



**Elland Town Development Board**  
**20<sup>th</sup> August 2024**  
**Meeting to be held at Elland Community Hub, 7.00 p.m.**  
**Minutes**

**1. Welcome and Apologies**

The Chair welcomed Board members to the meeting, called to discuss Christmas tree preparations and business plan updates.

**a. Apologies**

Councillor Prashad, Councillor Courtney, Samantha McCormack, Harriet Fletcher, Graham Gibbons, Karen Norman.

**b. Quorate declaration**

The meeting was declared quorate.

**2. Declarations of Interest<sup>2</sup>**

There were no declarations of interest.

**3. Christmas Lighting and Funding Options (Cllr Veitch and Rob Shipway)**

The Board expressed concern that the Council had announced it would be unable to pay for Christmas lighting this year due to budget constraints on non-statutory expenditure. Whilst the Board understood the difficult financial position of the Council, it asked to note its concern regarding the late notification of this budget decision when it had been evident the lights would likely be unaffordable much earlier in the year.

The Board noted that there were options to ensure lighting and festive arrangements could be in place by using some of its remaining funds. Options included fully funding lights and switch on by the Council using funds from the Ambition for Towns. However, there was concern the costs were exorbitant, amounting to £8,500, which would require all remaining Ambition for Towns funds.

Alternatives were discussed. One proposal was to have no lights this year but encourage shop owners to place lights in shop windows. Dave McCorie noted that there was a planned Christmas event, and it would be a lost opportunity to not have at least a tree and have that

lit. Some Board members felt this would not in itself attract footfall to the town, which caused some debate.

Cllr Veitch reported that he had been offered a tree for £300 locally, whilst others noted that there was an opportunity to secure a tree free of charge.

The Board suggested members contact Rob Shipway with their preferred options which would include:

- Fully funding the lights for £8,500
- Funding for a tree only at £350.
- Tree and switch on of lights on the tree for £850 - £1350.
- No lights at all.

#### **4. Business forum request for virement of grant**

Andy Parr reported on progress of the Business Hub, whose membership had now passed 30 businesses. Andy reported on plans for an IT masterclass and a website and video promoting the town. The Board welcomed the progress made.

Andy asked the Board to agree to use some of the £1,000 allocated to business hub meetings to fund the development works and for an opportunity to seek further funds once costs were developed for further website development and to establish a large event / market.

The Board asked that a formal request should be made via the Ambition for Towns application form. RS agreed to provide this and reminded the Board that when setting the Business Hub up, it had provisionally set aside funds for further development of the business hub should it successfully establish itself.

#### **5. VCS Workshop Update**

The Board noted that the proposed VCS workshop would be held 5<sup>th</sup> October and asked that any members able to attend could do so. RS and Samantha McCormack agreed to meet with Sam Roper of the Community Hub to seek interest from the sector. The Board agreed that the focus of the event should be networking among local groups.

#### **6. Board Code of Conduct**

The Chair thanked the Board for its continued support. It was noted that there had been issues in the town relating to some activities supported by the Board which had resulted in personal disputes. The Chair reminded Board members and anyone working with the Board of the need to be courteous and to adhere to the behaviours set out in the Board terms of reference.

#### **7. Date of Next meeting**

24<sup>th</sup> of September 2024