



# WETHERBY TOWN COUNCIL MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING

**Date:** Monday 25<sup>th</sup> March 2024  
**Time:** 7.00pm  
**Location:** Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

**Present:** Councillor Ager-Mills  
Councillor Frame  
Councillor Knight  
Councillor Lavocah  
Councillor Mulhall (Chair)

**In attendance:** Iona Taylor, Clerk  
Rowann Fitzpatrick, Assistant Clerk  
Helena Briden, Communications and Events Officer

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## MINUTES

1. **Apologies** – None.  
*Local Government Act 1972, s 85 (3)*
2. **Declarations of interest** – None.  
*Localism Act 2011, s 31*  
*Members' Code of Conduct, para. 13-18, 19-20*
3. **Public participation** – None.  
*Public bodies (Admission to Meetings) Act 1960, s 1 (3)*
4. **Minutes.**  
*Local Government Act 1972, Sch 12, para. 41(1)*  
It was **AGREED** that the Minutes of the Communications Committee meeting held on *Monday 22nd January 2024*, as approved at Full Council on the *12th March 2024* be accepted.
5. **Matters arising from the last meeting.**
  - 5.1. **Markets Survey.**  
It was **NOTED** that the markets survey was launched on *Thursday 7th March 2024*. The survey has currently received 157 online public submissions. Physical copies of the survey will be collated after the survey period has ended on *Thursday 28th March 2024*.
6. **Website.**
  - 6.1. **Website Tender.**  
The committee received and considered a draft tender document for the design and provision of the new Wetherby Town Council website.  
  
The tender document was **APPROVED** to be launched.

**6.2. Councillor representation in supplier meetings.**

As part of the decision making process for potential website suppliers, it was **AGREED** that Councillor Mulhall and Councillor Newcombe should provide councillor representation in meetings with potential website suppliers.

It was **NOTED** that while Councillor Newcombe is not a member of the Communications Committee, his presence at the meetings with potential suppliers is due to his expertise and knowledge of information technology and contractual agreements.

**7. Communication and Events Officer updates.**

The communications and Events Officer advised the committee that the development of the Funfair and Fireworks Festival is progressing, with the current focus being on ensuring that the license agreement has been arranged and requirements are met.

A lot of the work towards the Funfair and Fireworks event, such as arranging the licensing agreement, has been preparation work for future events. This license will allow Wetherby Town Council to hold up to four events a year on the lngs. While the current license does not include sale of alcohol, this can be changed later as required.

The committee was also updated on the development of the 200<sup>th</sup> Anniversary of the Sale of Wetherby, particularly regarding the use of empty shops for display purposes in conjunction with the Wetherby 200 Art Exhibition and the Arts Festival in October.

It was also **NOTED** that a member of the Wetherby Business Association had previously been in contact to express interest in getting involved with the 200<sup>th</sup> Anniversary of the Sale of Wetherby. They have since been put in contact with the Civic Society to discuss further.

**8. Items for information.**

**8.1. Correspondence.**

Correspondence from the National Association of Local Councils (NALC) on best practice when using email addresses was **RECEIVED** and **NOTED**.

**9. Date of the next Communications Committee meeting.**

The date of the next meeting of the Communications Committee was confirmed as taking place on *Monday 29th April 2024* at 7:00pm in Wetherby Town Hall.

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*The meeting closed at 7:25pm.*

*These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.*