Otley TOWN COUNCIL
Core Resource Centre
Unit 11, Orchard Gate, Otley, LS21 3NX,
email: eo@otleytowncouncil.gov.uk
Tel: 01943 466335

To All Members of the Town Council

You are summoned to attend the meeting of the Trade & Tourism Committee to be held in

The Wharfedale Room, Otley Core Resource Centre, 11 Orchard Gate Otley
At 7.30pm on
Monday 19th October 2026

Paula Shillaw

Paula Shillaw
Executive Officer
13th October 2026

PUBLIC PARTICIPATION

Notice is given that at the start of this meeting 15 minutes will be set aside for members of the public to address the committee on matters relevant to the town or the committee within the following rules:

(a) **Members of the public wishing to speak are to have given prior notice to the Executive Officer**

(b) **Any member of the public invited to speak will be permitted to speak for no more than 5 minutes**

(c) **In the event of more than 3 members of the public wishing to address the committee then priority will be determined by subject matter**

Otley TOWN COUNCIL
Core Resource Centre
Unit 11, Orchard Gate, Otley, LS21 3NX,
email: eo@otleytowncouncil.gov.uk
Tel: 01943 466335

AGENDA

1. Apologies: Members will be asked to receive apologies

2. Declarations of Interest: To receive any declarations of interest not already declared under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and to consider and decide upon any applications for dispensation

3. Minutes for approval: Members are asked to approve for accuracy only the Minutes of the Meeting of**:** 1st June 2026

4. Committee Budget: Members will receive an update on the budget for 2026/27

5. Sponsorships: Members to consider applications from Otley Pub Club, Let's Light Up Otley for Christmas and Wildlife Friendly Otley

6. Wayfinding: Members to receive an oral update on wayfinding and signage schemes at Wharfemeadows Park, Tittybottle Park and coach parking bays

7. Car Parking Additional Data Report: Members to accept the report by People & Places

8. Buy in Otley: Members are asked to consider authorising a limited programme of website content updates and spend to support partner-led promotional activity on the Buy in Otley brand

9. Sensors: Members to receive an oral update from the Chair

10. Christmas Film 2026: Members to approve funding up to £600 for the Otley Christmas film

Otley TOWN COUNCIL
Core Resource Centre
Unit 11, Orchard Gate, Otley, LS21 3NX,
email: eo@otleytowncouncil.gov.uk
Tel: 01943 466335

11. Town Benchmarking Survey: Members to receive an oral update from the Chair on the 2026 survey and agree any additional survey expenditure

12. Bus Survey: Members to consider a proposal for People & Places to provide an independent report on X84 passenger numbers throughout the day

13. Agenda Items for next meeting: Members to notify the Executive Officer of matters for inclusion on the agenda of the next meeting

14. Next Meeting: The date of the next meeting of the Trade & Tourism Committee is 14th December 2026