



NELSON TOWN COUNCIL
MINUTES OF THE MEETING OF THE EVENTS, PROMOTIONAL AND MARKETING
COMMITTEE
held in the Selina Cooper Hall, Unity Well Being Centre, Vernon Street, Nelson
on Wednesday 05 September 2018 at 7.15pm

Councillors Present: Cllr Mohammed Kamran Latif [Chair], Zafar Ali, Nazeem Hayat

Absent Councillors: Cllr Adrian Barret, Eileen Ansar and Mashuq Hussain

Non-Councillor (without voting rights): None in attendance

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

Officers: Safia Kauser - Town Clerk/RFO [minute taker]

Members of the Public: Zero

2018/014 (EPM) **APOLOGIES FOR ABSENCE**
To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and
RESOLVED: That the apologies received from Cllr Adrian Barrett are accepted

2018/015 (EPM) **DECLARATIONS OF INTERESTS**
Members are reminded of the legal requirements concerning the declaration of interests. A Member 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.

There were no declarations of Interest.

2018/016 (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 present.

2018/017 (EPM) **MINUTES**
To approve the draft minutes of the Events, Publicity and Marketing committee meeting held on 27 June 2018

Signed Chair:

Dated:

Proposed by Councillor Z Ali and Seconded by Councillor Latif , and
RESOLVED: That the minutes of the Events, Publicity and Marketing committee meeting held on the 27 June 2018 be confirmed as a true record and signed by the Chair.

2018/018
(EPM)

FOOTBALL MARATHON EVENT (FEEDBACK AND REVIEW)

To receive any feedback on the recent Football Marathon Event held on the 14 July 2018

It was reported that the recent Football event was very positive and had a great attendance on the day where 100's of people had taken part. The Clerk was thanked for organising the event and the Handyman for the assistance of marquees and bunting. There were councillors involved throughout the day. The inflatable collision course was very popular and there were ques throughout the duration. Free council merchandise including pens, newsletters and balloons were given out to the public. The football darts was also a great hit and Pendle Leisure Trust were involved in the five-a-side football game. Overall, it was a popular event and well attended.

2018/019
(EPM)

TOWN COUNCIL 10 YEAR ANNIVERSARY (VIDEO FOOTAGE)

To receive an update on the final footage of the 10-year anniversary video

The footage was now complete and updated with new shots. The video had been submitted as part of the NALC star council entry.

Proposed by Councillor Z Ali and Seconded by Councillor Hayat, and
RESOLVED: That the video is publicised on the website, social media and the Council's official YouTube page. The schools are to be contacted with a DVD of the video to promote in their citizenship classes.

Action: The Town Clerk to issue a press release in consultation with the Chair

2018/020
(EPM)

FOOD FESTIVAL EVENT 2018

To receive an update and agree the final arrangements for the Food Festival event scheduled for 8th September 2018. Members should consider:

- Town Council promotional marquee - volunteer members required
- 10-year anniversary celebration cake and promotion
- Arrangements for gazebos and bunting inc handyman matters raised. Town Clerk to report on this item.

Scott Dawson had arranged the photoshoot for 10.00am outside the shuttle. The Town Council had requested a stall for promotional purposes. Members agreed that a 10-year anniversary cake should be arranged by Scott Dawson for the official opening. A request had been made for use of the Council gazebos. It was agreed that the Handyman would be contacted to drop the gazebos off and pick them up at the end of the day.

2018/021
(EPM)

CHRISTMAS LIGHTS & ELECTRICAL POWER POINTS

2018/021.1 - To approve the invoice for the additional purchase of Christmas Lights at a cost of £8,347.50 + VAT agreed at the last meeting subject to budget. This includes two blocks in Scotland Road and the tree lighting on Scotland Rd next to Oscars.

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and
RESOLVED: That the invoice of £8,347.50 + VAT is paid to LITE for the additional purchase of Christmas lights.

2018/021.2 - To receive an update on the external plug points installed on the electrical boxes in Market Square at a cost of £490 + VAT

The Clerk reported that historically, the electrician is called out from LITE to connect up the power supply at Council events in Market Street. After a recent consultation with the electrician, it was cost effective for power plug points to be installed on the outside of the electrical boxes where the Council (via the Clerk) had direct access with a key and the electrician would no longer be required to call out. The cost of installation was a one-off charge and has saved the Council hundreds of pounds each year.

The electrical power points were installed on the three electrical boxes and the council had access for the electrical box outside the Library.

Proposed by Councillor Z Ali and Seconded by Councillor Hayat, and

RESOLVED: That the invoice of £490.00 + VAT is paid to LITE for the installation of electrical plus points in Market Street.

2018/022
(EPM)

CHRISTMAS LIGHTS SWITCH ON / LANCASHIRE DAY EVENT

2018/022.1 - To confirm the date of the Christmas Lights switch on / Lancashire Day event as Saturday 24th November 2018 from 11.00am to 6.00pm

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and

RESOLVED: That Saturday 24th November 2018 be confirmed as the date for the Lancashire Day/Christmas Lights switch on event from 11.00am to 6.00pm

2018/022.2 - To confirm the arrangements for the event and appoint 2BR as the main event entertainment/host. Pricing and package options to be provided at the meeting. Consideration should be given to:

- Stage options and location
- Big screen to display 10-year anniversary footage
- Children's rides provided by LJS funfairs 4 rides at a cost of £350 (6 hours)
Candy floss, hook a dunk, dugouts, kiddies testyourstrength, burger van (free of charge to Council) provided by LJS funfairs
- Hospitality and drinks
- Local artists to play during 11am and 5 pm
- One-hour entertainment to be scheduled (Clog dancers, children's character appearance etc)
- Lancashire day theme (Town Crier, distribution of red roses)
- Risk assessment, first aiders, portable toilets
- Marketing and promotion, marquees and bunting etc
- Site plan

A meeting had taken place with 2BR for the provision of stage, artists, promotion and PA hire. A number of stage options with various pricing was considered by the committee. 2BR would be arranging 3 artists and one artist would be booked directly by the Town Council. A big screen was suggested to show the 10-year anniversary video and Town Council promotional videos. A Town Crier was needed, and it was suggested that the Clerk arranges a local Town Crier to be present on the day. 2BR were commissioned to undertake the marketing with a lead time of 2weeks to the run up to the event.

Action: The Clerk to investigate costs for a big screen and book subject to budget

Action: The Clerk to book another artist – Crash band suggested by Councillor Hayat

The Clerk was looking into a number of entertainment packages for the event and fireworks for the switch on itself. Members agreed favourably to the fireworks suggestion.

Proposed by Councillor Z Ali and Seconded by Councillor Latif, and
RESOLVED: That the Clerk is tasked to finalise all event arrangements for the Lancashire Day/Christmas Lights switch on event subject to agreed budget parameters

2018/023
(EPM)

ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

- Feedback from the Lancashire Day/Christmas Lights Switch On event
- Programme of events 2019/20
- Budget 2019/20

No further items were suggested by members.

2018/024
(EMP)

DATE OF THE NEXT TOWN COUNCIL MEETING

The date of the next committee meeting was noted as Wednesday 06 December 2018 at 7.00pm, Unity Wellbeing Centre

There being no further business, the chair closed the meeting at 7.45pm.