

## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON TUESDAY, 1 JULY 2025

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**PRESENT:** Councillors: Chowns, Harvey & Morris,  
Non-Councillors: Al Braithwaite (Chair), Lizzie Gissane, Griff Holliday,  
and Nina Shields.

**ALSO PRESENT:**

Julia Lawrence (Deputy Town Clerk)  
Olivia Trueman (Community Engagement Officer)

**1 ELECTION OF CHAIR FOR MUNICIPAL YEAR 2025/26**

Councillor Morris nominated Al Braithwaite, and the nomination was seconded by Councillor Chowns.

A discussion took place as to who would take the minutes of the meeting. As no one volunteered, it was agreed that Council staff would produce the minutes after the meeting using a recording.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Sonia Bowen and Lyn Loader.

**3 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE  
EVENTS WORKING PARTY HELD ON 3 JUNE 2025**

The Community Engagement Officer ("CEO") informed members that the event calendar on the Town Council website is now functioning correctly, following previous technical issues. The CEO explained that, after speaking with the website provider, it was discovered that there is a character limit for the event summary field. If users exceed this limit when submitting an event, the system automatically rejects the entry.

The CEO has asked the website provider to clearly display the maximum number of characters allowed in the summary field to help users avoid this issue in future.

**RESOLVED:**

**The minutes of the meeting held on 3 June 2025 were approved and signed as a correct record.**



#### **4 VOLUNTEER DATABASE**

The CEO informed Members that she would be meeting with Aimee Williams from Talk Community to discuss the possibility of developing a volunteer database, similar to the one launched by Herefordshire Council during the COVID-19 pandemic and lockdown.

The Deputy Clerk informed Members that she had spoken with Nic Sims about the possibility of sharing a volunteer database. However, it was noted that the Community Hub uses its own system and coding, which is incompatible with the Council's system.

#### **5 HERITAGE OPEN DAYS 2025**

The CEO provided an update on the Heritage Open Days progress. She advised members that all of the workshops and events that the Council were promoting were uploaded onto the HODs website, as well as the Town Council events calendar. She advised members that she is currently working on the programme, and working with the Masefield Matters team.

Councillor Morris requested that the bunting for Heritage Open Days be erected one week prior to the Ledbury Carnival, on or around Monday, August 18, 2025. The aim is to help promote the Heritage Open Days event to visitors attending the Carnival.

The bunting will be displayed along Church Lane and around key participating buildings, including the Market House, the Painted Room and the Almshouses, subject to receiving permission from the Diocese.

It was agreed that the bunting will be taken down on Monday, 22 September 2025.

#### **RESOLVED:**

- 1. That the update on Heritage Open Days be received and noted.**
- 2. That the events programme be updated on the Visit Herefordshire website.**
- 3. That the bunting for Heritage Open Days be erected on Monday, 18 August 2025, and be removed on Monday, 22 September 2025.**

#### **6 ORAL UPDATES ON THE FOLLOWING EVENTS**

##### **6.1 Ledbury Carnival**

No Carnival Representative was present.

##### **6.2 Community Day 2025**



Griff Holiday provided Members with an update on Community Day, distributing newspaper clippings from local coverage, including an article in the *Herefordshire Times*. He expressed his thanks to the CEO for arranging the Whale attraction, and to the Council for supporting the event through funding.

Griff Holiday noted that having a large attraction on the Recreation Ground helped to draw in younger people and families, significantly boosting engagement on the day. It was agreed that a similarly high-profile feature should be included in next year's event to maintain this momentum.

Griff also suggested the idea of introducing a Youth Community Day to run alongside the main Community Day, with the aim of further encouraging use of the Recreation Ground and deepening community involvement across age groups.

### **6.3 Ledbury Celebration**

Griff Holliday provided an update on the progress of the Ledbury Celebration, noting that the event featured a wide range of entertainment and a strong presence of local traders.

### **6.4 Heritage Open Days – 12 to 21 September 2025**

An update was provided in agenda item 5.

#### **RESOLVED:**

**That the verbal updates on events in the town be received and noted**

## **7 EVENTS PROGRAMME**

Members reviewed the events programme and made various suggestions and amendments. It was agreed that the programme would remain a live document, to be included on all future event's agendas.

There was also a discussion regarding whether the Rally would return to the Town this year. Councillor Harvey advised Members that no decision had been made at this time.

#### **RESOLVED:**

**That the update on the events programme be received and noted**

## **8 CLIMATE CONSIDERATION**

The CEO provided Members with an update on her proposal to include a climate consideration on future agenda papers. She explained that, since the Climate Change Working Party had stalled and the Council had previously



made a Climate Emergency Declaration, it would be beneficial to add a reminder at the top of agendas. This would encourage Members to consider the environmental impact of decisions and seek opportunities to incorporate sustainable practices, particularly in relation to events.

Councillor Harvey informed Members that Herefordshire Council has implemented a similar approach to climate considerations and kindly offered to share their wording for Council to review and potentially adopt. It was emphasised that this approach could be applied across all Council agendas, and not just those related to events—ensuring that climate considerations are more consistently integrated into the Council's work.

Members also discussed the Town Council's grant applications and agreed that additional sections could be added to ensure applicants provide information on how they are taking climate-conscious actions. Another discussion focused on the market and how climate considerations could be incorporated there as well. The conversations were positive, and Members agreed that the Council could utilise this approach more widely to strengthen its commitment to addressing climate change.

#### **RECOMMENDATION:**

**That the Town Council agrees to add a climate statement to all agendas and incorporates this approach into other areas of work, including grant applications and market applications. Applicants and participants should be encouraged to demonstrate a conscious effort to address and reduce their impact on climate change.**

#### **9 DATE OF NEXT MEETING**

The date of the next Events Working Party meeting to be held on Tuesday, 19 August 2025 at 11.00am, at Ledbury Town Council Offices.

*AB Grafton*  
*June 12<sup>th</sup>*