lifetime Achievement Award.</p> <p>Proposed by Councillor Ahmad and Seconded by Councillor Tennant, and <b>RESOLVED:</b> That one Lifetime Achievement Award winner is selected and that the other two nominees for the award are acknowledged for their contributions to Public Services and Community Recognition.</p> <p><b>Action:</b> Councillor Tennant to work on the programme content.</p> <p><b>Action:</b> Councillors Ahmad and Ali to work on the presentation slides and script.</p> <p><b>Action:</b> The Assistant Town Clerk to invite the additional guests and source envelopes for the winners names for the presentation ceremony.</p>

<p>2022/051 (EPM)</p>	<p><b><u>CARR ROAD GATEWAY</u></b> To discuss making improvements to the Carr Road Gateway of the town centre.</p> <p>At the September 2022 meeting, Councillors discussed making improvements to the Carr Road area of the town. This is a main gateway into the town centre which so far has yet to see recent improvements. Ideas were to install pole planters, down lighting and floor lighting to modernize the street.</p> <p>The Chairman informed Members that a site meeting had taken with a local architect at Carr Road where those present talked through ideas in relation to the project. The architect is currently drawing up some ideas and will send them through to the office once ready.</p> <p>Members noted the update.</p>
<p>2022/052 (EPM)</p>	<p><b><u>CORONATION OF KING CHARLES</u></b> To discuss ideas for what type of event to hold in the town for the upcoming coronation of King Charles on Saturday 06<sup>th</sup> May 2023.</p> <p>Members of the Finance and General Purposes Committee had the previous week agreed to outsource the event to a third party. A meeting will be taking place next week between some members of this committee and Scott Dawson's to discuss the finer details of the arrangements. This committee were asked to consider plans for the decoration of the town and that bunting and other items should be put in place in and around the town centre to mark the occasion. Quotes had been received for this to be outsourced too and again, the finer details could be discussed at the same meeting next week.</p> <p>Proposed by Councillor Ahmad and Seconded by Councillor Tennant, and <b>RESOLVED:</b> That the quote received from Creative Talent Management Ltd be approved and that they are requested to attend the meeting between representatives from this committee and Scott Dawson's the following week to discuss locations of where the bunting and flags are to be located in the town.</p>
<p>2022/053 (EPM)</p>	<p><b><u>DOG AWARENESS PROGRAMME</u></b> To discuss potentially creating a Dog Awareness Programme for residents of Nelson.</p> <p>Councillor Nigel Pearson-Asher, who was leading on this project had was not present at the meeting so no update was available this time.</p> <p>Proposed by Councillor Ahmad and Seconded by Councillor Tennant, and <b>RESOLVED:</b> That this item is removed from the agenda following being deferred at the last two meetings. If requested, it can be re-added for a future meeting.</p>
<p>2022/054 (EPM)</p>	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b> To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <p>None.</p>
<p>2022/055 (EPM)</p>	<p><b><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u></b> The meeting schedule for 2023/24 has yet to be agreed – but it is likely the next meeting of this committee will take place w/c Monday 05<sup>th</sup> June 2023.</p> <p>Members noted the date of the next meeting.</p> <p>The meeting was closed by the Chair at 7.30pm.</p>