



# LEDBURY TOWN COUNCIL



3 March 2023

To: Councillors Howells, Manns, Morris (Chair) & Shields  
Non-Councillors: 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, 8 March 2023 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

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 Wednesday, 8 February 2023 (Pages 222 - 229)
- 5 World Book Day Feedback – March 2023 (Verbal)
- 6 Christmas Lights Switch-on Event 2023 (Pages 230 – 233)
- 7 Coronation Event – Monday 8 May 2023 - Update (Pages 234 - 235)
- 8 Community Day Event (Verbal)
- 9 Jobs Fair (Pages 236 - 237 )
- 10 Great Big Green Week (June) (Verbal)
- 11 Heritage Open Days - Update (Pages 238 - 239)
- 12 Calendar of Events (Pages 240 - 243)
- 13 Date of Next Meeting

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.

## LEDBURY TOWN COUNCIL

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

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**PRESENT:** Councillors Morris (Chairman) and Sinclair  
Non-Councillors: Christine Tustin

**ALSO PRESENT:** Julia Lawrence - Deputy Clerk  
Olivia Trueman - Community Development Officer (CDO)  
Angela Price – Town Clerk

#### **E181 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Catriona Cole, Lyn Loader, Councillors Howells, Shields, and Sims.

#### **E182 DECLARATIONS OF INTEREST**

Councillor Sinclair declared a personal interest in relation to the planning of the Coronation. He explained that he had provided details of a company, owned by a family friend, that could produce mugs for the Ledbury Coronation Celebration.

#### **E183 TO ELECT NON-COUNCIL MEMBERS**

None.

#### **E184 TO APPROVE AND SIGN THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 18 JANUARY 2023**

##### **RESOLVED:**

**That the minutes of the Events Working Party meeting held on 18 January 2023 be approved and signed as a correct record.**

#### **E185 WORLD BOOK DAY UPDATE – MARCH 2023**

The CDO provided members with papers detailing the progress of the event and the proposed budget. She explained that in order to provide all the activities in the town, the Committee would have to agree an additional spend of £321. This would cover the PA system for the readathon and to hire the Wildlife Trust, whom would offer children's activities at the Recreation Ground.

Councillor Sinclair suggested that the Town Clerk contact all the members of the Finance Committee to ask whether the budget of £2,000 could be increased by £321.

222

Councillor Morris asked for minor amendments to be made to the progress and budget sheet. The Community Development Officer agreed that she would send an updated version to members via email.

The CDO advised members that she had visited the majority of shops in Ledbury to ask whether they would like to be a part of World Book Day, and hide golden tickets in their windows for families to find. The feedback was extremely positive, and all of the shops were enthusiastic about the event. It was noted that Tilley's, the local print shop, had been asked to design and print the golden tickets.

Posters to advertise Ledbury World Book Day were distributed to members for input. It was agreed that the poster advertising the Golden Ticket Hunt could be advertised with immediate effect, however the general poster of the event needed some more work as members felt it was too 'busy' and hard to read. Councillor Morris advised members that Red Earth Arts were missing from the description on the poster and asked for them to be added.

A "design your own poster" was being sent to all schools in Ledbury and District so that school children could create their own design which would be displayed as part of the event. It was agreed that WBD should also be used to promote John Masefield.

Councillor Sinclair suggested that both posters be distributed with the Ledbury Focus. The CDO agreed to contact Betty at Grapevines to confirm the deadline for March edition and how much it would cost to distribute the leaflets. The Clerk suggested contacting Tilley's, Imprint and Vista Print to get quotes for printing.

It was agreed that the Council staff would create signage inhouse to save on costs.

Space for market traders has been well received resulting in the CDO requesting a further 2 spaces in the High Street for more traders. The Hereford Diocese has also been approached to see if space can also be utilised along St Katherines Walk if required.

#### **RESOLVED:**

- 1 That Members of the Events Working Party receive and note the reports provided by the CDO.**
- 2 That the Town Clerk contact all Members of the Finance Committee for authorisation that the budget be increased by £321 in order to provide more activities at Ledbury World Book Day.**
- 3 That the Community Development contact Grapevine (Ledbury Focus) to obtain quotes to distribute the posters advertising World Book Day.**

223



- 4 That the Community Development Officer obtain 3 quotes to print 6,000 posters for the Ledbury Focus, noting that local companies are taken into consideration.

## **E186 CORONATION EVENT**

As a Member of the Finance Committee and the Coronation Task and Finish Group, Councillor Sinclair asked whether he could talk Members through the proposed plan for the Coronation. This request was accepted by the Chair.

Councillor Sinclair referred Members to page 204 of the agenda pack, which provided Members with an outline of the proposed event, advising that due to staff availability, it was agreed that the Ledbury Coronation Celebration would be held on Monday, 8 May 2023.

The following was discussed and agreed.

### **Location**

It was agreed that the street celebration be located in the High Street between Bye Street junction and Top Cross. The Town Clerk advised that the Deputy Clerk would apply for a road closure from 9:30 hours until 19:30 hours, noting that the event will take place from 12:00 hours until 17:00 hours.

### **Ox or Hog Roast**

The Town Clerk advised Members that the Administrator had booked LDA Meats to provide a Hog Roast. Councillor Morris questioned whether the three butchers in Ledbury were approached. The Deputy Clerk advised that all 3 butchers in Ledbury had been approached but only one butcher was available during the coronation weekend.

Councillor Sinclair asked that other food vendors are contacted to ask whether they would like a pitch to trade at the event.

Members of the Working Party agreed not to have external bars present as trade stands, as a means to encourage those seeking an alcoholic drink to support one of Ledbury's local hosteleries.

### **Sponsorship**

The Town Clerk advised that she would write to businesses to ask whether they would like to sponsor the event.

### **Street Decorations**

The Deputy Clerk confirmed that she had spoken with the residents of the Alms Houses and that bunting could be hung on the railings. The Clerk also suggested decorating the Market House with bunting and decorations, similar

224

to the Platinum Jubilee event. The local retailers will also be encouraged to fly flags from their flag poles.

### **Town Crier**

It was agreed that the Town Crier would be contacted to ask availability for on Monday, 8 May 2023.

### **Volunteers**

Due to staff availability and the Council's resources, it was agreed that the minimum amount of volunteers needed for the event to take place would be 20 volunteers, in addition to staff and councillors. Councillor Sinclair suggested that an advert is published in the Ledbury Focus calling for volunteers to help with the event, otherwise it would not be feasible. The Town Clerk also advised that she would create a Facebook post encouraging volunteers to help.

### **Engagement with local traders**

It was agreed that the Community Development Officer would contact traders to confirm whether they would be in favour of a shop window competition including a 'crown trail' similar to what had been done for the late Queen's Platinum Jubilee in 2022.

### **Commemorative Mugs for the Schools**

The Deputy Clerk advised members that the administrator was in the process of obtaining quotes for mugs which would be provided to Ledbury Primary School. Councillor Sinclair advised that he knew of a company that could provide a sensible quote and that he would send the details to office staff.

The Deputy Clerk advised that she would contact Ledbury Primary School to clarify how many mugs the Council would need to purchase to ensure that all children, up to the age of 11, would receive a mug.

### **Coronation Programme**

Councillor Sinclair advised members that Brenda Hill, a Ledbury resident, had a copy of the late Queen's Coronation Souvenir Programme and that the Council could use this as inspiration. It was agreed that a Souvenir Programme should be produced for the event. The Town Clerk suggested contacting Tilley's Printing in Ledbury to see if they could help.

### **RECOMMENDATIONS:**

- 1. That the report provided by the Deputy Clerk be received and noted.**
- 2. That the following recommendations be sent to the Full Council Committee to agree:**

- I. That the Council hold an event on Monday, 8 May 2023 to celebrate the King's Coronation, noting that the event can only proceed with confirmation that 20 volunteers will be available to assist on the day, in addition to staff and councillors.
- II. That the Deputy Clerk apply for a road closure from 9:30 hours until 19:30 hours, noting that the event will take place from 12:00 hours until 17:00 hours.
- III. That Food Traders are invited to trade in the street during the Ledbury Coronation Celebration. No street traders selling alcohol will be permitted.
- IV. That the Town Clerk contact local companies to seek possible sponsorship and funding for the event.
- V. That the High Street, including the Market House is decorated appropriately for the Coronation.
- VI. That Officers confirm the availability of a Town Crier for Monday, 8 May 2023.
- VII. That the Community Development Officer engage with organisations and traders in the town to confirm participation in the Coronation event. In particular, to participate in a window display or golden crown trail, similar to the Platinum Jubilee.
- VIII. That Officers obtain three quotes to purchase commemorative mugs for all children that attend Ledbury Primary School.
- IX. That the Council produce a Coronation Souvenir Programme of the day, similar to the late Queen's Coronation.

11.00am Cllr Sinclair and Angie Price left the meeting.

#### **E187 LEDBURY CARNIVAL**

Members were provided with a report prepared by Emma Jackson ( CDO maternity cover).

#### **RESOLVED:**

**That the report be received and noted.**

## **E188 JOBS FAIR**

The CDO advised Members that she would be meeting the Deputy of John Masefield High School later that day to discuss whether the Council could work with their careers department to hold a Jobs Fair. Members agreed for the CDO to provide a report at the next Events Working Party.

### **RESOLVED:**

**That the CDO provide a report of the meeting with Mr Collard, Deputy at John Masefield High School at the next Events Working Party.**

## **E189 HERITAGE OPEN DAYS**

The CDO asked Members whether they would like to take part in Heritage Open Day over three days, or whether it should be scaled back due to a shortage of staff. Members agreed that, where possible, it would be good to promote the event over 3 days and that the Market House, Painted Room should be open.

The CDO also asked Members whether they would consider hiring Merchants House Musicians to play Tudor music under the Market House on the Saturday during the event. Members were in favour of this suggestion.

There was a discussion concerning the Charter Market and whether Officers could have a Medieval market during the Saturday of Heritage Open Day. The Community Development Officer advised that she would work with the Administrator to contact traders, and felt that this could be a great opportunity as market days are generally more popular when an event is taking place.

Councillor Morris asked whether the Community Development Officer could contact the organisations listed below to ask whether they would be willing to participate in the event :

Eastnor Castle  
Hellens Manor  
Bell Tower  
Heritage Centre  
Burgage Hall and Butchers Row Museum  
St Katherines Chapel  
Masters House  
Tilley's Printing  
Church

### **RECOMMENDATIONS**

- 1. That the Town Council open the Painted Room, New Street Cemetery Chapel and Market House for three days during the Heritage Open Day event, noting that dates are to be confirmed once the CDO has**



had clarification from other organisations listed above, on what days they are opening.

2. That the Council hold a medieval market on Saturday, 16 September 2023, if there is enough interest from traders.
  
3. That the Council hire Merchants Musicians on Saturday, 16 September 2023 to play Tudor style music under the Market House at the cost of £50 for the day.

11.19am Christine Tustin left the meeting.

#### **E190 CALENDAR OF EVENTS**

Members went through the Calendar of Events and updated accordingly noting that headings needed to be added at the top of each page. It was agreed that the Calendar would be uploaded to the Town Council's website and the CDO will ensure that this is updated on a monthly basis.

#### **RESOLVED:**

**That the Calendar of events be updated accordingly.**

#### **E191 DATE OF NEXT MEETING**

#### **RESOLVED:**

**To note that the date of the next meeting of the Events Working Party is scheduled for 8 March 2023 at 10.00 am, to be held at Ledbury Funeral Care, Hawcutt House, Bye Street, Ledbury**

The meeting closed at 11.25am

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Signed

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Date



## LEDBURY TOWN COUNCIL

<b>EVENTS WORKING PARTY</b>	<b>8 MARCH 2023</b>	<b>AGENDA ITEM NO. 6</b>
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Report prepared by Charlotte Barltrop – Administrator

### **CHRISTMAS LIGHTS SWITCH-ON EVENT 2023**

#### **Purpose of Report**

The purpose of this report is to update Members of the Events Working Party on the status and current plans for the Christmas Lights Switch-On event, which is to be held on Sunday, 26 November 2023 in Ledbury High Street.

#### **Detailed Information**

The Christmas lights this year are due to be installed prior to 26 November 2022.

It is the aim of Ledbury Town Council to make the Christmas light switch-on an annual event which not only encompasses the lights switch-on but becomes known as a destination to attend in the run-up to the festive season and with that in mind, several other activities are being planned for this event, as set out below.

The event is planned to begin at 2.00pm, with the lights switch-on at 5.00pm by the Mayor of Ledbury and the Carnival Princesses, and the event closing at 6.00pm.

As there will be a need for a large number of volunteers to run this event, Officers request that adverts for assistance are circulated from 26 October 2023.

#### **Market Stalls**

Following the success of last year's event, there has been a significant interest in Ledbury Town Council's Christmas Market on Sunday, 26 November 2023. At the time of writing this report, 45 stalls are booked to take part in the Christmas Market ranging from food vendors to craft stalls and local distilleries.

In order to facilitate such a large Market and other entertainment, officers recommend that a road closure be applied for and in operation, closing the High Street between Top Cross and Bye Street, including access to Church Street, in order to create a safe pedestrian zone. It is proposed that the road closure be in operation between 12.00pm and 7.00pm on Sunday, 26 November 2023, at a cost of £125.00. Should the road closure be approved by the members of the Events Working Party, this will need to be passed through the Environment & Leisure Committee prior to be applied for by the Officers of the Council.

Due to the large number of Traders who wish to attend this year's event, the CDO has approached Herefordshire Council to request that we use a portion of St Katherine's Car Park, in particular the end of the car park which is closest to the Alms Houses. Ideally, this area will be utilised as the food court, with tables and chairs being placed in the space to allow members of the public to enjoy the ambience which is being

created. This will allow the use of the space on the High Street for the other traders, 50 spaces in total. Officers would propose to join the two spaces by utilising the space in the walkway between the High Street and St Katherine's Car Park and are currently seeking approval from the Diocese.

Utilising the space in St Katherine's Car Park means that additional lighting is required for Health & Safety reasons. A small generator and halogen lighting is recommended for the space, this would also facilitate the running of the food vendors, keeping pollution and noise to a minimum by only running one generator rather than vendors running multiple generators. Vendors will be charged a service charge for the use of this electrical supply. The cost of the generator for the Jubilee Event was £320, although this was a specially negotiated price so quotes will need to be obtained.

In order to avoid non-attendance, payment is being requested 1-month in advance of the event. As agreed with the Town Clerk, the cost of a 3mx3m pitch will remain at the cost of £15, and larger pitches will be charged an additional amount dependent on their size. There are currently three food vendors attending with vehicles of 6m in length, each of these traders has agreed to pay a fee of £25 for their pitch. 8 gazebos will be loaned to various traders, these are free of charge. Traders have also been advised that they will need some type of lighting to illuminate their stall for the later portion of the event. Electric can be supplied to those who require for a service charge.

### **Entertainment**

As with 2022's event, there will be a small performance space, for dancers etc., in front of the Market House. Once local groups will be invited to provide the entertainment, including Ledbury Brass Band, Ledbury Town Choir and Ledbury Dance Company. It is also hoped that one or more of the local primary schools will join us to perform as a choir.

In addition to the local entertainment, Ledbury Town Council would like to engage Christmas themed walk-about performers to entertain during the course of the event. Three groups have been contacted to provide quotations for their work, however all quotations are subject to availability.

1. Snow Queen Stilt Walker and/or Christmas Tree Stilt Walker plus Elf and Snowman. 3 performers £1,020.00, 4 performers £1,450.00. 2 sets of interactive walkabout at 45 mins each.
2. Acrobats £1,200.00, plus £60.00 travel. 3 sets interactive walkabout (30 mins depending on audience numbers)
3. Stilt Walker/Juggler (one performer) £375.00

Members are asked to consider selecting one or possibly two of the above artists to participate in the event.



## **Santa's Grotto**

It is proposed that the Grotto opens later in the day than in 2022, with a 1-hour allocation for walk-up attendees and some ticketed sales. The tickets will be sold for children to attend between 2pm and 4.45pm, with breaks every 60mins. The price for a visit to see Father Christmas is yet to be set; in 2022 a fee of £2 per child or 3 children for £5 was charged, this was a 5-minute visit with each child receiving a gift.

## **Poster and Marketing of Event**

As with the 2022 event, the poster will be printed and displayed in the Town Council Offices on Church Lane, as well as being published on Ledbury Town Council's Website and social media platforms from mid-October with frequent tweets on FB/Twitter etc thereafter. The poster and a press release will also be sent to local media in the run-up to the event.

## **Recommendations**

- 1. That Members of the Events Working Party consider a road closure for Sunday, 26 November 2023, between the hours of 12.00pm and 7.00pm in order that the Market can make use of the High Street.**
- 2. That Members consider hiring entertainers for the Christmas light switch on event and make a recommendation to the Environment and Leisure committee on the preferred entertainer(s).**
- 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.**

232



## LEDBURY TOWN COUNCIL

<b>EVENTS WORKING PARTY</b>	<b>8 MARCH 2023</b>	<b>AGENDA ITEM NO 7</b>
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Report prepared by Olivia Trueman – Community Development Officer

### CORONATION EVENT – MAY 2023

#### Purpose of Report

The purpose of this report is to update Members of the Events Working Party regarding the Coronation Event, May 2023.

#### Detailed Information

To date, the Council currently have 14 volunteers to help with the Coronation Celebration, excluding councillors and members of staff. As agreed in the previous Events Working Party, the deadline to register as a volunteer is Friday, 9 March at Noon.

The Community Development Officer is also assisting local groups and residents to create bunting made from sustainable materials to decorate the town. To recognise the Coronation and celebration of the King and Queen Consort, the bunting around the Market House and Almshouses will be in the colours of red, white and blue. Bunting around the Town and Church Lane will be more colourful to acknowledge the Commonwealth. Community groups and schools will be asked if they wish to embroider their name on one of the triangles e.g., Ledbury Food Group, Carnival, Poetry Festival.

Bunting can be made from patterns and does not have to be a block colour. We encourage people to upcycle their own clothes or materials, however some fabric will be purchased for Ledbury Town Council to handout.

Ledbury Poetry Festival have also offered to lend the council their colourful bunting if needed.

Given response to this event is progressing daily, the Community Development Officer will update members in the meeting with the most current scenario.

#### Recommendation

**That members of the Events Working Party are asked to note the contents of the report and taking into account there are currently 14 volunteers, 4 councillor volunteers and staff available agree that this event should now proceed.**





## LEDBURY TOWN COUNCIL

<b>EVENTS WORKING PARTY</b>	<b>8 MARCH 2023</b>	<b>AGENDA ITEM: 9</b>
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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 met with the Deputy Headteacher at John Masefield High School, Andy Collard, and was advised that they have a Careers Advisor who may be interested in working with the Council to hold a careers fair in the Sports Hall. This event could accommodate between 30 – 40 'exhibitors'.

Potential dates were discussed and it was agreed that during September and October would work best for all involved, in particular the students.

#### **Recommendation**

- 1. That a recommendation go to the Environment and Leisure Committee to agree to support John Masefield High School in holding a Careers Fair.**



## LEDBURY TOWN COUNCIL

<b>EVENTS WORKING PARTY</b>	<b>8 MARCH 2023</b>	<b>AGENDA ITEM: 11</b>
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Report prepared by Olivia Trueman, Community Development Officer

### **HERITAGE OPEN DAY UPDATE**

#### **Purpose of Report**

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

#### **Detailed Information**

The Council are in the progress of listing the Painted Room and Market House on the Heritage Open Days website. As agreed in the previous Events Working party, the Council would open for three days from Friday 15<sup>th</sup> – Sunday 17<sup>th</sup> September. However, Members should note that there is currently a shortage of Tour Guides and therefore the council are in the process of advertising for vacancies.

The Community Development Officer has contacted the below venues to ask whether they would be interested in participating in HODS:

- Ledbury Heritage Centre
- Burgage Hall
- Butcher Row House Museum
- St Katherines Chapel
- St Michael & All Angles
- Masters House
- Helens Manor
- Eastnor Castle
- Ledbury Bell Tower
- Masters House
- Tilley's Printing
- Gardens of the Alms Houses
- Poetry House

The Administrator is in the process of contacting traders that would be interested in holding a medieval market on the Saturday. The Community Development Officer has suggested contacting Ludlow Council as they usually hold an annual medieval market and could help with contact details.

#### **Recommendations**

**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
March	Warm Spaces	Please refer to details above			
	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	World Book Day	Thursday 2 March 2023			
	Ledbury World Book Day event	Saturday 4 March 2023			
	International Women's Day	Wednesday 8 March 2023			
	Strömstad Quiz Evening	Saturday 17 March 2023		Royal British Legion	
	Mothering Sunday	Sunday 19 March 2023			
	Crime Writer Talk	Saturday 25 March 2023	Afternoon	Masters House	Ledbury Library Development Group: Talk by Rebecca Tope
	Job Fair	TBC			
	Ledbury Food Bank	Every Wednesday & Friday	10.00am- 12.00pm	Homend Trading Estate	
April	Mayor's Coffee Morning	Tuesday 4 April 2023	10.30am-12.00noon	LTC/St Katherines	Easter theme
	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
May	Coronation Day	Saturday, 6 May 2023			
	Coronation Day Event	Monday, 8 May 2023	TBC	Rec	



Month	Event	Date	Time	Venue	Actions
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			-Invites for Community Day being sent out mid February. -To incorporate the Great Big Green Week Event (Climate Change Working Party)
July	The Great Big Green Week	10-18 June 2023			
	Father's Day	Sunday 18 June 2023			
	Armed Forces Day & raising the flag	Saturday 24 June 2023			
	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	The Ledbury Celebration Ledbury Poetry Festival	Sunday 9 July 2023* Friday 30 June – Sunday 9 July 2023			*Working date – in progress
August	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	Carnival	Monday 28 August 2023			

Month	Event	Date	Time	Venue	Actions
<b>September</b>	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				Consider 2 or 3 day event over weekend, inc Painted Room
<b>October</b>	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	
<b>November</b>	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
<b>December</b>	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			