

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF THE EVENTS MANAGEMENT WORKING PARTY
HELD ON 2 AUGUST 2023**

PRESENT: Councillors l’Anson and Morris
Non-Councillors Hannah Bengough-Sutton, Heather Coppock, Griff Holliday, Janet Meredith, Nina Shields and Christine Tustin

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker
Richard Jeynes – Time Quest

30. APOLOGIES FOR ABSENCE

Apologies for absence were received from Al Braithwaite and Lynn Loader.

31. DECLARATIONS OF INTERESTS

None received.

32. ELECTION OF NON-COUNCIL MEMBERS TO THE EVENTS WORKING PARTY

Heather Coppock expressed an interest in becoming a member.

RESOLVED

That Heather Coppock be voted in as a member of the Events Management Working Party.

33. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON WEDNESDAY, 5 JULY

Nina Shields raised concerns in respect of minute no. 15, that there appeared to be some of the discussion from the previous minutes that had not been included. She advised that it had been a long debate in which they had discussed budgets and planning of events and a request for an independent item to be included on this agenda of “Budget” which had not been included and therefore asked that this be discussed as part of the calendar of events later in the meeting.

The Mayor asked whether the Mayor’s coffee mornings would be added, and the Clerk suggested that this be discussed when considering the calendar of events.

Griff Holliday advised that the minutes of the June meeting refer to the Celebration Day in the past tense, advising that it had been a well-attended event. However, it should be noted that this meeting took place prior to the event and therefore this minute should be addressed.

RESOLVED:

That the minutes of the meeting of Events Working Party held on 5 July 2023 be approved and signed as a correct record subject to the following amendments:

- i. **Minute 15 – That it be recorded that budgeting and planning of events was discussed in relation to the Calendar of Events however this has not been minuted.**
- ii. **Minute 11 – That it be noted that the tense used was incorrect as the event had not happened at the time of the meeting.**

34. HERITAGE OPEN DAYS – UPDATE

Nina Shields asked that thanks to the CDO and other officers could be recorded for the hard work which was being done on this event.

Richard Jeynes from Time Quest was in attendance at the meeting to inform the Members about Time Quest.

He advised that Time Quest runs Medieval Projects at the Verzon House Hotel and has a Global Clientele. They are keen to get involved with events which are taking place in Ledbury including HODs and World Book Day. There are three academics involved with the project, all of whom are published authors.

Time Quest currently offer tours of architectural sites and castles as well as talks, lectures, re-enactments, authentic costumes and arms. At the Verzon they are currently offering Longbow Archery sessions and are about to launch a programme to create an archery troupe whereby new archers are trained from scratch with a view to taking part in the Medieval Fayre's at Tewkesbury and Evesham.

Councillor l'Anson asked that the following amendments be made to the HODs leaflet:

1. Welcome to Ledbury page

“.....cobble of Church Lane.....”

“....painting believed to be by Titian....” (This has not been proven)

2. Ledbury Poetry House page:

Change “The building was disused from 2015 to 2021 when Ledbury Poetry Festival moved in.” to “The building was taken over by Ledbury Poetry Festival in 2021.”

RESOLVED

That the information provided by the Community Development Officer be received and noted and that the pamphlet be approved subject to the aforementioned changes.

35. WORLD BOOK DAY 2024

The Clerk informed members that the Community Development Officer had been successful in securing £2,000 in funding for this event, and that this will be match funded by Ledbury Town Council which will enable a larger event to be created in 2024.

Nina Shields suggested that Ledbury Library Group may sponsor Red Earth Arts and the Readathon for 2024, although this would have to be put to the managing committee,

Griff Holliday reminded members that the Heritage Centre would be re-opening for the start of their season so they would be available as a venue.

RESOLVED

That the information provided be received and noted.

36. CHRISTMAS LIGHTS SWITCH-ON EVENT

Members enquired as to whether this event would make use of the new Town Square should it be available. The Clerk informed members that she was unsure when this project would be completed, but that if it were completed in time the this space would be utilised.

Members enquired as to whether the market was open to all charity stalls, they were informed that all local charities are welcome to request a stall.

Members agreed that a colouring book and some crayons or pencils would make a good gift from Santa in the Grotto.

Members discussed the cost of the Santa Dash, with the outgoings currently set at £4.99 it was felt that the cost should be £6.00 and that donation buckets should be available in order that monies can be collected for the Charities selected.

Members enquired as to whether a famous face could be booked to switch the lights on. Officers informed members that this had been explored, however the budget is limited and therefore unlikely that there would be sufficient funding for this.

There was a short discussion regarding the use of the Bye Street toilets during events. The Clerk informed members that whilst Ledbury Town Council are working with Love Ledbury to get these toilets opened there are a few reasons why they are not in use. Love Ledbury is open to the toilets being used for events; the Clerk can liaise to arrange for the toilets to be opened if notice of requirement is given.

RECOMMENDATIONS

- 1. That a Santa's Grotto be held in the Jacobean Room and that the gift in 2023 should be a colouring book and pencils/crayons.**
- 2. That members approve the hiring of the band "Mirror Ball" to play at the event at a cost of £840.**
- 3. That members approve the hire of a generator from Ashley Rogers subject to a competitive cost being received.**
- 4. That members approve the Santa Dash portion of the event with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be available, cost to be decided.**
- 5. That the Clerk be authorised to write to local businesses to request funding towards the gifts for struggling families.**
- 6. That members approve the hiring of St Katherine's Hall to be used as the craft space.**

7. That the date for the 2024 Christmas Lights Switch On Event is set as Sunday, 24 November.

37. Ledbury Carnival

Janet Meredith gave a verbal report which informed members that the sum of £7,500 had been donated to Ledbury Carnival by Clive Hutchins, the original Carnival organiser, and that further sums have been received from anonymous donors.

The Carnival Committee is still attempting to cut costs where possible, this involves, amongst other measures, producing a lower quality programme and not offering cash prizes in 2023.

RESOLVED

That members received and noted the report.

38. May Bank Holiday Event 2024

Members considered what type of event should be allocated to this calendar spot. It was felt that it was close to Community Day. It was noted that whilst Community Day is very much about what community groups there are for the older generation there is no day to celebrate the youth groups in the town and it was felt that this event could be used to promote youth and youth groups in Ledbury.

Members agreed that traditional British village games, such as tug of war and welly wanging, were excellent ideas as was the "Village Fete" type of event which had been suggested by Officers.

It was suggested that there should be some elements which were not about competition in order for it to be enjoyable for all residents.

Members agreed that this should take place on Whit Sunday in 2024.

RECOMMENDATION

That a recommendation be submitted to the Environment & Leisure Committee that the Council hold an event on Whit Sunday 2024 which would take the form of a Village Fete and that it be aimed at the youth of Ledbury.

39. STRÖMSTAD

No members of the Stromstad Twinning Society were present at this meeting to give an update.

40. POETRY FESTIVAL

Hannah Bengough-Sutton from Ledbury Poetry Festival informed the members that Ledbury Poetry Festival 2023 had been viewed as successful. The festival had scaled down for 2023 which allowed for higher quality events. Hannah stated that any feedback for the festival would be gratefully received.

RESOLVED

That the information provided by Hannah Bengough-Sutton be received and noted.

41. CALENDAR OF EVENTS/WEBSITE

Members discussed that at the previous meeting it was agreed that the format of the Calendar of events would be updated to include a budget column, thus allowing members to have more awareness of the sums which had been spent and where.

It was also discussed that this calendar should be colour coded to show the different categories of events, such as Council run events, community events, Mayors events and Civic events and that it should be a rolling 12/18-month calendar. .

The Clerk agreed that the Calendar should be reviewed and that she and the CDO would undertake this with a view to creating an events page on the website once the amended calendar was approved by the committee.

It was also agreed that the Food Bank being open was not in itself an event and that the opening days should be recorded outside of the calendar rather than as a recurring event.

RESOLVED

That the Town Clerk and Community Development Officer would update the Calendar of Events to include colour coding and all relevant events which take place in Ledbury.

42. DATE OF NEXT MEETING

RESOLVED

That the date of the next Events Working Party meeting would be on Wednesday, 6 September 2023, at 10.00am, at Ledbury Funeral Services, Bye Street, Ledbury.

The meeting ended at 11.45am.

Signed Date
(Chair)