



# LEDBURY TOWN COUNCIL

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15 November 2021

To: Councillors Howells, Knight (Chair), Manns & Morris  
Non-Councillors: Lynette Loader, Griff Holliday

Dear Member

You are invited to attend a meeting of the **Events Working Party on Friday, 19 November 2021 at 10.00am at Ledbury Funeralcare, Hawcutt House, Bye Street, Ledbury**, for the purpose of transacting the business below.

Yours faithfully



Angela Price  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

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## 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.**

**4. To approve and sign the minutes of a meeting of the Events Working Party held on Wednesday, 3 November 2021. (Pages 4 - 7)**

**5. Terms of Reference (Pages 8 – 11)**

6. **Christmas Lights Switch-on event** (Verbal)
7. **2022 Jubilee Events – Ledbury Community Day**
8. **Date of Next Meeting**

The date of the next Events Working Party meeting will be held on Thursday, 9 December 2021 at Ledbury Funeralcare, Hawcutt House, Bye Street, Ledbury.

## LEDBURY TOWN COUNCIL

### MINUTES OF THE EVENT'S WORKING PARTY HELD AT 10.00AM ON WEDNESDAY, 3 NOVEMBER 2021 IN LEDBURY TOWN COUNCIL OFFICES

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**PRESENT:** Councillors Howells, Knight (Chair) & Manns

**ALSO PRESENT:** Julia Lawrence – Deputy Clerk / Minute Taker  
Lynette Loader – Ledbury Funeralcare  
Griff Holliday – Ledbury Food Group

#### **E8 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Hilary Jones.

#### **E9 DECLARATIONS OF INTEREST**

None received.

#### **E10 ELECTION OF NON-COUNCIL MEMBERS**

Lynette Loader and Griff Holliday were both elected on to the Events Working Party.

#### **E11 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 6 OCTOBER 2021.**

##### **RESOLVED:**

**That the minutes of the Events Working Party be approved and signed as a correct record.**

Cllr Manns joined the meeting at 10.10am.

#### **E12 CHRISTMAS LIGHTS SWITCH-ON EVENT**

The Deputy Clerk reported that there will be no road closure for this event. Instead, the space allocated to market traders next to the Market House will be barriered off for pedestrians to watch the Christmas lights switch-on event at 6.00pm on Saturday, 4 December 2021. The Christmas tree will be situated on the corner of Market House, as has been the case in prior years.

To celebrate the switch-on event, the Deputy Clerk reported that a letter would be sent to every trader within Ledbury Town Centre this week inviting them to participate in the event by offering them space for a trade stall from 8.30am until 6.30pm on 4 December for a small charge. The letter would be offering

traders a choice of venues to include St Katherines Hall, St Katherines Walk, St Katherines Car Park as well as under the Market House (up until 4.00pm for the Market House) and possibly a section of the High Street, subject to gaining permission from Herefordshire Council.

From 4.00pm the Market House will be barriered off to make way for the brass band and choir who will be performing under the Market House from approximately 5.00pm until 6.00pm.

Once the list of traders is confirmed, LTC will publish this on its website and other social media platforms as well as the Ledbury Reporter. As part of that media coverage, for everyone's safety, LTC will ask those attending to ensure they have no Covid-19 symptoms and encourage people to take lateral flow tests before coming to the market and wear masks.

The Mayor, accompanied by the Carnival Princesses, will assemble at LTC Offices at 5.30pm before walking towards the switch-on point for 6.00pm, Cllr Manns requested that all LTC Councillors are encouraged to attend the event as there had been minimal support in past years.

Lynette Loader offered to make teas/coffee at the rear of Ledbury Funeralcare which backs on to St Katherines Car Park.

Cllr Knight confirmed that Father Christmas would be in Royal Hall between 10.00am and 6.00pm.

After this event, it is hoped that new and existing traders will want to continue having market stalls in Ledbury on a Tuesday and/or Saturday.

#### **RECOMMENDATION:**

**All LTC Councillors will be requested to attend the event and help where required.**

- E13** Griff Holiday gave notice of his request to reserve Saturday, 4 June 2022 for Ledbury Community Day, between 10.00am and 2.00pm, as part of the Jubilee celebrations. It was agreed that this would be addressed further at the meeting in December in order that provisional bookings could be made.

#### **RESOLVED:**

**That the Queens Jubilee events are to be discussed in more detail at a further meeting of the Events Working Party in December 2021.**

#### **E14 DATE OF NEXT MEETING**

It was noted that the next meeting of the Events Committee was scheduled for Friday, 19 November 2021 at 10.00 am, to be held at Ledbury Funeralcare, Hawcutt House, Bye Street.

The meeting ended at 11:15am.

Signed ..... Dated .....  
(Chair)

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## LEDBURY TOWN COUNCIL

<b>EVENTS WORKING PARTY</b>	<b>19 NOVEMBER 2021</b>	<b>AGENDA ITEM: 5</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### TERMS OF REFERENCE

#### Purpose of Report

The purpose of this report is to advise Members of the Events Working Party that the Terms of Reference require amendment.

#### Detailed Information

On reviewing the Terms of Reference that were put before the Events Working Party on 6 October 2021, there appears to be an omission as no reference has been made to the meeting being quorate.

Therefore, the following wording has been added to the Terms of Reference:

*“To enable the Working Party to meet its quorate requirements, there MUST be three members of the Working Party present, regardless of whether they are councillors or non-councillor members of the Working Party. However, there MUST be at least one councillor present for the meeting to proceed”.*

#### Recommendation

Members of the Events Working Party are requested to receive and approve the revised wording in the Terms of Reference.





## LEDBURY TOWN COUNCIL

### TERMS OF REFERENCE

#### EVENTS COMMITTEE

#### 1. Purpose

The purpose of the Events Committee is to:

- a) Promote events which will encourage local residents and businesses of Ledbury Town to participate in.
- b) Take overall responsibility for the organisation and running of such events with assistance provided by local organisations.
- c) To consider recommendations from Standing Committees in relation to Council events and provide recommendations on the type and content of events.
- d) To promote events. The Committee would like to increase the number of visitors to Ledbury, thereby boosting the local economy and potentially encouraging inward investment.

#### 2. Quorum

To enable the Working Party to meet its quorate requirements, there **MUST** be three members of the Working Party present, regardless of whether they are Councillors or non councillor members of the Working Party. However, there **MUST** be at least one Councillor present for the meeting to proceed.

#### 3. Membership

Members of the Events Committee can be appointed at any time during the Municipal year and will consist of Town Councillors, members of relevant local groups/organisations and members of the public.

The Membership will be made up of Councillors, stakeholders and representatives of local community groups.

#### 4. Chairman

A Chairman will be appointed annually, at the first meeting of the Committee Meeting.

The Chairman will be the main point of contact for the Town Clerk.

The Town Clerk will ensure minutes are taken from the meeting ensuring the capture of any actions proposed. This report will be submitted to the next meeting of the Environment and Leisure Committee for consideration.

## **5. Powers**

Committees cannot make decisions on behalf of the Town Council. Any recommendations made by this group will be subject to approval by the Environment and Leisure Committee, Finance Committee and/or Council. This group has no budgetary powers.

The Council's Standing Orders apply to all meetings of the Committee.

## **6. Responsibilities and Areas of Operation**

- To ensure that all risk assessments, insurance, licences, and other legal conditions are met and presented to the Council via the Clerk.
- To obtain a minimum of three quotes in respect of the provision of Council run events, to be approved by the Environment and Leisure Committee, Finance Committee and/or Council.
- To book buildings or outdoor areas for events if needed.
- To book activities or entertainment.
- To liaise with the local traders.
- To liaise with stakeholders and other interested parties via the Committee meetings prior to the event.
- To recommend marketing materials for the event.

The Committee will keep the Council fully informed, providing reports to the Environment and Leisure Committee meetings and ensuring that copies of all relevant documentation are made available for inspection by Council members.

## **7. Review of Terms of Reference**

These Terms of Reference will be approved by Council at its annual meetings, and received and noted at the first meeting of the Environment and Leisure committee each municipal year.

If when receiving and noting the Terms of Reference, the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.