



LEDBURY TOWN COUNCIL



31 March 2023

To: Councillors Howells, Manns, Morris (Chair) & Shields
Non-Councillors: Hannah Bengough-Sutton, Catriona Cole, Chloe Garner, Griff Holliday, Hilary Jones, Lynette Loader, Susie McKechnie & Christine Tustin

Dear Member

You are invited to attend a meeting of the **Events Working Party on Wednesday, 5 April 2023 at 10.00am at Ledbury Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business below.

Yours faithfully

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.

AGENDA

- 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 Wednesday, 8 March 2023 (Pages 222 - 227)
- 5 Coronation Event – Monday 8 May 2023 - Update (Pages 228 - 231)
- 6 Coronation Mugs (Pages 232 – 237)
- 7 Community Day Event (Verbal)
- 8 Ledbury Carnival (Verbal)
- 9 Poetry Festival – Update (Verbal)
- 10 Careers Fair (Pages 238 - 239)
- 11 Great Big Green Week (June) (Pages 240 - 241)
- 12 Heritage Open Days - Update (Pages 242 - 243)
- 13 Calendar of Events/Website (Pages 244 - 247)
- 14 Date of Next Meeting

The date of the next Events Working Party meeting to be held on Wednesday, 3 May 2023, at 10.00am, at Ledbury Funeralcare, Hawcutt House, Bye Street, Ledbury.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 8 MARCH 2023

PRESENT: Councillors Morris (Chairman) and Shields
Non-Councillors: Griff Holiday, Lynette Loader,
and Hannah Bengough – Sutton (Poetry House)

ALSO PRESENT: Olivia Trueman - Community Development Officer (CDO)
Charlotte Barltrop - Administrator

E192 APOLOGIES FOR ABSENCE

Apologies for absence were received from Catriona Cole, Christine Tustin and Councillor Howells.

E193 DECLARATIONS OF INTEREST

None received

E194 TO ELECT NON-COUNCIL MEMBERS

RESOLVED:

That Hannah Bengough - Sutton of Ledbury Poetry Festival be voted in as a Member of the Events Working Party.

E195 TO APPROVE AND SIGN THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 8 FEBRUARY 2023

RESOLVED:

That the minutes of the Events Working Party meeting held on 8 February 2023 be approved and signed as a correct record.

E196 WORLD BOOK DAY UPDATE – MARCH 2023

The CDO advised Members that the event had run smoothly, all workshops had been well attended by members of the public and feedback which had been received from attendees, markets traders and local businesses had all been positive. It was also noted that over 80 businesses had taken part in the golden ticket trail and that the feedback was very positive.

Lynette Loader informed Members that the Face painting, held at the Coop Funeralcare offices, had been a huge success with more than 50 faces painted. However, there had been an incident with a member of the public being verbally abusive when told that the queue had closed due to time

constraints. It was suggested that a booking system be brought in for next year's event to avoid any disappointment and therefore conflict.

Busy Bees reported that they were well attended and that 50% of the children attending the play sessions were new to them. They felt that it had been highly successful.

Members discussed whether Ledbury World Book Day should become an annual event due to its success over the past two years. It was also suggested that planning for the event should commence immediately after the Poetry Festival in July, in order to create a larger event with the same level of success.

Councillor Shields asked that a special thanks to the Officers be minuted, for all the hard work put into organising Ledbury World Book Day.

RECOMMENDATION:

That a recommendation be sent to the Environment and Leisure Committee to agree to Ledbury World Book Day becoming an annual event, run by the Council, noting that planning for next year's event starts in July 2023.

E197 CHRISTMAS LIGHTS SWITCH ON EVENT – 2023

The Administrator updated the meeting on the current status of the plans for the Christmas Lights Switch On event 2023.

Members felt that the road closure should be in place from 11.00am, due to Santa's Grotto being open and the expected increase in footfall in the High Street during this period. Members also suggested that it may take longer than 1 hour to pack down the Market and event area so the road closure should end at 7.30pm.

The Administrator suggested that St Katherine's carpark be utilised as a Food Court and entertainment area for families, which could include a fairground ride for children. It was agreed that the space between the Almshouses and Masters House would be ideal space and would mean that there would still be parking available on the other side. It was noted that due to the lack of lighting in St Katherine's carpark, the Town Council would need to investigate the possibility of hiring a generator to provide lighting. Councillor Morris asked whether one of the local companies could become a sponsor and provide a free generator for the day.

The CDO advised members that she would be asking traders and businesses if they were interested in sponsoring the King's Coronation, and therefore could also include the Christmas Lights event. Members agreed that the businesses should be asked whether they would like to sponsor the Council's major events.

she would contact all eateries in Ledbury to ask whether they would like to open on Monday, 8 May, for the King's Coronation Celebration Event.

The Administrator reminded members that she was asked to gather three quotes for Coronation mugs which would be handed out to the children at Ledbury Primary School. Three quotes were discussed and it was agreed that members would go for quote number 3, which came to the total of £1,700 for 400 mugs. The reasons for this decision were due to the competitive price and that the company was local to Ledbury.

RESOLVED:

- 1. That the CDO contact all eateries in Ledbury to ask whether they would like to open on Monday, 8 May, for the King's Coronation Celebration Event.**

RECOMMENDATION:

- 1. That Members agree to purchase 400 mugs for the King's Coronation, which will be given to children at Ledbury Primary School at the cost of £1,700 including delivery.**

E200 CAREERS FAIR

The CDO provided Members with a report regarding her meeting with the Deputy Head Teacher at John Masefield High School. She advised members that the school usually hold a careers fair and that the school would welcome any help from the Council to continue this event.

Members agreed that careers events are more suited to students at schools as most jobs are now advertised online or through agencies. Based on last year's attendance at the career fair, members agreed to help facilitate John Masefield's student careers advice fair.

RECOMMENDATION:

That Ledbury Town Council help facilitate John Masefield High School Careers event, noting that a date has not been confirmed.

E201 GREAT BIG GREEN WEEK

Councillor Shields suggested that the Council arrange a community litter pick during the Great Big Green Week, and that community groups come together to promote sustainability either under the Market House or in a venue, something similar to COP 26 which the council helped facilitate in 2022.

The CDO suggested utilising the area under the Market House to display boards and hold activities.

Members discussed the entertainer's options, details of which were provided within the report and decided that the favoured order for the entertainers from first choice to last was acrobats, Snow Queen and juggler/stilt walker.

RECOMMENDATIONS:

1. That Officers apply for a road closure for Sunday, 26 November 2023, between the hours of 11.00am and 7.30pm.
2. That the Environment & Leisure Committee consider hiring the acrobats for the Christmas light switch on event at a cost of £1,260 including travel. Noting that the CDO will seek possible sponsorship from businesses.
3. That members ask the Environment & Leisure Committee to consider utilising a proportion of St Katherines Carpark for a 'Food Court' and that the Fun Fair is approached with a view to providing two children's rides to be placed in this area.
3. That Members consider the hire of a generator to allow supply of electricity to food traders, and lighting to the St Katherines Carpark, noting that there will be a service charge to traders.

E198 COMMUNITY DAY EVENT

Griff Holiday informed the meeting that all plans that are currently in place for Community Day 2023 are going well.

Griff asked the members whether Ledbury Town Council would commit to a stand at the event.

RECOMMENDATION:

That Members of the Environment and Leisure Committee agree to Ledbury Town Council having a stand at Ledbury Community Day 2023.

E199 CORONATION EVENT – MONDAY, 8 MAY 2023 – UPDATE

Officers updated members on the current status of the plans for the Coronation Event which is due to take place on Monday, 8 May 2023, which included a community bunting project. The CDO advised members that she was liaising with community groups, members of the public and schools to create sustainable bunting to decorate the town.

The Administrator confirmed that she had booked a local butcher to provide a hog roast and that she is currently liaising with other food vans and traders. Councillor Morris asked that the Administrator confirm how many the Hog Roast would feed and report back to the next meeting. The CDO advised that

RECOMMENDATION:

- 1. That Members of the Environment and Leisure Committee agree to the Council arranging a community litter picking event during the Great Big Green week (10 – 18 June).**
- 2. That Members of the Environment and Leisure Committee agree to the Community Development Officer working with community groups and businesses to encourage them to promote sustainability, similar to COP 26 event in the Poetry House.**

E202 HERITAGE OPEN DAYS

The CDO updated Members on the current status of the plans for Heritage Open Days in 2023, advising that the plans are moving forward, and the event will feature a Medieval Market.

RESOLVED:

That the members received and noted the CDO's report.

E203 CALENDAR OF EVENTS

Members considered whether the format of the calendar of events should be altered. The chair enquired as to whether the date at which each event plan should begin should be noted within the Calendar.

It was felt that this may confuse the calendar somewhat but that a project planning calendar should be produced in which timelines for events are recorded to ensure that the EWP is working to produce quality projects.

RESOLVED:

The members agreed that a second calendar should be produced which reflects project planning start dates.

E204 DATE OF NEXT MEETING

RESOLVED:

The date of the next Events Working Party meeting to be held on Wednesday, 5 April 2023, at 10.00am, at Ledbury Town Council Offices, Church Lane, Ledbury.

The meeting closed at 12:10pm

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Signed

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Date

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	5 APRIL 2023	AGENDA ITEM: 5
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Report prepared by Charlotte Barltrop - Administrator

CORONATION EVENT

Detailed Information

Brochure

During a meeting of officers to discuss the Coronation Event the matter of the preparation of a Coronation Brochure was raised, which was something that the Events Committee had considered at a meeting in February. However, as this event is only now five weeks away and no action has been taken to date to prepare a brochure, the Clerk does not consider there are sufficient staffing resources at this time to produce a brochure.

Live Entertainment

Ledbury Community Choir and Ledbury Brass Band have agreed to provide live entertainment to this event. The timetable is set out below.

Ledbury Morris have been approached with regard performing at the event, as they have advised that they are keen to be involved in events within the area. They are yet to confirm their availability.

After considerable work by the administrator a band has been sourced for the event called "Mirror Ball" who are available to perform at the cost of £840.00 for 2 sets on the day, they will require a deposit of £100 to confirm them. Unfortunately, at this late stage this is the only band that could be identified as available. The Clerk has discussed this with the Chair of the Finance Committee who has advised that if the Events Working Party are inclined to agree this, then he would support this to be funded from the Events Budget within the 2023/24 budget. It should also be borne in mind that some funding has already been received from local business in support of this event, which would reduce the cost to the Council.

Ledbury Town Council has purchased a small PA system, allowing music to be played and announcements to be made on site and this will be managed by staff members.

Games such as Jenga, Connect 4 and quoits are going to be available. Officers are working alongside members of the public to create sustainable traditional games such as:

Tin Can Alley
Wack-a-Mole

Hook-a-duck
Tabletop skittles

There will be no charge to play the games and small prizes of a packet of seeds, to fit with the King's sustainable theme, and a small packet of sweets will be given to winners.

There will be a dog show with 3 categories, waggiest tail, best trick and best dressed. As well as a best crafted crown competition, with 3 age groups of 0-10, 11-16 and Adult. The CDO is sourcing competition prizes from local companies.

Decoration

The CDO has contacted Balfour Beatty regarding the erection of the flags on shops along the High Street/Homend areas. It is also the intention of LTC to decorate the Market House, utilising the bunting which volunteers are making, large rosettes, and the remaining flags.

Ledbury Town Council have purchased flags representing the 55 Commonwealth Countries for this occasion, alongside a special Coronation flag which is to be raised on one of the flagpoles.

Food Vendors

Rachel's Parlour, Sinfully Delicious, Mr Gyros, LDA Meats and Miniyaki's will be in attendance on the day to sell food to the attendees. Whilst Ledbury Town Council is not asking for any rent for the vendors to attend, there will be a charge of £1.50 for each vendor to use the electricity.

Volunteers

Whilst there have been several volunteers come forward so far:

17 members of the public
4 Councillors
5 Members of LTC Staff

With an event of this size, and the inclusion of the road closure, it is important that as many volunteers as possible are present to ensure the safety of attendees.

It is hoped that volunteers can be sourced from the local Scouts and Cadet forces to help with road closures and to supervise the games on the day.

Stage

ABE have promised to sponsor the event by providing a trailer to be used as a stage. Officers have questioned whether a stage is required as the Choir and Brass Band will not be using it and will instead be under the Market House.

Timings

12.00pm	Event Opening by LTC Mayor/Carnival Princesses/Town Crier
12.45pm	Dog Show
1.00pm	National Anthem
1.15pm	Ledbury Community Choir (30 minutes)
2.00pm	Live Band/Background Music
3.00pm	Crown Competition
3.15pm	Brass Band (30 minutes)
4.00pm	Live Band/Background Music (1 hour)

Recommendations

- 1. That Members approve the hiring of the band “Mirror Ball” at a cost of £840, with a deposit of £100 to be paid to secure the booking.**
- 2. That Members decide as to whether the stage is required for this event.**
- 3. That Members agree that a Coronation Brochure will not be produced due to the lack of resources at this time.**

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	5 APRIL 2023	AGENDA ITEM: 6
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Report prepared by Julia Lawrence, Deputy Town Clerk

CORONATION MUGS

Purpose of Report

Following Full Council on 30 March 2023, Members agreed to consider providing a commemorative mug for children not only at Ledbury Primary School but also to now include John Masefield High School. Therefore, the purpose of this report is to update Members of the Events Working Party with revised quotations for approval, if accepted.

Detailed Information

Members will note that following earlier discussions at an initial Task and Finish Group meeting, it had been agreed to provide the children of Ledbury Primary School with a commemorative mug for the King's Coronation. At that time, discussion took place as to whether other schools in the local vicinity should also be included but it was agreed that it should just be Ledbury Primary School. This was subsequently approved at the Extraordinary Committee meeting held on 9 February 2023 to seek quotations from three companies.

However, at Full Council on 30 March 2023, members considered that students at John Masefield High School should also be given a mug. Unfortunately, due to time constraints some of the companies who provided quotes before are unable to produce a much larger quantity and therefore quotations have had to be sought from companies further afield who have the facilities to undertake much larger print runs.

Revised quotes have now been obtained for both Ledbury Primary School and John Masefield High School, which now totals 1,309 mugs (400 for Ledbury Primary School and 909 for John Masefield High School) as follows:

Company	Quantity	Unit Price	Amount (Ex VAT)	Notes
1	1,332	£2.92	£3,889.44	
2	1,320	£1.86	£2,510.20	Includes £55 for set-up.
3	1,320	£2.51	£3,310.56	
4	1,332	£1.91	£2,554.78	See Appendix A
5	1,332	£2.25	£3,102.00	Includes £40 Origination cost and £65 Carriage. See Appendix B

Please note that the quantities shown are based on full boxes of mugs hence why 1,332 mugs are shown in the quotes. Should Members wish to proceed with the amended quotations, then an order will need to be placed immediately to ensure that delivery can be made before the Coronation event, as well as allowing sufficient time to deliver the mugs to the Schools.

Recommendations:

- 1 That Members of the Events Working Party agree to provide commemorative mugs for the students of John Masefield High School in addition to children at Ledbury Primary School.**
- 2 Subject to (1) above, if Members wish to proceed, then Members are asked to select one of the companies in order that an order can be placed immediately.**
- 3 Should Members decide not to include John Masefield High School, then the original proposal already agreed, being to provide mugs for children at Ledbury Primary School, still stands and an order will be placed forthwith. The cost of this quotation was for £1,520.00 plus VAT.**

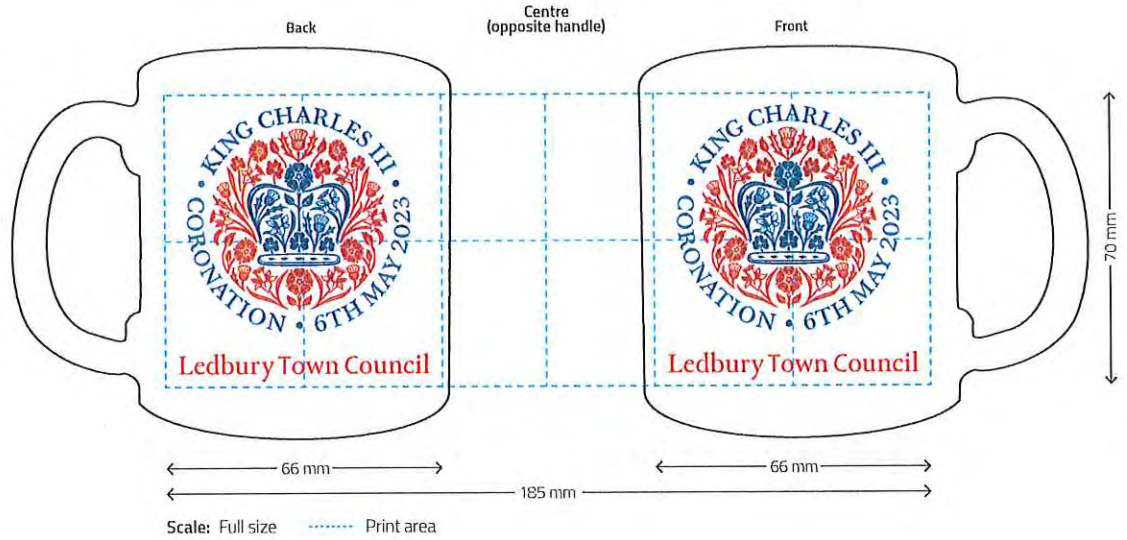
Cambridge Mug

DETAILS

Mug name:	Cambridge Mug
Mug colour:	White
Interior colour:	White
Height:	90mm
Diameter:	80mm
Capacity:	330ml
Weight:	295g

PRINT COLOURS

- 3517 C
- 294 C



3D VISUAL



Our amendments to your artwork.

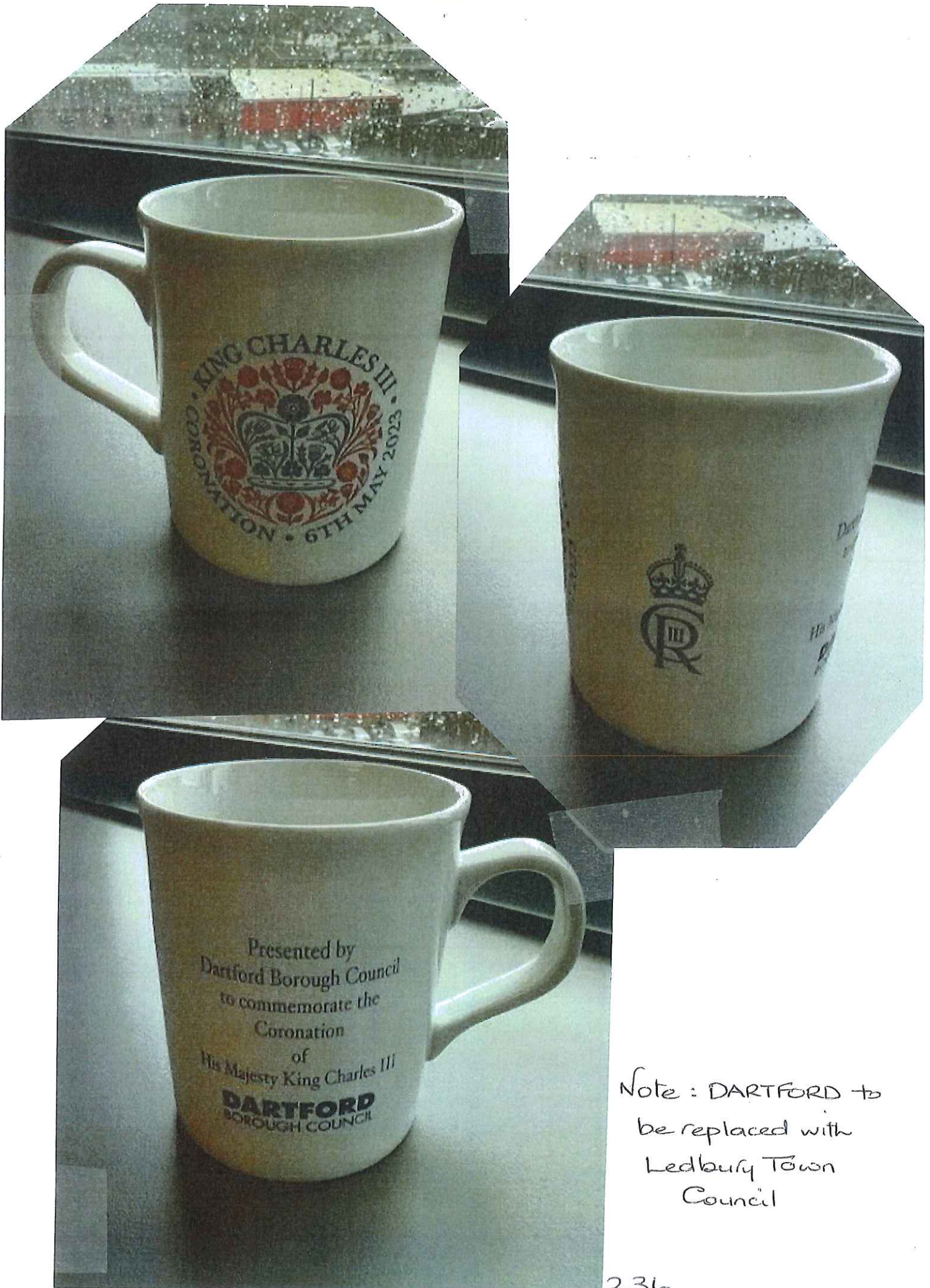
Our concerns on this order.

All colours including print and product is for visual purposes only and should not be regarded as the actual colour of product and print.

Mug colours may vary from batch to batch & may differ from previous orders. By approving this order we accept that you understand these terms.

Please check all information on this document, including layout, fonts, spelling, colours, print size and position.

ITEM NO. 6 - APPENDIX B



Note: DARTFORD to
be replaced with
Ledbury Town
Council

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	5 APRIL 2023	AGENDA ITEM: 10
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Report prepared by Olivia Trueman – Community Development Officer

CAREERS FAIR

Purpose of Report

The purpose of this report is to update Members of the Events Working Party of the possibility of holding a Careers Fair at John Masefield High School.

Detailed Information

The Community Development Officer has contacted Andrew Elliot, the careers lead at John Masefield, to provide dates of future careers / job fairs and how the council could help facilitate.

The Community Development Officer is awaiting a response and will update Members accordingly.

Resolved

That Members of the Events Committee receive and note the update from the Community Development Officer.

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	5 APRIL 2023	AGENDA ITEM: 11
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Report prepared by Olivia Trueman, Community Development Officer

GREAT BIG GREEN WEEK

Purpose of Report

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

Detailed Information

The Great Big Green Week is the UK'S biggest celebration of community action to tackle Climate Change and protect nature. Every year, people come together for the Great Big Green Week to support the need for action to protect the planet. Tens of thousands of people in the country celebrate the community and the everyday actions being taken to stand up to nature and fight climate change.

Great Big Green Week runs from Saturday, 10 June 2023 to Sunday, 18 June 2023.

Proposed Programme of events for the week

The Community Development Officer has pulled together a proposed programme of events for the week, based on ideas from community groups and individuals. Members are asked to make suggestions on the programme below and decide whether the Council have the time and resources.

As the Great Big Green Week does not fall on the school holidays, most of the activities are held over the weekend to ensure that all families can attend.

<u>Date</u>	<u>Activity</u>	<u>Details</u>
Saturday 10 June	Community Day – Great Big Green Week Theme	Promote on social media and the Great Big Green Week website?
Sunday 11 June	Encourage the community to Litter Pick throughout the week	Council to purchase badges for those who take part in the litter picking challenge.
Monday 12 June	<ul style="list-style-type: none">Encourage the community to Litter Pick throughout the week.	

Tuesday 13 June	<ul style="list-style-type: none"> • Mayors Coffee Morning • Encourage the community to Litter Pick throughout the week 	<ul style="list-style-type: none"> • Mayors Sustainable Coffee Morning. Invite other Town and County Council Mayors and the High Sheriff. • Businesses to be invited
Wednesday 14 June	Encourage the community to Litter Pick throughout the week	
Thursday 15 June	Encourage the community to Litter Pick throughout the week	
Friday 16 June	Encourage the community to Litter Pick throughout the week	
Saturday 17 June	<ul style="list-style-type: none"> • Encourage the community to Litter Pick throughout the week • Ledbury Town Council to be involved. 	<ul style="list-style-type: none"> • Last day of the Great Big Green Week. Litter picks in the morning and then meet for breakfast/coffee afterwards. Councillors, staff and businesses to be encouraged to take part in this day.

Resolved

That Members of the Events Working Party agree to the above programme of events.

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	5 APRIL 2023	AGENDA ITEM: 12
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Report prepared by Olivia Trueman, Community Development Officer

HERITAGE OPEN DAYS UPDATE

Purpose of Report

The purpose of this report is to update Members of the Events Working Party on the progress of the Heritage Open Days.

Detailed Information

The Community Development Officer has heard back from the following groups who would like to be involved in the Heritage Open Days. Groups are being encouraged to register their building themselves, once they have decided on times/dates.


<u>Name</u>	<u>Activity</u>	<u>Times and Dates</u>
Heritage Centre	Demonstrations and re-using of materials workshop.	
Burgage Hall	TBC	TBC
Butchers Row Museum	TBC	TBC
Bell Tower	TBC	TBC
Tilley's Printing	Free Tour of the workshop, including the printing area.	Friday 15 September
Masters House	<p>Friends of the Master's House will be running at least one free special Heritage tour. Although it is a free event, tickets are required which can be collected from Ledbury Books and Maps. Donations welcome. For the rest of Heritage week, a self-guided tour will be available for visitors to discover for themselves some of the history of the building.</p> <p>The Masters House will also be hosting, 'The Appointment', the third Master's House play by the LADS theatre company which will run throughout the Heritage Open Days period.</p>	Wednesday 13 September.
St Michaels & all Angels	TBC	TBC

St Katherine's Chapel and Hall	TBC	TBC
New Street Chapel	Cemetery maps and burial books available for members of the public to read	TBC
16 th Century Painted Room & Market House	Free Tours Activities to be confirmed	Friday 15 – Sunday 17 September

The Community Development Officer has also contacted the Sealed Knot to ask whether they would like to be a part of the Heritage Open Days. An update should be available at the Events Working Party on Wednesday, 5 April 2023.


Charter Market

The following advert has been posted on social media and printed in the Town Council Offices. The Community Development Officer has received some interest from traders and will continue to promote.



**TRADERS WANTED
FOR MEDIEVAL
MARKET**

Saturday, 16th September 2023
Please contact cdo@ledburytowncouncil.gov.uk for
more information.



Resolved

That Members of the Events Working Party receive and note the update from the Community Development Officer.

LEDBURY TOWN COUNCIL
CALENDAR OF EVENTS 2023/2024

Month	Event	Date	Time	Venue
		Mondays	9.00am – 6.00pm	Methodist Church
		Tuesdays	9.30am – 4.30pm	Library
			1.30pm – 5.00pm	Catholic Church of the Most Holy Trinity
			9.30am – 4.30pm	Library
		Wednesdays	10.00am – 5.00pm	Pot & Page
			12.00pm – 4.00pm	Ledbury Foodbank
		Thursdays	10.00am – 5.00pm	Ledbury Baptist Church (St Michaels)
			10.00am – 5.00pm	Pot & Page
			9.30am – 4.30pm	Library
		Fridays	10.00am – 5.00pm	Pot & Page
			12.00pm – 4.00pm	Ledbury Foodbank
			9.30am – 4.30pm	Library
		Saturdays	10.00am – 12pm	Ledbury Baptist Church
			10.00am – 5.00pm	Pot & Page
			9.30am – 12.30pm	Library
		Sundays	10.00am – 2.00pm	Pot & Page
				Various Churches open

Month	Event	Date	Time	Venue	Actions
April	Job Fair	TBC			
	Ledbury Food Bank	Every Wednesday & Friday	10.00am- 12.00pm	Homend Trading Estate	
	Mayor's Coffee Morning	Tuesday 4 April 2023	10.30am-12.00noon	LTC/St Katherines	Easter theme
May	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	Coronation Day	Saturday, 6 May 2023			
	Coronation Day Event	Monday, 8 May 2023	12:00pm – 5:00pm	High Street	LTC Officers finalising schedule of the day. CDO delivered letters to businesses in and around the town re Sponsorship.
June	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	John Masefield Birthday	Thursday 1 June 2023			Launch of Memorial Project TBC
	Strömstad Association Smorgasboard Evening	Saturday 3 June 2023	TBC	The Talbot	
	Ledbury Community Day	Saturday 10 June 2023	Griff to confirm	In and around the town.	LTC to send form Griff Holiday
	The Great Big Green Week	10-18 June 2023	TBC	All around the town	CDO prepared a proposed programme of events. CDO to arrange The Big Litter Pick with community groups, traders, and the Council.
	Father's Day	Sunday 18 June 2023			LTC to decorate window at the Town Council office/TTC
	Armed Forces Day & raising the flag	Saturday 24 June 2023			

Month	Event	Date	Time	Venue	Actions
July	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	The Ledbury Celebration	Sunday 9 July 2023*			*Working date – in progress
	Ledbury Poetry Festival	Friday 30 June – Sunday 9 July 2023			
August	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	Carnival	Monday 28 August 2023			
September	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	Herefordshire Art Week (H-Art)	Saturday 2 Sept 2023 – Sunday 10 Sept 2023			
	Heritage Open Days (HODs)	Friday 8 Sept 2023 - Sunday 17 Sept 2023			
	HODs – Ledbury event	Friday 8 Sept 2023 - Sunday 17 Sept 2023	TBC	16 th Century Painted Room, Master's House, New Street Chapel, Heritage Centre, Butchers Row Museum, Burgage Hall, Tilley's Printing, St Michael's of all Angels and The Bell Tower.	LTC to register event. CDO has emailed groups, including the sealed knot. CDO has created an advert for the medieval market. Currently listed online and in the TC office.

Month	Event	Date	Time	Venue	Actions
October	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	Funfair	Mon 9 Oct 2023 – Tues 10 Oct 2023	5.00pm – 10.00pm	High Street, Bye Street, Homend	
November	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	Remembrance Day	Saturday 11 Nov 2023	11.00am	War Memorial	
	Remembrance Parade & Sunday Service	Sunday 12 Nov 2023	11.00am onwards	Ledbury War Memorial/St Michaels	
	Christmas Lights Switch-on Event	Sunday 26 Nov 2023	5.00pm (switch on)	Market House, High Street	Note: activities taking place during the day
December	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	Late Night Christmas shopping	Friday 1 December 2023	TBC		
	Free Car Parking	TBC	TBC		
	Candle Lighting Event	Sunday 17 Dec 2023	10.00am – 4.00pm	Cemetery	
	Christmas Day	Mon 25 Dec 2023			
	Boxing Day	Tues 26 Dec 2023			