



# LEDBURY TOWN COUNCIL



12 May 2022

To: Councillors Howells, Hughes, Knight (Chair), Manns & Morris  
Non-Councillors: Peter Ascott, Griff Holliday, Lynette Loader, Susie McKechnie & Christine Tustin

Dear Member

You are invited to attend a meeting of the **Events Working Party on Tuesday, 17 May 2022 at 10.00am at Ledbury Funeralcare (Co-op), 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 1998.

## A G E N D A

1. **Election of Chair for 2022/23 Municipal Year**
2. **Apologies for absence**
3. **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)*

4. **Terms of Reference** (Pages 45 – 46)
5. **Election of non-council members to the Events Working Party**
6. **To approve and sign the minutes of a meeting of the Events Working Party held on Thursday, 28 April 2022** (Pages 47 - 52)
7. **2022 Queen’s Platinum Jubilee Events - Updates** (Verbal)
  - 7.1 **Jubilee Picnic in the Park**
  - 7.2 **Community Day**
  - 7.3 **Window Display Competition**
  - 7.4 **Jubilee Decorations**
8. **Calendar of Events** (Pages 53 – 55)
9. **Date of Next Meeting**

The date of the next Events Working Party meeting to be held on Thursday, 26 May 2022, subject to approval at the Annual Meeting.

**LEDBURY TOWN COUNCIL**

**TERMS OF REFERENCE**

**EVENTS WORKING PARTY**

**1. Purpose**

The purpose of the Events Working Party 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 Events 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 Working Party 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 Working Party.

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 Amenities and Tourism Committee for consideration.

## **5. Powers**

Working Parties cannot make decisions on behalf of the Town Council. Any recommendations made by this group will be subject to approval by the Amenities and Tourism Committee, Finance, Policy and General Purposes 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 Amenities and Tourism Committee, Finance, Policy and General Purposes 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 Working Party will keep the Council fully informed, providing reports to the Amenities and Tourism 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 Amenities and Tourism Committee each municipal year.

## LEDBURY TOWN COUNCIL

### MINUTES OF AN EVENTS WORKING PARTY MEETING HELD ON 28 APRIL 2022

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**PRESENT:** Councillors Howells, Manns and Morris (Chair)  
**NON-COUNCIL MEMBERS:** Griff Holiday and Lynette Loader

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Clerk  
Amy Howells – Minute Taker  
Emma Jackson – Community Development Officer  
Jill Jupp – Carnival Association

#### E70 APOLOGIES FOR ABSENCE

Apologies for absence were received from Catriona Cole, Hilary Jones, Councillor Knight, Don McAll and Susie McKechnie.

#### E71 DECLARATIONS OF INTEREST

Councillor Morris declared a pecuniary interest in agenda item 9.2.

#### E72 ELECTION OF NON-COUNCIL MEMBERS

None Received.

#### E73 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON THURSDAY, 24 MARCH 2022

##### RESOLVED:

That the minutes of the Events Working Party held on Thursday, 24 March 2022 be approved and signed as a correct record subject to Councillor Morris requesting an update regarding Minute No. E62. The Community Development Officer (“CDO”) confirmed that she had been in contact with John Masefield High School and was awaiting an invitation to attend the next Governors meeting.

#### E74 LEDBURY CARNIVAL

Jill Jupp advised members that Ledbury Carnival would be taking place on the August Bank Holiday and the theme this year is “Ledbury Bloom”. Jill Jupp confirmed that the Carnival would follow a traditional format with a float procession starting at 12.00 noon from the Rugby Football Club, travelling up New Street, along the High Street and finishing at Ledbury Primary School.

There will be a full programme of entertainment - in the town there will be street stalls from local organisations, children's activities and some of these will also be in Bye Street including Ronald's Fair. A photography competition has been set up in memory of Andy Ward and members of the public have been asked to submit pictures from previous carnivals whereby the winning picture will be used for the front cover for future programmes. This will continue annually with a memorial trophy for the winner. Currently the Carnival needs more volunteers to help steward and set up the event and Jill Jupp asked if any Councillors or LTC staff would be available to help. The Clerk responded that the CDO has emailed Councillors and staff to ask for volunteers for the Carnival. Ledbury Town Council will provide barriers as has been done in previous years.

**E75 DELAYED 20<sup>TH</sup> ANNIVERSARY CELEBRATIONS FOR LEDBURY'S TWINNING WITH STROMSTAD IN SWEDEN**

Jill Jupp updated members on the 20<sup>th</sup> Anniversary celebrations for Ledbury's twinning with Strömstad in Sweden, being held on 2 July 2022 between 2.30pm and 5.00pm at the Recreation Ground. It will be a family fun event Swedish style including a Swedish pole dance, craft activities including an opportunity to make flower garlands, Community Choir, Ledbury Swifts 'Beat the goalie', all of which is to be advertised in the Ledbury Poetry Festival programme.

Jill Jupp asked the Town Clerk if gazebos and tables could be made available to use for the event. The Town Clerk confirmed that Ledbury Town Council had recently purchased 12 gazebos and these could be used by local organisations for events free of charge. Councillor Morris suggested that the tables from the Burgage Hall could also be considered.

**RESOLVED:**

**Members of the Events Working Party noted the report and Councillor Howells thanked Jill Jupp for a comprehensive summary of the events taking place.**

**E76 MOTHER'S DAY EVENT AT CEMETERY CHAPEL – FEEDBACK**

Members were provided with feedback following the event held at the Cemetery Chapel for Mother's Day. The Chapel had been opened between 10.00am and 4.00pm to allow family members to remember loved ones by lighting a candle in the Chapel. Councillor Morris, the CDO and Deputy Clerk had been present during the course of the day to offer tea, coffee and biscuits and despite it being a lovely sunny day, attendance was poor.

Following discussion, the Working Party felt that until everything got back to normality following the Covid Pandemic, that Father's Day and Children's Day events should be postponed this year but that the Christmas event should still take place.

The Working Party agreed that in 2023 the Cemetery Chapel would be opened for Mother's Day, Father's Day, Children's Day and at Christmas and that these events would be launched this Christmas in readiness for next year.

**RESOLVED:**

**That members of the Events Working Party agreed not to proceed with Father's Day and Children's Day in 2022 but to continue with the Christmas event. A full schedule would be resumed in 2023 which would include Mother's Day, Father's Day, Children's Day and the Christmas event. 2023 events are to be launched at Christmas 2022 and included within Ledbury Town Council's calendar of events.**

**Jill Jupp left the meeting at 10:36am.**

**E77 CAREERS AND ADVICE FAIR – FEEDBACK**

Members were provided with a feedback report on the Careers & Advice Fair which had been funded by Ledbury Town Council, and which had taken place on 31 March 2022 at the Community Hall. The CDO advised members of an amendment to the report and that it should read that Councillors Sinclair and Bradford were in attendance at the event.

Councillor Morris questioned the amount of people who attended the event. The CDO reported that an informal number was kept at the beginning of the event and that this was approximately 15 – 20 people in the first 2 hours. It was agreed that further monitoring of footfall would take place at any future event. The Clerk put forward a suggestion to hold a Careers Fair in the summer whereby more school leavers would be able to attend as well as revisiting the times of the event. Holding an event later in the day, between 3.00pm and 7.00pm might attract school leavers as well as their parents.

Overall, it was noted that the event had been well received and that good networking had taken place between the exhibitors.

Councillor Morris questioned how the Fair was marketed for children who are not in education or training. The CDO advised that HVOSS/Community Renewal Fund had handled this. Councillor Howells asked if John Masefield High School had been asked to get involved. The Clerk confirmed that Olivia Trueman (CDO) had previously contacted the School but she had not received any response.

It was suggested that the CDO contact John Masefield High School to discuss using their hall for a future Careers and Advice Fair and how they could involve their students.

**RESOLVED:**

- 1. That members received and noted the report.**

2. **That the Community Development Officer is to contact John Masefield High School to discuss the possibility of using their hall for a future Careers and Advice Fair.**

## **E78 2022 QUEEN'S PLATNIUM JUBILEE EVENTS**

### **9.1 Ledfest on the Rec**

The Clerk advised members that Ledbury Town Council were no longer proceeding with 'Ledfest on the Rec' due to a series of issues resulting in a lack of resources to organise the event. However, it was agreed that an event would still take place which will be called "Jubilee Picnic in the Park – a family event for all of Ledbury".

The revised theme would have a family empathise as it is an alcohol free zone, be similar to a summer fete inviting families to attend for a picnic, for children to participate in children's games, running Jubilee related competitions, face painting with a few local bands playing music. It was suggested that the Carnival Princesses could judge a fancy-dress competition for the children attending. Councillor Morris suggested that stocks be added for photographs.

Griff Holliday considered that 'Family' excludes a lot of people. The Clerk advised that the Council specifically asked for 'Family' to be in the title as it was a Family fun event for everyone.

**Councillor Manns left the meeting at 10:55am.**

### **9.2 Community Day**

Griff Holliday gave members an update on Community Day which will be taking place on Saturday, 4 June 2022. Currently there are 45-50 groups attending. It is hoped that the local bell ringers will ring a purl of bells to mark the opening of the event. Ledbury Choir and Band will be performing under the Market House with other events taking place at the Burgage Hall, Ledbury Bowls Club and St Katherines. The Town Clerk added that the Council will be having a stall next to HVOS and as the event falls within "Volunteer Week", it is hoped that current councillors will attend and be able to encourage other people to become councillors.

### **9.3 Window Display Competition**

The CDO updated members that she had met with Susie McKechnie, Chair of Ledbury Traders Association, regarding the Window display competition. Traders were keen to participate in the Jubilee themed window display competition, which would be run over the Bank Holiday and that a crown will be supplied by Ledbury Town Council for traders to hide in their window display for members of the public to find. Griff Holliday requested if information on the competition could be sent to him, then he would get it added into his advertisement.



#### **9.4 Jubilee Decorations**

The CDO advised members aware that Ledbury Town Council are in the process of organising bunting for Church Lane and ribbon for the horizontal posts on the Market House. The CDO has identified 35 flag mounts along the High Street and Susie McKechnie is to liaise with traders to establish which traders would like to have a flag on their flagpole, in order that the flags can be purchased by Ledbury Town Council. Herefordshire Council had been contacted to ask if any of their community groups would be available to help put the flags up. It was noted that Balfour Beatty may be able to assist in putting the bunting up.

#### **RESOLVED:**

- 1. That the Events Working Party noted the change of event being held by Ledbury Town Council on Friday, 3 June, "Jubilee Picnic in the Park – a family event for all of Ledbury".**
- 2. That Ledbury Town Council will be providing crowns to traders who will be participating in the window display competition. Details to be provided to Griff Holliday for inclusion within his advertising material.**
- 3. Bunting will be supplied by Ledbury Town Council for the locations noted above. Local traders are to confirm, via Susie McKenzie, whether they require a flag (for their flagpole), which will be supplied by Ledbury Town Council.**

#### **E79 MARKETS – UPDATE**

The CDO gave members an update on Markets. The pitch occupation was generally good and the Administrative Officer was doing well organising traders and filling pitches last minute. The CDO addressed the new Craft Market and reported that interest was poor and proposed that this particular market be run when there was a likely increase in footfall, so that it coincided with other main events in Town and which would appeal to traders. Members agreed that this would work well especially if more events were going on in the town.

#### **RESOLVED:**

**That the CDO and Administrative Officer work to revisit the schedule of craft markets in line with the calendar of events.**

#### **E80 CALENDAR OF EVENTS**

Griff Holliday requested that Ledbury Celebration which takes place on 10 July 2022 between 11.00am and 5.00pm should be added to the calendar of events. Griff Holliday also queried if Heritage Day would be supported this year between 9 and 18 September 2022 and the Clerk confirmed this would be going ahead.

**RESOLVED:**

1. That members receive and note the Calendar of Events.
2. That Ledbury Celebration and Heritage Day be added to the Calendar of Events.

**E81 DATE OF NEXT MEETING**

**RESOLVED:**

It was noted that the next meeting of the Events Working Party was scheduled for Tuesday, 17 May 2022 and that the Deputy Clerk would be providing members with a full list of future dates at that meeting.

The meeting ended at 11:30am.

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

**LEDBURY TOWN COUNCIL**

**CALENDAR OF EVENTS – 2022**

| Month of Event | Event  | Date/Time         | Details                              | Start date for organisation/planning     | Notes                                      |
|----------------|--|-------------------|--------------------------------------|--|--|
| February       | RFC – VP Lunch with Martin Williams                  | 19 February       |                                      |  |  |
|                | Fair Trade Fortnight                                 | 27 – 28 February  |                                      |  |  |
| March          | World Book Day                                       | Saturday 5 March  | 10.00am – 4.00pm<br>Various Venues   |  |  |
|                | Fair Trade   | 1 – 13 March      |                                      |  |  |
|                | Big Breakfast Week                                   | 11-14 March       |                                      |  |  |
|                | Global Recycling Day                                 | 18 March          |                                      |  |  |
|                | Quiz & Social Evening                                | 18 March          | Ledbury British Legion Club – 7.30pm | Ledbury & Stromstad Twinning Association | Tickets £2.50/person<br>Tables of 4 people |
|                | World Poetry Day                                     | 21 March          |                                      |  |  |
|                | Shakespeare Week                                     | 21 – 27 March     |                                      |  |  |
|                | Candle Lighting at Chapel Cemetery, for Mother's Day | Sunday 27 March   | 10.00am – 4.00pm                     |  |  |
|                | Careers & Advice Fair                                | Thursday 31 March | 10.00am – 4.00pm<br>Burgage Hall     |  |  |
| April          | RFC – VP Lunch with Gareth Evans                     | 9 April           |                                      |  |  |
|                | World Heritage Day                                   | 18 April          |                                      |  |  |
|                | RFC – Sportsman Dinner with Roger Uttley             | 22 April          |                                      |  |  |

53

|           |   |                  |                     |  |  |
|-----------|---|------------------|---------------------|--|--|
| May       | Three Shires Stages Rally   | 14 May           |                     | Rally Car parked up next to Market House |  |
|           | World Bee Day   | 20 May           |                     |  |  |
| June      | Jubilee Picnic in the Park  | Friday 3 June    | Recreational Ground | 2.00pm – 7.00pm                          |  |
|           | Community Day   | Saturday 4 June  |                     |  |  |
|           | Big Jubilee Lunch   | Sunday 5 June    |                     |  |  |
|           | NSPCC Childhood Day   | Friday 10 June   |                     |  |  |
|           | Cycle to Work Bike Week   | 6 – 12 June      |                     |  |  |
|           | Promote World Refill Day  | Friday 24 June   |                     |  |  |
|           | Armed Forces Day  | Saturday 25 June |                     |  |  |
|           | Armed Forces Day – Flags raised in Ledbury Town   | Monday 27 June   |                     |  |  |
| July      | Poetry Festival   | 1-10 July        |                     |  |  |
|           | Delayed 20 <sup>th</sup> Anniversary Celebrations for Ledbury's Twinning with Stromstad in Sweden | Saturday 2 July  | Recreation Ground   | 2.30pm – 5.00pm                          |  |
|           | Ledbury Celebration   | 10 July          |                     | 11.00am – 5.00pm                         |  |
|           | LEAF Family Activity Day  | 23 July          | Recreation Ground   | 12 noon – 4.00pm                         |  |
| August    | LEAF Family Activity Day  | 20 August 2022   | Recreation Ground   | 12 noon – 4.00pm                         |  |
|           | Carnival Day  | Monday 29 August |                     |  |  |
| September | H-Art   | 3 – 11 September |                     |  |  |
|           | Heritage Week   | 9 – 18 September |                     |  |  |

|                 |   |                    |                                     |  |
|-----------------|---|--------------------|-------------------------------------|--|
|                 | 3 Shire Stages Closed Road Rally              | 18 September       | Organised via Cheltenham Motor Club |  |
|                 |   |                    |                                     |  |
|                 |   |                    |                                     |  |
| <b>October</b>  | Civic Service                                 | Sunday 2 October   |                                     |  |
|                 | Mop Fair                                      | 10 & 11 October    | Ledbury Town                        |  |
|                 |   |                    |                                     |  |
|                 | Remembrance Day                               | Friday 11 November | Ledbury War Memorial                |  |
|                 | Remembrance Parade & Sunday Service           | Sunday 13 November | Ledbury War Memorial/ St Michaels   |  |
| <b>November</b> | Christmas Lights Switch on Event              | Sunday 27 November | Ledbury Town                        |  |
|                 |   |                    |                                     |  |
| <b>December</b> | Candle Lighting, Chapel                       |                    | Cemetery Chapel                     |  |
|                 | Late Night Shopping                           | 2 December         |                                     |  |
|                 | International Day of People with Disabilities | 3 December         |                                     |  |

55

