



**NELSON TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE EVENTS, PROMOTIONAL AND MARKETING**  
**COMMITTEE**  
**held in the Pankhurst Room, Unity Wellbeing Centre, Nelson**  
**on Wednesday 26<sup>th</sup> June 2019 at 7.30pm**

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**Councillors Present:** Cllrs Russell Tennant [Chair], Faraz Ahmad, Zafar Ali, Sadia Bashir and Nazeem Hayat

**Absent Councillors:** Cllrs Omar Ahmed, Laura Blackburn and Saanval Safir

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

**Observing Councillors (not a member of the committee):** Mohammad Kamran Latif and Sheila Wicks

**Officers:** Safia Kauser - Town Clerk/RFO and Nick Harbour – Assistant Town Clerk [Minute Taker]

**Members of the Public:** None

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2019/001 (EPM)	<p><b><u>ELECTION OF COMMITTEE CHAIRMAN</u></b> To elect a committee chair for the ensuing year</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ahmad, and <b>RESOLVED:</b> That Councillor Tennant be elected Chairman of the Events, Promotional and Marketing committee for the ensuing year.</p>
2019/002 (EPM)	<p><b><u>ELECTION OF COMMITTEE VICE-CHAIRMAN</u></b> To elect a committee vice-chair for the ensuing year</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ahmad, and <b>RESOLVED:</b> That Councillor Bashir be elected Vice-Chairman of the Unity Wellbeing Management committee for the ensuing year.</p>
2019/003 (EPM)	<p><b><u>APOLOGIES FOR ABSENCE</u></b> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting</p> <p>There were no apologies for absence received.</p>
2019/004 (EPM)	<p><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.</p> <p>Note: Members must generally declare a disclosable pecuniary interest which he or she</p>

Signed Chair: .....

Dated: .....

	<p>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</p> <p>There were no declarations of Interest.</p>
2019/005 (EPM)	<p><b><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></b></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 present.</p>
2019/006 (EPM)	<p><b><u>MINUTES</u></b></p> <p>To approve the draft minutes of the Extraordinary Events, Publicity and Marketing committee meeting held on 06 March 2019.</p> <p>Proposed by Councillor Ali and Seconded by Councillor Ahmad, and  <b>RESOLVED:</b> That the minutes of the Events, Publicity and Marketing committee meeting held on the 06 March 2019 be confirmed as a true record of proceedings and signed by the Chair.</p>
2019/007 (EPM)	<p><b><u>EASTER EXTRAVAGANZA EVENT (FEEDBACK AND REVIEW)</u></b></p> <p>To receive a debriefing report from the Town Clerk on the recent event held on 20 April 2019 from 11.00am to 4.00pm.</p> <p>The Clerk reported that the Easter Extravaganza event was a huge success. An estimated 500-600 people visited throughout the day. Visitors were able to enjoy a whole host of different activities, including a cash grabber game, a surf simulator, the brass band, various food stalls and more. The Lancashire Telegraph did a glowing write up on the event the following week. The Clerk also passed on her thanks to a number of Councillors who came down to help out on the day. Members noted the update and thanked the Clerk for putting the event together.</p>
2019/008 (EPM)	<p><b><u>GAZEBOS, EVENT BANNERS, BUNTING AND PROMOTIONAL MATERIALS</u></b></p> <p><b>2019/008.1 - To nominate volunteers to assist the Clerk with reviewing the banners in storage and to order new ones if required in advance of the Summer event</b></p> <p>It was agreed for the Clerk to make a judgement call on the current banners and to re-order new ones if the existing ones are not fit for purpose.</p> <p><b>2019/008.2 - To note that all the gazebos are in the process of being repaired and new gazebo covers may be ordered to replace the old ones.</b></p> <p>The Clerk notified Members that the current gazebos are being looked at to see if they are still fit for purpose. Some will need replacing, particularly the covers which have become worn and unsuitable.</p> <p><b>Action:</b> The Clerk to look at cover costings and branding to put on the replacement covers.</p>
2019/009 (EPM)	<p><b><u>FOOTBALL MARATHON AND NELSON BY THE SEA EVENT</u></b></p> <p>To receive an update from the Town Clerk on the arrangements in place for the upcoming event. Members are invited to put forward any further suggestions for consideration. The Clerk informed Members of the activities booked so far for the event, which will be taking place on Saturday 20<sup>th</sup> July from 12:00 to 18:00:</p>

	<ul style="list-style-type: none"> <li>• 5-a-side football pitch</li> <li>• Freestyler footballer</li> <li>• Penalty shootout</li> <li>• Burnley FC in the Community</li> <li>• DJ's to host the event</li> <li>• Giant inflatable beach</li> <li>• Donkey rides</li> <li>• Face painter</li> <li>• Town Crier</li> </ul> <p>Food vendors are yet to be booked but the Clerk is looking to secure a fish and chip van to complement the seaside theme. Members were happy with the list of activities and requested that the Mayor be invited to open the event if he is available.</p> <p>With regards to advertising, Star Print will be preparing the promotional flyers and the event will also be advertised on Capital FM and through the local press. The Council's website and social media pages will also promote the event.</p> <p><b>Action:</b> Councillor Ahmad to contact the local community radio station to see if they can also advertise the event</p> <p><b>Action:</b> Town Council office to prepare promotional packs for Councillors to distribute to the schools in the wards which they represent</p>
2019/010 (EPM)	<p><b><u>TOWN COUNCIL LOGOS AND LETTERHEAD</u></b></p> <p>To consider adopting a new logo and letterhead/compliment slip template for Nelson Town Council. Adopting a corporate image inclusive of logo and colour schemes, will enable the Council to develop the boundary signs, an outstanding project from the last municipal year and will give the Town Council their own identity. Item delegated from Full Council to this committee for detailed discussions.</p> <p>Members felt that the designs submitted were not suitable for the Council and would instead prefer to keep in the traditional coat of arms for the letterheads and compliments slips. Ideas for the entry signage to the town could differ to the traditional coat of arms but the Council would need to be clear on what they would like before submitting ideas to a designer.</p> <p>Proposed by Councillor Bashir and Seconded by Councillor Ali, and  <b>RESOLVED:</b> A working group comprising of Councillors Ahmad, Ali, Bashir, Hayat and Tennant is formed to write a brief outlining exactly what the Council would like in any new design in relation to the letterheads and logo design.</p> <p><b>Action:</b> The Chair to call an extraordinary meeting of this committee to finalise and approve the brief before a designer is to be appointed.</p>
2019/011 (EPM)	<p><b><u>FINANCIAL COMMITTEE REPORTS AND PAYMENTS</u></b></p> <p>To receive the monthly committee financial monitoring report and approve committee payments.</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> <p>Proposed by Councillor Ali and Seconded by Councillor Bashir, and  <b>RESOLVED:</b> That the committee payments are approved and signed by the Chair</p>

2019/012  
(EPM)

**DATE OF THE NEXT COMMITTEE MEETING**

To note the date of the next committee meeting scheduled for 04 September 2019.

The meeting was closed by the Chair at 8.15pm

Signed Chair: .....

Dated: .....