



Shipley Town Council

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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 27 January 2022 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, 23 January 2022

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.

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 25 November 2021
- 5.2** To agree the draft minutes of the previous ordinary meeting of the Community Engagement Committee held 25 November 2021 as a correct record for signing by the Chair

ITEM 6 – SHIPLEY TOWN DEAL: PUBLIC ENGAGEMENT

- 6.1** To receive a representative from the Shipley Town Board regarding public engagement with the Town Deal

ITEM 7 – YOUTH SERVICE: YOUNG CARERS

- 7.1** To receive project details from Carys Bose (Senior Practitioner for Shipley Constituency, Bradford Council Youth Service) for the proposed £4,000 partnership project with Bradford Council aimed at addressing the needs of young carers
- 7.2** To agree any further action

ITEM 8 – DECISION LOG

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

ITEM 9 – TOWN COUNCIL WEBSITE

- 9.1** To receive an update on the creation of the new website for Shipley Town Council, including:
 - (1) Additional cost of registering a Government domain
 - (2) Agreement of the domain name (proposed "shipleytowncouncil.gov.uk")

- (3) Proposed structure/layout
- (4) Copy already produced
- (5) Copy now required: to assign authors
- (6) Photographs required
- (7) Colour scheme: to be agreed
- (8) Brief for the logo (meeting with graphic designer to be confirmed)
- (9) Microsoft Teams and the "Decisions" application for meeting documents

ITEM 10 – TOWN COUNCIL NEWSLETTER

- 10.1** To note progress with the winter 2021/22 edition in production
- 10.2** To agree a schedule for the production of further newsletters in the remainder of 2022

ITEM 11 – CHRISTMAS LIGHTS SWITCH-ON 2021

- 11.1** To consider the comments and recommendations of the Planning & Regeneration Committee regarding the evaluation of the 2021 Christmas Lights Switch-On:

TOWN CENTRE EVENTS & MARKETS 2021/100(P)

Councillor Fielding highlighted that despite the wet weather there were lots of things going on, including Santa's grotto at the Kirkgate Centre, Hive community arts centre, the Underground Market, Shipley Library, the outdoor market and the Westgate traders). All of these had been promoted separately so not were not very well co-ordinated but did feature on the map produced by the Town Council. All entertainers had undertaken their acts and the changing facilities were fine but could have been bigger. Approximately 200 people had taken part in the procession which looked good coming down Well Croft to Market Square and gathering around the steps above the Christmas tree. Local schools had been involved in making lanterns, tree decorations and the procession and could possibly send choirs in future. The countdown to the light's switch on had worked and the event overall had been reasonably successful. Feedback from some residents included the Town Council being better for Shipley than they expected and some market traders had commented that they had benefited from increased trade.

Resolved to make the following recommendations for consideration by the Community Engagement Committee:

- a) *The 2022 switch-on to be held a week earlier so the lights could be enjoyed for more weekends running up to Christmas, starting at 3pm with a shorter programme but with street animation over subsequent weekends to continue the atmosphere.*
- b) *Appoint one person to co-ordinate and start planning earlier with a review*

of this year in January, followed by commissioning agreed mid-spring, with one representative from each participating organisation.

- c) College students as volunteer stewards had worked well but need a better briefing.*
- d) The photographer(s) need a better briefing on what was going on to capture all elements.*
- e) Light fittings need investigating and potentially investing in to spread across the whole town.*

11.2 To note the event evaluation information required for the £4,000 Additional Restrictions Grant from Bradford Council

11.3 To note the action taken by the Town Clerk to arrange for storage of the shop-front Christmas lights

ITEM 12 – PUBLICITY POLICY

12.1 To review the Town Council's interim Publicity Policy and make any recommendations for amendments to the Management Committee

ITEM 13 – EVENTS PROGRAMME FOR 2022

13.1 To note discussions with Bradford Council regarding opportunities for collaboration and coordination of events and cultural activities

13.2 To note the arrangements for the craft beer/microbrewery fair being organised by Raven Staging on behalf of Bradford Council using money from the central government "Welcome Back/Re-opening High Streets" and "Additional Restrictions" funds

13.3 To consider opportunities for the Town Council to contribute to the craft beer/microbrewery fair

13.4 To agree an events programme to be supported by the Town Council for the remainder of the year 2022, including:

Summer event proposed for Saturday 23 July as part of Bradford Festival
Christmas event(s)

13.5 To agree arrangements for event planning and future budget allocation

ITEM 14 – CHRISTMAS 2022

14.1 To agree the arrangements for the ordering and erection of the main town centre Christmas tree for 2022

14.2 To consider requests from local businesses for an expanded/upgrade the Christmas lights display on Westgate, Commercial Street, Briggate and Otley Road

ITEM 15 – COMMUNITY MAP

15.1 To consider a proposal from Councillor McHugh to explore the use of the Commonplace "community map" application, which is free for three months as a pilot and then £5,000 pounds for a year's licence (see:

<https://www.commonplace.is>)

ITEM 16 – BRADFORD 2025

16.1 To receive an update on Bradford District's bid to become the UK City of Culture for 2025

ITEM 17 – CORRESPONDENCE

17.1 To note correspondence received by the Town Clerk and which requires the attention of the committee under its terms of reference

17.2 To agree any actions arising

ITEM 18 – URGENT NOTICES AND REPORTS

18.1 To receive urgent notices and reports, for information only, from the Town Clerk

18.2 To receive urgent notices and reports, for information only, from Members of the Council

ITEM 19 – PUBLICITY

19.1 To agree the publicity statements arising from this meeting

ITEM 20 – FUTURE BUSINESS

20.1 To note the items of business arising for consideration at future meetings (Town Clerk to report)

20.2 To receive advance notice from Members as to tabled future business

ITEM 21 – CALENDAR OF MEETINGS

21.1 To note the date of the next ordinary meeting of the Community Engagement Committee as Thursday 31 March at 7.00pm (venue to be confirmed)