



Shipley Town Council

Town Hall, Kirkgate, Shipley, BD18 3EJ
www.shipleytowncouncil.wordpress.com
shipleytownclerk@gmail.com
@ShipleyTC ~ Tel. 07517 742566

Dear Councillors Farren, Fielding, McHugh, North, Roberson and Watson,
and Nicole Williams

You are hereby summoned to the meeting of the Shipley Town Council

COMMUNITY ENGAGEMENT COMMITTEE

to be held at 7.00pm on Thursday 25 November 2021 in the York
Room, Victoria Hall, Victoria Road, Saltaire, Shipley, BD18 3SJ.

Yours sincerely

A handwritten signature in black ink, appearing to read "Joe Ashton".

Joe Ashton, Town Clerk, 21 November 2021

PUBLIC NOTICE

Meetings of Shipley Town Council are open to the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960. Meetings of Shipley Town Council may be recorded and reported upon in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Openness of Local Government Regulations 2014.

Please note that the meeting will be webcast. A link to the webcast will be published at <https://shipleytowncouncil.wordpress.com/meetings/>.

A G E N D A

ITEM 1 – COMMITTEE CHAIR

- 1.1** To receive the Chair's opening remarks

ITEM 2 – APOLOGIES FOR ABSENCE

- 2.1** To receive and note apologies for absence
- 2.2** To approve reasons for absence (if provided)

ITEM 3 – MEMBERS' INTERESTS

- 3.1** To receive disclosures of members' pecuniary and other interests
- 3.2** To agree dispensations for interests (if applicable)

ITEM 4 – PUBLIC PARTICIPATION

- 4.1** To adjourn the meeting for a period of public participation (to be managed in accordance with the relevant adopted Standing Order)
- 4.2** To invite district councillors and other guests to address the committee (if applicable)

ITEM 5 – DRAFT MINUTES

- 5.1** To receive the draft minutes of the previous ordinary meeting of the Community Engagement Committee held 21 September 2021
- 5.2** To agree the draft minutes of the previous ordinary meeting of the Community Engagement Committee held 21 September 2021 as a correct record for signing by the Chair

ITEM 6 – DECISION LOG

- 6.1** To review and update the Committee's decision log

ITEM 7 – YOUTH SERVICE

- 7.1** To receive the guest speaker Carys Bose (Youth Service Manager for Shipley, Bradford Council)
- 7.2** To consider the allocation of the Town Council budget for youth services (£4,000 uncommitted; £4,000 committed to Crowgill Park skate facility refurbishment)

ITEM 8 – TOWN COUNCIL WEBSITE

- 8.1** To agree to the recommendations of the Town Clerk, further to the meetings of the Website Working Group:
 - a) To appoint Cloudy IT Group as the suppliers of the new Town Council website on the basis of the quote provided
 - b) To delegate implementation of all the necessary arrangements to the Town Clerk in consultation with the Website Working Group, with the aim of the new website being introduced in January 2022

- c) To continue the Website Working Group as a reference group to steer and monitor the project, reporting to the Community Engagement Committee as required
- d) To agree that the Town Clerk, in consultation with the members of the Community Engagement Committee, will work with the website supplier to produce draft options for a new Town Council brand and logo and that this will be presented to Full Council for ratification on 21 December 2021
- e) To recommend to the Management Committee that the Council integrates Microsoft 365/Teams, for document management and other related purposes, with the new website and includes this in the website contract with Cloudy IT
- f) To recommend to the Management Committee that the Town Council introduces an audio-visual system capable of offering video conferencing/hybrid meetings in the Council Chamber of the Town Hall and that the budget for this is considered by Full Council on 21 December 2021, with a view to seeking quotations from two additional suppliers (Cloudy IT having already provided a first quote)

ITEM 9 – WORKING GROUP

- 9.1** To agree arrangements for a Town Council newsletter to be published in February 2022, including:
- (a) Design
 - (b) Content
 - (c) Printing
 - (d) Delivery

ITEM 10 – CHRISTMAS LIGHTS SWITCH-ON

- 10.1** To receive an update from the Christmas Lights Working Group about the event, including:
- Programme of events/activities
 - Lights installation
 - Publicity
 - Stewarding
- 10.2** To note the indicative budget allocation and spend
- 10.3** To agree further actions (if any)

ITEM 11 – BUDGET

- 11.1** To agree the draft budget recommendation for the committee for 2022/23, including:
- The Town Clerk's estimates
 - Proposal from Councillor Fielding and endorsed by the Planning & Regeneration Committee to provide £20,000 for events
 - Proposal from Councillors Fielding and Watson to allow for at least £15,000 to support the staffing of events and projects

ITEM 12 – CORRESPONDENCE

- 12.1** To note correspondence received by the Town Clerk and which requires the attention of the committee under its terms of reference
- 12.2** To agree any actions arising

ITEM 13 – URGENT NOTICES AND REPORTS

- 13.1** To receive urgent notices and reports, for information only, from the Town Clerk
- 13.2** To receive urgent notices and reports, for information only, from Members of the Council

ITEM 14 – PUBLICITY

- 14.1** To agree the publicity statements arising from this meeting

ITEM 15 – FUTURE BUSINESS

- 15.1** To note the items of business arising for consideration at future meetings (Town Clerk to report)
- 15.2** To receive advance notice from Members as to tabled future business

ITEM 16 – CALENDAR OF MEETINGS

- 16.1** To note the date of the next ordinary meeting of the Community Engagement Committee