



LEDBURY TOWN COUNCIL



2 February 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 February 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.

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, 18 January 2023 (Pages 190 - 195)**
- 5 World Book Day Update – March 2023 (Pages 196 - 201)**
- 6 Coronation Event – Monday 8 May 2023 (Pages 202 - 211)**
- 7 Carnival 2023 Update (Pages 212 - 213)**
- 8 Community Day Event (Verbal)**
- 9 Jobs Fair (To Follow)**
- 10 Heritage Open Days (Pages 214 - 217)**
- 11 Calendar of Events (Pages 218 - 221)**
- 12 Date of Next Meeting**

The date of the next Events Working Party meeting to be held on Wednesday, 8 March 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 18 JANUARY 2023

PRESENT: Councillors Morris (Chairman) & Shields
Non-Councillors: Al Braithwaite, Griff Holliday, Lyn Loader

ALSO PRESENT: Julia Lawrence (Deputy Clerk)
Olivia Trueman (Community Development Officer – CDO)

E169 APOLOGIES FOR ABSENCE

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

E170 DECLARATIONS OF INTEREST

A Declaration of Interest was received from Councillor Shields as Chairman of Sustainable Ledbury and the Ledbury Library Development Group. Councillor Morris confirmed his Declaration of Interest in the Ledbury Library Development Group.

E171 TO ELECT NON-COUNCIL MEMBERS

None.

E172 TO APPROVE AND SIGN THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 8 DECEMBER 2022

Griff Holliday advised members that there was an error in minute number E167 under the subheading 'Community Day'. It was noted that traders could be present on Saturday, 10 June 2023, but not under the Market House as the Brass Band will be stationed there.

Councillor Morris asked whether the Events page on the Town Council website could be updated. The Community Development Officer advised that she would work with the Administrator to ensure the website was up to date. Councillor Morris made reference to the fact that information relating to Ledbury Town Council appeared to be different on the website depending on whether you used Google Safari or Google Chrome.

RESOLVED:

- 1 That the minutes of the Events Working Party meeting held on 8 December 2022 be approved and signed as a correct record subject to the amendment noted below.**
- 2 That minute number E167 be amended to read: Market Traders will be able to trade on Saturday, 10 June 2023 as usual. However, it is**

noted that space under the Market House will be reserved for the Brass Band and that traders will have to be moved to the side of the Market House.

- 3 That the Community Development Officer and Administrator will work together to ensure that the Events page on the Town Council website is kept up to date.**

E173 LATE NIGHT SHOPPING EVENT

Members of the Working Party noted the contents of the report provided by Emma Jackson.

Lynn Loader asked whether the Traders Association could keep other traders informed with events well in advance, to ensure that they are well prepared for events including the late-night shopping.

Griff Holliday said it was important to get the publicity right and that we couldn't rely totally on social media but with more emphasis on word of mouth.

Members asked whether the Community Development Officer could confirm the date of this year's late-night shopping, so the calendar of events could be updated.

RESOLVED:

- 1. That the report provided by Emma Jackson (CDO maternity cover) be received and noted.**
- 2. That the Community Development Officer confirm with the Traders Association what day the late-night shopping will be held on this year and update the Calendar of Events accordingly.**

E174 WORLD BOOK DAY UPDATE – MARCH 2023

The Community Development Officer gave a summary of work carried out to date, confirming that she had contacted schools in Ledbury and District and received replies from Eastnor Primary School, Much Marcle and John Masefield, who were all willing to participate in World Book Day.

The Community Development Officer provided members with suggestions on how the Council could work with traders for Ledbury World Book Day. She advised that herself and Emma had come up with an idea of hiding golden tickets in shops around Ledbury and that some traders had already expressed some interest in this idea. Members agreed the golden ticket activity and asked if the process could be similar to the Jubilee.

Councillor Shields asked for an update on whether funding was available for the Library Development Group to hire Red Earth Arts again in the Burgage Hall. The Community Development Officer was unable to provide an update

and suggested that she discuss funding with the Town Clerk and email members before the end of the day. Councillor Shields advised members that she would attend the upcoming Ledbury Library Development Group meeting and confirm the logistics of a "Readathon" and whether there was sufficient time to organise this for this year's event. Lyn Loader suggested holding a 'quiet readathon' that she would be happy to facilitate in Co-op Funeral Care, as she felt that some of the younger readers would be more inclined to take part if it wasn't on display under the Market house. Members also discussed the possibility of issuing badges to those people who had taken part in the Readathon

It was noted that Emma Jackson was dealing with the authors and that this needed to be resolved as quickly as possible.

Members asked whether the Community Development Officer could investigate the possibility of music, or a novel being broadcast in the Town, to create an audio buzz throughout the day. It was noted that the Council had a PA system, however if music was to be played the Council would have to register for the correct licences.

Members agreed to delegate powers to the Town Council to enable staff, in particular the Community Development Officer and Deputy Clerk, to book an author and arrange activities for World Book Day, noting that members would likely to be updated via email.

RESOLVED:

- 1 That the Community Development Officer provide members with an update on possible funding and the availability of authors via email.**
- 2 That members provide delegated powers to the Community Development Officer and Deputy Clerk to arrange Ledbury's World Book Day event, noting that members are regularly informed by email.**
- 3 That the Community Development Officer investigate the possibility of hiring a PA system for the Readathon or to play music throughout day.**

E175 CANDLE LIGHTING AT CEMETERY CHAPEL

The Deputy Clerk advised Members of the Working Party that attendance at the Candle Lighting event had been extremely poor, possibly due to the extreme weather conditions which had kept people away. Discussion took place as to whether the last Sunday before Christmas was the most appropriate date for this event or whether it should be brought forward. It was agreed that the event would stay this year as the last Sunday before Christmas but if attendance was poor, then it would be revisited again.

Lyn Loader is to investigate the date for Remembrance Day and report back at the next meeting to consider if it is worth running an event on this date also.

RESOLVED:

- 1. That the report provided by the Deputy Clerk be received and noted, noting that the Candle Lighting Event at Christmas 2023 will be held on Sunday, 17 December 2023.**
- 2. That Lyn Loader will provide details relating to Remembrance Day.**

E176 JOBS FAIR

The Community Development Officer provided members with an overview on last year's Job Fair. Although the event was well organised and advertised, the event was not well attended by potential employees, and it was agreed that the lack of school involvement was unfortunate.

Members agreed that the upcoming Job Fair should be held in John Masefield School, in order to ensure that the school children could attend, and that the Council should work closely with the schools. The Community Development Officer advised Members that she has a meeting booked with the Deputy Head of John Masefield and that she would discuss the possibility of a Jobs Fair in the School and confirm dates that would be preferable and report back at the next Working Party.

RESOLVED:

That the Community Development Officer is to contact the Deputy Head of John Masefield High School and establish whether or not a Jobs Fair can take place at the School, and report back at the next Working Party.

E177 CORONATION EVENT

Members were provided with a report on the upcoming Coronation.

The Deputy Clerk expressed her concerns with the lack of interest for the Task and Finish Working Party. She advised that Norman Stanier who had been the Chair for the 2003 Golden Jubilee was unable to attend. Councillor Morris asked whether the Deputy Clerk could contact Norman Stanier before he leaves for his holiday on 23 January 2023 to ask for any advice or suggestions.

Lyn Loader suggested working with schools to provide entertainment and afternoon tea with the retirement homes.

Al Braithwaite suggested that the Deputy Clerk contact the local Scouts to ask whether they would like to be involved in helping with the planning of the event for the King's Coronation.

RESOLVED:

1. That the Deputy Clerk contact Norman Stanier before he departs for his holiday to ask for guidance or suggestions on the Coronation.
2. That Al Braithwaite sends contact details for the Ledbury Scouts to the Deputy Clerk.
3. That the Deputy Clerk contacts Andy Tector to confirm whether the Civic Society would like to be involved in the event planning of the Coronation.

E178 HERITAGE OPEN DAYS

The Community Development Officer provided members with an update on Heritage Open day. She suggested that members revisit this agenda item at the next meeting due to the Ledbury World Book Day taking priority. The Working Party proposed that Ledbury's event would take place on Saturday, 16 September 2023 as it would not clash with H-Art.

It was noted that any further updates would be sent via email to members.

RESOLVED:

That Members revisit Heritage Open Day at the next meeting of the Events Working Party.

E179 CALENDAR OF EVENTS

Members went through the Calendar of Events and updated accordingly. It was agreed that the Calendar would be uploaded to the Town Councils website.

RESOLVED:

That the Calendar of events be updated accordingly.

E180 DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Events Working Party was scheduled for 8 February 2023 at 10.00 am, to be held at Ledbury Town Council Offices.

The meeting closed at 11.15am

.....
Signed

.....
Date

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	8 FEBRUARY 2023	AGENDA ITEM: 5
-----------------------------	------------------------	-----------------------

Report prepared by Olivia Trueman, Community Development Officer

WORLD BOOK DAY – UPDATE

Purpose of Report

The purpose of this report is to update Members of the Events Working Party on the progress of World Book Day 2023.

Detailed Information

Members will recall that at the previous Working Party meeting, it was agreed that the staff at Ledbury Town Council, in particular the Community Development Officer (“CDO”) and Deputy Clerk would be given delegated powers to organise World Book Day whilst keeping members updated via email.

Activities and schedule of the Day

The CDO has contacted the below groups and organisations who had shown an interest in helping or participating in the event. The CDO sent an email to advise the groups that they if they would like to take part, they would need to confirm their activity and venue by the deadline of Friday, 3 February 2023 so the office could create a poster and schedule of the day.

<u>Group</u>	<u>Activity</u>	<u>Venue</u>	<u>Time</u>
Ledbury Dance Group	Alice in Wonderland workshop or showcase dance.	Ledbury Dance company	
Ledbury Heritage Centre	Possible use of venue (Author)	Heritage Centre	
Ledbury Swifts	Awaiting response		
Ledbury Strömstad	Pippy Long stockings activity at Pot and page	Pot and Page	
Ledbury Poetry Festival	Ledbury Book Arts exhibition and activities	The BBI	
Co-op Funeral care	Awaiting response		
The Hive – Busy Bees	Hungry Caterpillar baby sensory class	The Hive	10-2

16 th Century Painted Room	Crafts - Create a knot garden (Horrible Histories)	Market House or Jacobean Room	10-4
Ledbury Town Council	Face painting – 3 hours	TBC	TBC
	Characters (Paddington Bear, Mr Brown & Bluey)	Around the Town	10 – 4
	Brothers McLeod - Meet the Authors and activities.	Heritage Centre?	10-4
	Meet Mo the Donkey and local author Charlotte Sullivan	The Hive carpark	TBC
Ledbury Library Development Group	Crafts – Red Earth Arts	Burgage Hall	10 - 1

Authors

The following Authors have been booked for World Book Day:

The Brothers McLeod are the BAFTA winning team of author Myles and illustrator Greg who have written books, produced children's TV programmes and directed short films. Their *Knight Sir Louis* book series are funny, highly illustrated books aimed at reading for pleasure. The first in the series, Knight Sir Louis and the Dreadful Damsel was described by School Librarian magazine as ‘

When Myles and Greg visit schools they show how they combine their skills and collaborate to create highly illustrated middle grade novels and animations. Their interactive sessions involve getting children to create character profiles for fun and imaginative wizards and knights, encouraging drawing in a structured exercise, and free drawing in a storyboard exercise. They also talk about what it's like to work in a team, what it's like to work with your sibling, and about what it's like to work in different media for writing stories and making pictures. Myles and Greg can also run a workshop for KS1 pupils based on Circle Square, their Milkshake animation for young children shown on Channel 5.

Charlotte Sullivan is a local author based in Ross on Wye. Her charming, illustrated children's book based on the true story of an animal-mad wedding, featured in the Daily Mail and on The Alan Titchmarsh Show.

Mo the Donkey is jumping gleefully across his field. Today is a very special day. Mo is going to be a page boy at his owner Charlotte's wedding. But what will happen when

a very muddy puddle, a missing bridesmaid bull terrier and some stolen sausages threaten to stand in Mo's way?

School Involvement

The CDO has made schools in Ledbury and District aware of World Book Day. The schools will be asked to design posters like last year and will be advertised around the town and in the shops.

Copies of the completed schedule will be sent to schools for students to take home in book bags.

Saturday – Charter Market

The Administrator and CDO have worked collaboratively to promote the market, and in doing so, have booked new traders to the market for Ledbury World Book Day.

The CDO contacted Herefordshire Council and has secured two extra parking bays for traders. There could be potential to use the walkway outside St Katherines Chapel if there was more interest in trading on World Book Day.

Regular Traders

Delice
Taynton Farm
Robs Plants Orchard Groves
Chock Shop

New Traders

Heart Smashed Burgers
Sinfully Delicious – puddings
The Stock Exchange.
Heart smashed burgers.
Kew Tribe wear
Loular Earrings
Silhouettes & Metalcraft

Recommendations

1. **Members of the Events Working Party are asked to receive and note the report, especially the attached budget and progress worksheet.**
2. **That Members of the Events Working Party decide whether the CDO should investigate the possibility of using St Katherines walkway to host more traders.**

Preparation of World Book Day

Proposed task	Owner	Comments
VENUES		
Book and complete Booking form for Burgage Hall	EJ	EJ sent booking form
ENTERTAINMENT		
Book Characters to walk around the town 10am - 4:00pm	OT	Characters have been booked - Bluey, Paddington Bear and Mr Brown
Book Face painter - 3 hours	OT	OT has received quote - waiting on TC confirmation
Confirm Ledbury Dance group participation	OT	OT has left message and emailed group
Confirm Busy Bees participation	OT	Confirmed by email 31.01.23
Confirm Poetry House participation	OT	Confirmed in person 31.01.23
Confirm Strömstad participation	OT	Waiting for confirmation after Strömstad meeting on 31.01.23
Confirm Ledbury Library Development Group participation	OT	N Shields confirmed
Quotes for PA system	OT	OT awaiting quote from Shed Sound. Chasing email sent 31.01.23
Register shop owners for golden ticket hunt	OT & EJ	OT & EJ to walk around town on 3.02.23 to register shops
Confirm Ledbury Funeral Services participation	OT	Waiting for confirmation
MARKETING		
Send draft poster to schools for students to design	OT	OT to send once author is confirmed
Create a schedule poster	CB	Waiting for information from community groups - deadline for information is 3.01.23
Send schedule poster to schools for students to take home	OT	OT to print and drop off at schools week commencing 6th February
World Book Day to be advertised in the Ledbury Focus and online	OT	advertised in January edition

Event Budget Workbook

Proposed Budget - £2,000

CATEGORY		
Venue	PROJECTED COST	PO NUMBER
Burgage Hall	£90	
Funding for Community Groups		
Buys Bees - The Hive	Donation	
Ledbury Library Development Group	Donation	
Ledbury Dance Company	N/A	
Entertainment		
Characters to walk around town x 3	£750	
Face Painting 3 Hours (a professional face painter can paint approx. 12-15 faces per hour)	£130	
Author		
Brothers McLeod	£720	
Charlotte Sullivan - to purchase 20 books @ £6 each and hire Mo the donkey	£120	
Decoration / merchandise		
Generic Button badges x70	£51.00	
Golden Tickets - designed and produced by Tilley's	£40	
Poetry Bag with goodies (runner up prizes)	£0	
Signage for roundabouts and verges	TBC	

Subtotal £1,901

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	8 FEBRUARY 2023	AGENDA ITEM NO. 6
-----------------------------	------------------------	--------------------------

Report prepared by Julia Lawrence – Deputy Town Clerk

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

As briefly discussed at the last Events Working Party in December, a Task and Finish Group had been arranged to take place on Monday, 23 January 2023 at 3.00pm at Ledbury Town Council Offices. Seven people were in attendance.

A copy of the notes taken from that meeting are attached at Appendix A. However, immediately prior to the meeting on the Monday, 23 January 2023, Buckingham Palace had announced over the weekend of 21/22 January 2023 the plans for the Coronation, which, for the new Bank Holiday Monday, the date on which Ledbury Town Council (“LTC”) planned to run an event, were somewhat different. Whereas LTC were considering a type of street party event, as has been the case for previous Jubilee events, the Palace have suggested “The Big Help Out” event encouraging people to spend time volunteering and joining projects in their area as part of the Big Help Out.

A paper was also submitted to Full Council (Appendix B). A verbal update will be given on what has been agreed at Full Council at the Events Working Party meeting on 8 February 2023.

Recommendation

That members of the Events Working Party are asked to note the contents of the report.

LEDBURY TOWN COUNCIL

TASK & FINISH GROUP

CORONATION EVENT – 8 MAY 2023

NOTES OF MEETING HELD ON MONDAY, 23 JANUARY 2023

PRESENT Sandra Clements, Brenda Hill, Griff Holliday, Cllr Nick Morris, Cllr Ewen Sinclair, Caroline Warrey

ALSO IN ATTENDANCE Julia Lawrence

- 1 Griff Holliday confirmed details of the official announcement for the Coronation Event being:

Saturday, 6 May	Coronation Service at Westminster Abbey
Sunday, 7 May	Big Lunch and Concert at Windsor Castle
Monday, 8 May	"The Big Help Out"

- 2 Discussion took place as to what time of day an event run by Ledbury Town Council could take place. Brenda Hill considered that we had missed out "what day" we would be running the event as she believed that it should be held on the Saturday, the day of the Coronation. The Deputy Clerk explained that there is a limited number of Ledbury Town Council staff who would be organizing the event and that they too would also like to watch the Coronation with their family and friends, hence why it had been suggested that such an **event would be run on Monday, 8 May 2023** which was an additional Bank Holiday for the event.

Taking into consideration the type of events that would be run on the day, for instance, music/entertainment and food/drink stalls, as well as an ox or hog roast, it was felt appropriate that as this would more than likely be served lunchtime onwards, the Group considered and **proposed that the time of the event should run from 12.00 hours until 17.00 hours.**

- 3 **Location of Event.** Consideration was given to both potential venues, being either the Recreation Ground or the High Street, between Bye Street and Top Cross. It was decided that should we want to have a stage (possibly this being a flat bed trailer provided by ABE), then the event would certainly need to be staged in the High Street, as there was no way a flat bed lorry would be able to access the Recreation Ground. Coupled with this, it was felt that the High Street was more central and would appeal to more people. **It was proposed that such an event should be located in the High Street between Bye Street junction and Top Cross.**

- 4 Due to such an event taking place in the High Street, it was essential that a full road closure was put in place. **It was therefore proposed that the road closure be in operation between 9.30 hours until 19.30 hours. Whilst the**

event would run from 12.00 hours until 17.00 hours, the additional time before and after the event was to allow sufficient time for people to set up stalls etc.

- 5 **Ox or Hog Roast.** The Group considered whether an Ox or hog roast should take place on the day and agreed that it would be nice to have something but further research into this was required. It was agreed that the Deputy Clerk would contact the three butchers in Ledbury, namely LDA Meats, Gurneys and Wallers to see if this would be of interest to them, and whether or not they could provide either an ox or hog on the day. It was noted that at the 2013 Jubilee event in the High Street, a purpose built spit had been assembled to cook the roast and this was something that needed to be taken into consideration. From a safety point of view, the location for an ox/hog roast would need to be positioned sufficiently far enough away from the Market House and then to allow sufficient space for members of the public to queue for their roast bap!
- 5 Brenda Hill questioned whether Ledbury Town Council would be able to assist with financial help for individuals to run their own street parties, as had been the case for the Platinum Jubilee event.
- 6 **Sponsorships.** The Group considered that wherever possible, if sponsorships could be obtained (both corporate and individual) then this was considered essential to help with the logistics of the event. For example, covering the cost of first aid, or supplying flags and bunting.
- 7 **Street Decorations. The Group were in favour of having flags and bunting throughout the Town,** including decorating the Market House, Church Lane as well as the railings outside the Almshouses. It was noted that for the Almshouses, permission would need to be granted from Hereford Cathedral and the Deputy Clerk agreed to contact Hilary Jones in this regard.
- 8 **Town Crier.** The Group were in favour of having the Town Crier present throughout the day.
- 9 **Events on the Day.** The Group proposed that a variation of entertainment be made available on the day including, for example, Community Choir and Brass Band, various music artists (solos or groups) including singing and/or music from Ledbury Primary School and John Masefield High School, street entertainers, i.e. stilt walking, jugglers, face painting and balloons.

Competitions could also be run. For example, painting competition for all ages; parade of best hat.

Have a Craft Marquee, possibly by using Ledbury Town Council gazebos, positioned in High Street. Provision of a small children's funfair ride, Merry Go Round.

Apart from the ox/hog roast referred to above, the Group proposed that a selection of food and drink stalls be available. Discussion took place regarding an alcohol licence for the event and the Group proposed that a designated area

should be set aside for the consumption of alcohol, maybe up to a maximum of 600 people and whether professional stewards should be used here for the purposes of containing alcohol in one area.

- 10 **Volunteers.** The Group questioned the use of volunteers and how we could encourage individuals to help in this regard. It was suggested that issuing, for example, a food voucher for a designated amount, say £5 or £6, may entice people to want to volunteer and the funding for this could be by way of a sponsorship. GDPR was questioned and provided people were signed up correctly, ie get express permission in writing, then that would be sufficient.
- 11 **Engagement with local Traders in the Town.** The Group were in favour of a shop window competition, possibly a "crown trail" in the shop windows, again similar to what had been done for the Platinum Jubilee. Entrants to the competition would complete a form and then the winning form would be drawn from a hat and given a prize. Brenda Hill confirmed that she would be happy to issue letters to traders to promote this.
- 12 **Commemorative Mugs for School Children.** The Deputy Clerk showed the Group details that had been received from "Clerks & Councils Direct" concerning commemorative mugs that could be produced with inclusion of the words "Ledbury Town Council", noting that the cost of a mug would be £6.00 each based on an order of 576 mugs. Discussion took place as to whether a mug should be provided in preference to a spoon and the overall consensus was to provide a mug.

Discussion took place as to what schools should be included and after a lengthy debate, **it was proposed that only Ledbury Primary School should receive a mug for all their pupils.** It had been debated that some parents chose to send their children to, say, Eastnor Primary School, but that was out of their choice as it was confirmed that Ledbury Primary School is not entirely full. However, the Deputy Clerk is to enquire with Ledbury Primary School just to make sure that the School is not doing something already for the Coronation. Cllr Sinclair stated that he knew another company who produced mugs and would obtain the details for a price comparison.
- 13 **Coronation Programme.** The Group proposed that a Coronation Programme should be produced for the event.
- 14 **Church Service and Bell Ringing.** The Group acknowledged that the Churches would likely give a service but that was for them to decide and organise.
- 15 **Opening other heritage buildings on the day.** Other buildings, for example, included the Market House, Painted Room, Masters House and Butchers Row. It was considered that there would be sufficient going on throughout the day that it did not warrant to have these buildings open, let alone appreciating that volunteers would be required to help out here.

LEDBURY TOWN COUNCIL

FULL COUNCIL	2 FEBRUARY 2023	AGENDA ITEM: 13
--------------	-----------------	-----------------

Report prepared by Angela Price – Town Clerk and Julia Lawrence – Deputy Town Clerk

CORONATION EVENT – 8 MAY 2023

Purpose of Report

The purpose of this report is to advise Members that a Task and Finish Group meeting took place to discuss what type of event Ledbury Town Council should organise for the forthcoming Coronation.

Detailed Information

The Task and Finish Group meeting took place on Monday, 23 January 2023 and the meeting was open to all Councillors and members of the public. The event had been published on social media well in advance but it was disappointing to note that there were only seven people in attendance at the meeting, two of which were Councillors.(see attached minutes).

The agenda for this meeting had been despatched the week prior to the meeting, which was before the information released by Buckingham Palace advising of the National timetable for the Coronation and the wishes of the King. A brief explanation of this information was provided by Griff Holliday at the meeting, however the full extent of these events were not digested in detail at the meeting.

In summary, the Group agreed to recommend an event on Monday, 8 May 2023 between 12.00 noon and 5.00 pm in the High Street, between Bye Street and Top Cross, with a road closure with effect from 9.30 am until 7.30 pm so to allow set up and break down of stalls etc. It was proposed that the event would include, for example, an ox/hog roast; food and drink stalls with entertainment, street performers, tables & chairs (to give a street party feel) competitions and a children's funfair ride. The Group were in favour of having flags and bunting throughout the Town, providing a commemorative mug for children at Ledbury Primary School, and creating a Souvenir Programme to mark the occasion.

Since this meeting further details have emerged from Buckingham Palace:

The Telegraph are quoted to have said: "People are being invited to take part in a string of community celebrations across the country, ranging from street parties to volunteering in three days designed to reflect both the Monarch's role today and look towards the future." (<https://www.telegraph.co.uk/royal-family/2023/01/21/king-charles-coronation-plan-weekend-guide-events-concert-big/>)

6 – 8 May 2023 – Coronation Bank Holiday Weekend

Saturday, 6 May – Coronation Service at Westminster Abbey
[How Coronation plans reflect Charles III's desire to be 'people's King' \(telegraph.co.uk\)](https://www.telegraph.co.uk)

Sunday, 7 May - Coronation Concert at Windsor Castle

After the pageantry of the coronation ceremony will come the celebration of a new reign, with a special concert taking place at Windsor Castle the following day.

With the oldest and largest occupied castle in the world as a backdrop, an orchestra will perform the Coronation Concert. The show on Windsor Castle's East Lawn will feature musical stars from around the world from the classical and rock and pop genres to perform "musical favourites" and a selection of spoken word sequences. The BBC is currently contacting top musicians, stars of stage and film and dance and entertainers to finalise a list for the event, which will go on late into the night.

The format of the concert will echo the success of the Platinum Jubilee celebrations, which saw a concert staged outside Buckingham Palace, with performances by Queen, Diana Ross, Craig David and Duran Duran.

A source involved in drawing up a short list of performers, said: "We are in the very early stages of planning the concert. We have begun contacting record labels. But, rather than the rock and pop show that marked the Queen's Platinum Jubilee last year, this will be very much more orchestra based. It is likely stars of the acting world will also give readings."

Through a national ballot held by the BBC, several thousand members of the public will be selected to receive a pair of free tickets for the concert.

The show will also see an exclusive appearance from the Coronation Choir. This will be comprised of the nation's "keenest" community choirs and amateur singers, including refugees, NHS workers, members of the LGBTQ+ community. Deaf signing choirs will also feature.

A documentary exploring the formation of the Coronation Choir will tell the stories of the people representing the many faces and voices of the country. The Coronation Choir will appear alongside The Virtual Choir, made up of singers from across the Commonwealth, for a special performance.

The virtual presence of a choir drawn from singers across the Commonwealth comes after what has been a difficult period for the organisation's ties with the Royal family, with Jamaica, Barbados and a number of other Caribbean countries planning to remove the monarch as head of state.

The centrepiece of the Coronation Concert, 'Lighting up the Nation', will see the country join together in celebration as locations across the United Kingdom are lit up using a barrage of light and sound effects.

Sunday, 7 May - Coronation Big Lunch

In keeping with King Charles's concern for strengthening local communities and neighbourhoods hundreds of events will be held across the country as part of the Coronation Big Lunch.

Community groups, neighbours and residents are being invited to share food and fun together in a nationwide act of celebration and friendship.

The event will be led by the Eden Project, whose Big Lunch every year brings millions of people together to boost community spirit, reduce loneliness and support charities and good causes.

Her Majesty The Queen Consort has been Patron of the Big Lunch since 2013.

The palace predicts that thousands of events will take place in every corner of the United Kingdom as people take to their streets, gardens, parks and community spaces to join the coronation celebrations.

Peter Stewart LVO, chief purpose officer at the Eden Project, said: "Sharing friendship, food and fun together gives people more than just a good time - people feel less lonely, make friends and go on to get more involved with their community, all as a result of sharing a sarnie and a chat in their neighbourhood."

Last year's Big Jubilee Lunch event saw 17 million people take to streets, gardens, parks, and community spaces to share food and have fun. More than £22 million was raised for good causes with 75 per cent of the money staying local. A survey found that 11.7 million people reported they had made new friends at the event and reported feeling less lonely after attending.

Monday 8 May - The Big Help Out

As the nation wakes up to an extra Bank Holiday, they will be encouraged to spend time volunteering and joining projects in their area as part of the Big Help Out.

Bringing another of King Charles's concerns to the fore, the day is designed to highlight the positive impact volunteering has on communities across the nation.

Buckingham Palace said: "The aim of The Big Help Out is to use volunteering to bring communities together and create a lasting volunteering legacy from the coronation weekend."

The Big Help Out will be organised by The Together Coalition along with The Scouts, the Royal Voluntary Service and faith groups from across the United Kingdom.

Jon Knight, chief executive of the Together Coalition, said: "The Big Help Out is going to be a day when people up and down the country will roll up their sleeves and do their bit."

At a recent Mayor's meeting the Coronation Weekend was discussed and it was established that other town council's in Hereford are not planning to hold a large event, but instead would be offering a grant to residents who would like to hold their own

street parties in their community, which would include care homes and other such locations.

It should be borne in mind that the Coronation weekend is the weekend immediately following the 2023 local elections. This in itself could present difficulty in getting help from Town Councillors for any large event. Of those currently serving on the Council some have already indicated that they do not intend to stand or election, if there are 18 or less names put forward for the election it is likely that any newly elected Councillors will not be able to help over that weekend, due to the short notice, and if there are, likewise if there are more than 18 names put forward and an vote required to elect Members.

Several staff members have indicated that if the council were to follow the programme set out by the Palace and were to offer grants to residents and not hold a large event in the town they would be very happy to volunteer in various locations around the town on the Volunteering Day, Monday, 8 May.

Recommendation

Bearing in mind the information that has now been received from the Palace, which is outlined above and within the various links, Members are requested to consider whether the Council should continue with the proposals being recommended by the Coronation Task & Finish Group, to hold a street party on the Bank Holiday Monday or whether to amend the suggested plans to fit in with the programme of events in line with the day-to-day guide issued by Buckingham Palace as outlined above.

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	8 FEBRUARY 2023	AGENDA ITEM NO. 7
-----------------------------	------------------------	--------------------------

Report prepared by Emma Jackson – Community Development Officer (Maternity Cover) and Jill Jupp (Carnival Committee)

LEDBURY CARNIVAL – 28 AUGUST 2023

Purpose of Report

The purpose of this report is to update Members of the Events Working Party regarding Ledbury Carnival, August 2023.

Detailed Information

Ledbury Carnival Association held their first Committee meeting of 2023 on Wednesday, 11 January 2023, and began planning for this year's event. Ledbury Carnival 2023 will take place on 28 August 2023 (Bank Holiday Monday), and this year's theme will be 'Countryside Fun'. The organisers hope the theme will encourage many local groups and community organisations to get involved, either by having a stall, entering the procession, creating a window display, or helping with funding (advertising in the programme, sponsorship, raffle prizes etc). More details will be sent to local groups and businesses in the following weeks.

Fundraising will be a big focus for the Committee this year. The Carnival costs approximately £15,000 to run each year. It is Ledbury's largest community event, attracting approximately 4,000 people to enjoy a fun-filled day of entertainment, largely free of charge. A significant and essential part of the cost is Event Management for the security and safety of the procession along the route

The Committee are also still looking for more volunteers to help with the running of the event. In particular, the role of Secretary is still vacant, following Jill Jupp stepping aside after several years of service. Jill is still in attendance at the meetings and will support with fundraising and other tasks as needed. If members know of anyone who is interested in volunteering or supporting Carnival, please put them in touch with Janet Meredith at jsykes1936@live.co.uk or phone 07858 599037 for a chat or further information.

The next Carnival Committee Meeting is on Wednesday 8 February.

Recommendation

That members of the Events Working Party are asked to note the contents of the report.

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	8 FEBRUARY 2023	AGENDA ITEM: 10
-----------------------------	------------------------	------------------------

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 Community Development Officer ("CDO") met with the Ledbury Town Council Tour Guide Manager to discuss the Heritage Open Day. Members may recall that this event was previously organised by the 16th Century Painted Room and has only recently come under the umbrella of the Council.

Beth Hughes, Tour Guide manager, advised that she was on annual leave during HODS week and therefore would not be able to run activities in both the Market House and Painted Room. There was also the issue of not having enough staff and volunteers.

The Community Development Officer advised that she would discuss options with the Events Working Party and agree if they would like to run a 'scaled' down event like 2021 and mainly focus on encouraging organisations to open for HODS week.

Correspondence received from Merchants House Musicians

The Community Development Officer received an email from Merchants House Musicians, a local group that sing medieval and tudor songs enquiring as to whether there would be any opportunities to work with the 16th Century Painted Room. A meeting has been arranged for the CDO to meet with Merchants House Musicians to discuss the possibility of working together for Heritage Open Day. Notes from the meeting will follow.

The original email is attached to this report for reference.



Recommendations

1. **Members of the Events Working Party are asked to receive and note the report.**
2. **That Members of the Events Working Party agree to a 'scaled down' event similar to 2021, where buildings with Heritage value would open for the public to visit.**
3. **That Members agree to the Administrator and Community Development Officer investigating the possibility of holding a medieval themed market on Saturday, 16 September 2023.**
4. **That the Events Working Party agree to Merchants House Musicians playing under the Market House during the market on Saturday, 16 September 2023.**
5. **That the Events Working Party agree to the Community Development Officer asking groups to register their own buildings, noting that the Council can help those who need technical support.**
6. **That the Council open the Market House and Painted Room for one day only during Heritage Open Days, noting that this day be Saturday, 16 September 2023.**

To: LTC Reception <reception@ledburytowncouncil.gov.uk>

Subject: Merchants House Musicians

You don't often get email from nortonbury@gmail.com. [Learn why this is important](#)

Hello,

Thankyou for providing me with your email address earlier today, and for forwarding on.

Many thanks for reading this, Richard and I live near Ledbury and love historic buildings particularly The painted room in Ledbury, so I thought I would email with our details for your records in case you think we may be suitable for an event/display there, or any other venues in Ledbury.

We re-enact and play independently, and as The Merchants House Musicians when our third member is available.

Richard and myself live near Ledbury and have been costumed re-enactors for many years, as such we can also demonstrate and talk about crafts from the medieval and Tudor periods. These include, for example, a medieval and Tudor tailor, plant lore, medicines, spices and hygiene practices of the period, a woodworker, and a candlemaker. We also play music from the 13th to 16th centuries, from branles to more courtly tunes, using replica period instruments. We dress in appropriate costume and have backgrounds in archaeology, crafts and re-enactment.

The weekend before last Richard and myself were re-enacting in Wales, at Llwyn Celyns open day, It's an early 15th century farmhouse built on the Llanthony Prima estates, and owned by The Landmark Trust. We played different types of period music dating from the 13th - 16th centuries. Richard also portrayed a Tudor tailor (he is an upholsterer), and I enjoyed providing a display of spice boxes, medicinal plants, and oils, balms and syrups using recipes from the period. We aim to reference the local area and status of the historic buildings that we are occupying. For example at different times of the year different plants and preparations can be referenced. So last weekend there were winter cough syrups, warming spices and warming balms to display, whereas in Spring I could reference cleansing herbs and preparations, and summer dye plants.

The event consisted of an ongoing display and music throughout each day, rather than a timed piece.

We have a third member, another Richard, the three of us are called The Merchants House Musicians. We have provided music at various other venues this year including Acton Court open days, hosted a renaissance dance

workshop at The John Moore Museum Tewkesbury, played the music for a Tudor dance group (The Tudor Players) at Berkeley Castle and Chenies Manor (picture included). We often work with The Tudor players who are actors/dancers portraying the higher echelons of Tudor Society.

I have enclosed a few photos from Llwyn Celyn, Richard and I were in the upstairs sitting room so soft furnishings are in abundance but our display and instruments can also be seen.

If you need any further details I am happy to forward on, happy to pop in also.

Happy Yuletide
Mary and Richard
and Merchants House Musicians (when 2nd Richard available)

4 Attachments • Scanned by Gmail

LEDBURY TOWN COUNCIL

CALENDAR OF EVENTS 2023/2024

Month	Event	Date	Time	Venue
	Warm Spaces	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
		Sundays	9.30am – 12.30pm	Library
			10.00am – 2.00pm	Pot & Page
				Various Churches open

Month	Event	Date	Time	Venue	Action Points
February	Warm Spaces	Please refer to details above			
	National Apprenticeship Day	Wednesday, 8 February			
	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
	Mayor's Coffee Morning	Tuesday 14 February 2023	10.30am-12.00noon	LTC/St Katherines	Valentine's theme
	LEAF Signs Of Spring Family Event	Saturday 25 February 2023	10.30am – 12.30pm	Ledbury Primary School	

ITEM NO. 11

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			
April	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	
	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	TBC	Rec	
	Ledbury Food Bank	Every Wednesday & Friday	10.00am-12.00pm	Homend Trading Estate	
June	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)
	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				
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					Consider 2 or 3 day event over weekend, inc Painted Room
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			