



LEDBURY TOWN COUNCIL



31 May 2024

To: All Councillors

Non-Councillors: Al Braithwaite, Hannah Bengough-Sutton, Catriona Cole, Heather Coppock, Chloe Garner, Griff Holliday, Hilary Jones, Lynette Loader, Janet Meredith, Susie McKechnie, Nina Shields & Christine Tustin

Dear Member

You are invited to attend a meeting of the **Events Working Party on Thursday, 6 June 2024 at 10.00am at Ledbury Town Council Offices, Ledbury**, for the purpose of transacting the business below.

Yours faithfully

PP Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018.

A G E N D A

- 1 Apologies for absence**
- 2 Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011)

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

- 3 Election of non-council members to the Events Working Party
- 4 To approve and sign the minutes of a meeting of the Events Working Party held on Thursday, 4 April 2024 (Pages 167 - 170)
- 5 Community Day 2024 (Verbal)
- 6 Celebration Day Event (Verbal)
- 7 Great Big Green Week 2024 ("GBGW") (Pages 171 - 173)
- 8 St Katherine's Square Events (Page 175)
- 9 Christmas Lights Event - Update (Verbal)
- 10 Schedule of Committee Meeting Dates (Page 177)
- 11 Calendar of Events/Website (Pages 179 - 180)
- 12 Date of Next Meeting

The date of the next Events Working Party meeting to be held on Thursday, 1 August 2024 at 10.00am, at Ledbury Funeralcare, Bye Street, Ledbury.

Future dates to note:

Thursday, 3 October	Ledbury Funeralcare
Thursday, 5 December	Ledbury Town Council

Distribution: - Full agenda reports to all Councillors

Non-Councillors: Al Braithwaite, Hannah Bengough-Sutton, Catriona Cole, Heather Coppock, Chloe Garner, Griff Holliday, Hilary Jones, Lynette Loader, Janet Meredith, Susie McKechnie, Nina Shields & Christine Tustin

Plus file copy

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 4 APRIL 2024

PRESENT: Councillors: Morris, Furlonger
Non-Councillors – Al Braithwaite, Griff Holliday, Gillian Chowns; Heather Coppock

ALSO PRESENT:
Olivia Trueman, Community Development Officer (CDO).

105. APOLOGIES FOR ABSENCE

Nina Shields

106. DECLARATIONS OF INTEREST

None.

107. TO ELECT NON-COUNCIL MEMBERS

None.

108. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 1 FEBRUARY 2024.

Agreed with no amendments.

RECOMMENDED:

**That the minutes of the meeting of the Events Working Party held on
1 February 2024 be approved.**

Agreed - Proposed by Councillor Furlonger; Seconded by Griff Holliday.

109. WORLD BOOK DAY - 9 MARCH 2024 (overall budget £4,000)

The CDO presented a feedback report following the World Book Day Event. It was noted that event was very successful and the CDO was complimented by the Working Party on her hard work and the delivery of the event.

The report provided a comprehensive picture of the event and a list of lessons learnt with further discussions on:

- a) Enhanced signage, that could be used for other events
- b) Provision of QR code to generate maps of the different venues

- c) Traders are able to also track where people have come from, as additional information to that obtained from the car parking team at Herefordshire Council.
- d) The Readathon, though successful, the location was affected by both the weather and the surrounding noise. An alternative venue would be appropriate for next year.

The Group discussed whether the name of the event should be changed to facilitate more activities relating to world book day. If the name was to remain, then the World Book Day Charity who has national responsibility for the events would expect Ledbury to comply with their conditions.

RESOLVED:

- 5a. That consideration be given to running an event in 2025. To inform a decision about the name of the event, the CDO to bring the registration conditions from the World Book Charity to the next Events Working Party.**
- 5b. That the Chairman of the Group submit to Finance & General Purposes Committee a request for a £4,000 budget for the World Book Day event for 2025.**

110. LEDBURY COMMUNITY DAY - 8 JUNE 2024

Griff Holliday provided an update on progress. Requests for stands were coming in with time still to submit request. The Carnival have requested a bigger stand to celebrate their 50-year anniversary.

It was suggested that Ledbury Primary School might want a stand. The John Masefield Project might want to be involved.

RESOLVED:

- 6a. The CDO contact the Headteacher at Ledbury Primary School to discuss whether a stand is required.**
- 6b. The chairman to identify if the John Masefield project would require a stand.**

111. LEDBURY CELEBRATION - 7 JUNE 2024

The report regarding the partnership between Ledbury Town Council, Ledbury Food Group and Ledbury Poetry to create an integrated event was noted.

The event will be held in the town square and Griff Holliday has approval from the Car Parking team at Herefordshire Council to use the space.

112. GREAT BIG GREEN WEEK (“GBGW”) 8 – 16 JUNE 2024

The steering group meet recently and identified a number of potential projects. The CDO presented a report containing a number of potential events that could happen during the week.

It was noted that there seemed to be a number of differences from the items discussed at the steering group. It was noted that the programme circulated for this item were for consideration as potential priorities for the town council to ensure that capacity to deliver was not compromised.

The idea of a photo competition was well received, and a more detailed plan should be developed.

It was noted that “Wild Play” seemed to be absent from the programme and that clarity about the inclusion of the event to be checked with Nina Shields. Members of the Working Party were asked to give feedback to the CDO regarding the programme.

RESOLVED:

8a. The CDO and Stephen Furlonger to work up details about the photo competition.

8b. The CDO to check on the position of “Wild Play”.

8c. Members of the group to give feedback to the CDO regarding the programme and the priorities to be agreed by LTC to ensure that the event can be delivered.

113. CHRISTMAS LIGHTS EVENT

Consideration was being given to bringing in professional support (through a tender process) to arrange the market, allowing LTC to focus on the events. The theme could Polar Express.

The CDO will be discussing the event with the Traders.

114. SCHEDULE OF COMMITTEE MEETINGS

The schedule was noted.

115. CALENDER OF EVENTS & WEBSITE

The schedule was noted.

It was noted that a report on the Great Big Green Week should be presented to Planning, Economy and Tourism on 2 May 2024, as there was no Events Working Party meeting until early June and this would not provide sufficient

time for any decisions to be taken by the Council about the event, should it be required.

It was noted that there would an Auction hosted at Hellens and run by the Refugee Action Group on 28 April. This was to be added to the events calendar.

It was noted that the funding of the on-line events calendar had been approved and that it was anticipated to go live in June 2024.

RESOLVED:

10a. A report on the GBGW to be presented to the Planning, Economy & Tourism Committee on 2 May 2024.

116. DATE OF NEXT MEETING:

6 June 2024 at Ledbury Town Council Offices.

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	6 JUNE 2024	AGENDA ITEM: 7
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Report prepared by Olivia Trueman, Community Engagement Officer (CEO)

GREAT BIG GREEN WEEK

Purpose of Report

The purpose of this report is to update Members of the Events Working Party on the progress of the Great Big Green Week.

Detailed Information

The attached document is a poster that has been widely advertised around Ledbury and prominently featured on the Town Council's social media accounts. It includes information about not only the Town Council's events but also highlights activities organised by various community groups. These include Ledbury Community Day and a Wild Play session at the Master's House, which has been sponsored by the Ledbury Library Development Group.

A budget of £800 was allocated from the Climate Change Budget. As detailed below, £696 has been spent so far.

Willow weaving workshop	£300
Partnership with Ledbury Places (Movie Night in the Heritage Centre)	£96
Photography Contest (Prize for the winner)	£300
Total	£696

Additional costs will be incurred for this event. These include the expenses for printing photos for the Photography Exhibition on Saturday, 8 June 2024, and the purchase of light refreshments to be served after the community litter pick.

RECOMMENDATION:

That Members of the Events Working Party receive and note the above information.

Ledbury's GREEN WEEK



Ledbury Community Day

Saturday 8 June 10:00am - 2:00pm

In and around Ledbury

A fantastic opportunity for local groups to show what they do and encourage participation from residents and visitors. A celebration of Ledbury and District's excellence.

More information can be found here:

<https://www.ledburycommunityday.org.uk/>

Wild Play Workshop

Saturday 8 June 10:30am - 12:30pm

Master's House HR8 1EA

As part of this year's Great Big Green Week, we are excited to welcome WildPlay back to Ledbury Library!

Enjoy FREE drop in crafts and get creative with nature. There will also be opportunity to learn all about Herefordshire Wildlife Trust. Suitable for all ages and no booking required. This event is sponsored by Ledbury Library Development Group

Photography Exhibition

Saturday 8 June 10:00am - 2:00pm

Ledbury Methodist Church HR8 2AA

Enjoy a wonderful opportunity to view a display of photos taken by local residents in Ledbury on the theme of sustainability. Browse the collection and enjoy free teas and coffees.

Ledbury's Litterpick

Sunday 9 June 2024 12:00 onwards

in and around Ledbury

Join us for a big tidy up of the Town and surrounding areas. Tea, coffee and cake will be available for all volunteers afterwards. Meet under the Market House at 12:00 to collect bags and litter picking equipment. Please contact admin@ledburytowncouncil.gov.uk to register interest.

The National Food Conversation

Monday 10 June 2024 7:00pm onwards

Burgage Hall HR8 1DW

Learn from local food producers what challenges face them in growing and harvesting our food. Learn what concerns your neighbours locally and people in other parts of the country.

Be at the start of Herefordshire's Food Conversation, part of a national campaign to find ways to overcome shortfalls in current food production and supply chains, and how you can help. To tempt you we'll have some local food and drink tastings from 7pm, with the main event featuring videos and speakers from 7.30pm.

It's a **FREE** event - donations to Ledbury Food Group will be appreciated

**THE GREAT
BIG GREEN
WEEK** 

Mayors Sustainable Coffee Morning

Wednesday 12 June
10:30am-12noon

**St
Katherines
Hall
HR8 1DZ**

You're invited to join the Mayor of Ledbury, Councillor Stephen Chowns, for a Sustainable Coffee Morning! This year's Great Big Green Week theme is "Let's Swap Together for Good." Please feel free to bring along cakes or biscuits to share as we come together to celebrate sustainability and community.

Movie Night

Thursday 13 June 18:30pm
onwards

**Heritage
Centre
HR8 1DN**

Ledbury Places is hosting a film evening showing the thought-provoking film RIVER.

The documentary film explores through narrative by Willem Defoe and music by several artists, including Radiohead, the role man has played in harnessing the power of rivers across the world. Rivers have shaped us but have human projects overwhelmed the world's rivers?

The documentary explores the majestic yet fragile rivers on our planet. Watch the trailer and then come and join us to hear the whole story.

https://www.imdb.com/title/tt14222534/?ref=ext_shr_lnk

**£5 per
person**

Our film evening will be on THURSDAY 13TH JUNE from 18:30 for light refreshments, with the film commencing at 19:00 at The Upper Floor of The Old Grammar School, Church Lane, Ledbury. **Tickets are £5.00 and available from The Courtyard.**

Willow Weaving Workshop

Saturday 15 June 9:30-4:30

**The Market
House
HR8 1DS**

Join us for a creative Willow Workshop with local artist Helen Munday! Explore the art of willow weaving through engaging sessions for both kids and adults. Here's the outline of the day's activities:

9:30-10:30 AM - Kids Session: Birdfeeders
10:45 AM-12:45 PM- Adults Session: Willow Platters
1:45-2:45 PM - Kids Session: Stars and Wands
3:00-4:30 PM - Adults Session: Birdfeeders

**£5 per
adult**

**FREE
for kids**

Each session is limited to 8 participants, so be sure to reserve your spot early.

call 01531 632306 or email admin@ledburytowncouncil.gov.uk
£5 per adult and free for kids!

**THE GREAT
BIG GREEN
WEEK**



Let's swap together for good

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	6 JUNE 2024	AGENDA ITEM: 8
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Report prepared by Olivia Trueman, Community Engagement Officer (CEO)

ST KATHERINES SQUARE EVENTS

Purpose of Report

The purpose of this report is to request that members consider and propose events that they would like to host in St. Katherines Square. This will enable the CEO to make the necessary bookings and arrangements, subject to receiving prior approval from the Environment and Leisure Committee.

Detailed Information

The Council have been advised that if organisations, including Ledbury Town Council, would like to use the Square at St Katherines, they would need to use the booking form on the website.

Members will note that Officers at LTC are currently in discussions with Herefordshire Council regarding obtaining a license to manage the Square. However, this process has not yet been finalised. In the interim, if the Council wishes to hold events in the Square, they must proceed by making bookings accordingly.

RECOMMENDATION:

That Members of the Events Working Party consider what LTC events should be held on the new Square at St Katherines, noting that a recommendation will need to be submitted to the Environment and Leisure committee for consideration and approval.

**LEDBURY TOWN COUNCIL
SCHEDULE OF MEETINGS 2024/2025**

May 2024	2 Environment & Leisure	9 – Annual Council Meeting	16 – Planning, Economy & Tourism	23 Finance, Policy & General Purposes	30
June	6 Full Council (A)	13	20 Planning, Economy & Tourism	27	
July	4 Resources Committee	11 Environment & Leisure	18 Planning, Economy & Tourism	25 Finance, Policy & General Purposes	
August	1 Full Council	8	15 Planning, Economy & Tourism	22	29
September	5 Resources Committee	12 Environment & Leisure	19 Planning, Economy & Tourism	26 Finance, Policy & General Purposes	
October	3 Full Council	10	17 Planning, Economy & Tourism	24	31
November	7 Resources Committee	14 Environment & Leisure	21 Planning, Economy & Tourism	28 Finance, Policy & General Purposes	
December	5 Full Council (B)	12	19 Planning, Economy & Tourism	26 BH	
January 2025	2	9 Environment & Leisure	16 Planning, Economy & Tourism	23 Finance, Policy & General Purposes	30
February	6 Full Council	13	20 Planning, Economy & Tourism	27	
March	6	13 Environment & Leisure	20 Planning, Economy & Tourism	27 Finance, Policy & General Purposes	
April	3 Full Council	10	17 Planning, Economy & Tourism	24 Annual Parish Meeting	
May	1 Full Council	8 Annual Council Meeting	15 Planning, Economy & Tourism	22 Finance, Policy & General Purposes	29

(A) – Meeting to accept Internal Audit

(B) – Meeting to set annual budget and precept

(BH) – Bank Holiday

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	6 JUNE 2024	AGENDA ITEM: 11
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Report prepared by Olivia Trueman, Community Engagement Officer (CEO)

CALENDAR OF EVENTS/WEBSITE

Purpose of Report

The purpose of this report is to update Members of the Events Working Party on the progress of the electronic events calendar.

Detailed Information

Members will recall that a recommendation was previously submitted and approved by the Environment and Leisure Committee to create an events calendar on the Town Council website.

The CEO and Clerk are collaborating with the website provider, Advancy's, to create the calendar. While it was initially aimed to have it ready for Community Day on Saturday, 8 June 2024, there may be a slight delay. Nonetheless, the Town Council will still promote the upcoming calendar at Community Day.

RECOMMENDATION:

That Members of the Events Working Party receive and note the above information.

Events Calendar 2023 -2024

	Ledbury Town Council Events							
	Community Events / outside events / Holidays							
	Mayors Events							
2024								
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Jun-24	John Masefields Birthday	Saturday 1 June 2024						
	D-Day - 80th Anniversary	Sunday 2 June 2024	10.00am	St Michael & All Angels Church	RBL			
	Community Day	Saturday 8 June	10:00am - 2:00pm	In and around Ledbury	Ledbury Communtiy Group			
	Great Big Green Week	Saturday 8 June -Sunday 16 June 2024	TBC		Ledbury Town Council	https://www.ledburytowncouncil.gov.uk/en-gb/blog/information-/great-big-green-week		
	Poetry Festival	28 June - 7 July 2024	TBC	In and around Ledbury	Ledbury Poetry	https://ledburypoetry.org.uk/home/ledbury-poetry-festival/	N/A	
	Father's Day	Sunday 16 June 2024	N/A	N/A	N/A	N/A	N/A	N/A
	Armed Forces Day & Raising the Flag	Saturday 29 June 2024	TBC	Town Centre	Ledbury Town Council			
Jul-24	Poetry Festival	28 June - 7 July 2024		In and around Ledbury	Ledbury Poetry	https://ledburypoetry.org.uk/home/ledbury-poetry-festival/	N/A	
	Ledbury Celebration	Sunday 7 July 2024	TBC	In and around Ledbury	Ledbury Food Group & Ledbury Poetry		N/A	
Aug-24	Ledbury Carnival	Monday, 26 August 24						
Sep-24	Heritage Open Days	6th -15th September	TBC		Ledbury Town Council	https://www.heritageopendays.org.uk/		
Oct-24	Funfair	Monday7 October & Tuesday 8 October 2024	5:00pm onwards	Ledbury High Street				
	Halloween	Thursday 31 October 2024						
Nov-24	Remembrance Parade / Sunday Service	Sunday 10 November 2024	11:00 onwards	War Memorial	Ledbury Town Council			
	Remembrance Day	Monday 11 November 2024	11:00am	War Memorial	Ledbury Town Council			
	Christmas Switch on Event	Sunday 24 November 2024	TBC	In and around town	Ledbury Town Council			
Dec-24	Late Night Shopping	Friday 6 December 2024	5:00pm onwards	Ledbury Town Centre	Traders Association			