

LEDBURY TOWN COUNCIL

MINUTES OF A MEETIG OF THE EVENTS WORKING PARTY MEETING HELD ON 7 JUNE 2023

PRESENT: Councillors: Morris (Chair), L'Anson
Non-Councillors – Al Braithwaite, Griff Holliday, Lynette Loader, Nina Shields

ALSO PRESENT:

Julia Lawrence, Deputy Clerk
Olivia Trueman, Community Development Officer (CDO).

1. APOLOGIES FOR ABSENCE

Apologies were received from Hannah Bergough-Sutton, (Ledbury Poetry); Heather Coppock, Hilary Jones and Christine Tustin.

2. DECLARATIONS OF INTEREST

None.

3. TO ELECT NON-COUNCIL MEMBERS

None

4. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 3 MAY 2023.

RESOLVED:

That the minutes of the Events Working Party held on 3 May 2023 be approved and signed as a correct record.

(Proposed by Councillor Morris; Seconded by Nina Shields).

To note: clarification is required on the circulation list for this Working Group. Deputy Clerk to confirm group members.

5. CORONATION EVENT

A report was prepared by Charlotte Barltrop, LTC Administration, and was presented by Olivia Trueman, Community Development Officer (CDO) at the meeting.

Lessons learnt Feedback and discussion:

- a) The event was a great success for the Town.

- b) The time required to prepare for the event placed significant pressure on Council staff, both in terms of planning, sourcing volunteers (and the need for a greater number) and delivering the programme on the day.
- c) Lack of Volunteers on the day placed more pressure on Council staff.
- d) The number of events being managed and delivered through the Council staff team needs to be reviewed to ensure that there is time and resource available to achieve successful outcomes.
- e) Getting through the committee process in a timely manner to ensure that funding was approved as part of the planning and preparation needs to improve for future events. To speed up the committee process, it was suggested that a detailed financial profile for the events programme be developed in advance of the each of financial year and submitted to E&L for consideration as part of the budget setting process. Adopting this approach would help ensure that events could be programmed potentially one year in advance, provide a more comprehensive list of events, funding requirements and allow the staff the plan and organise them more efficiently.
- f) There was no recognition of the Pet Shop who sponsored the event. The CDO is to send a letter of thanks to the Pet Shop.
- g) It was noted that a post had already been put out on social media thanking the volunteers but the Working Party agreed that it may be more appropriate to send a letter of thanks to those volunteers who actually helped on the day.

RESOLVED:

The following recommendations were made:

- 5a. A letter of thanks to be sent to the Volunteers who supported the event. Deputy Clerk to action.**
- 5b. A letter of thanks be sent to the Pet Shop. CDO to action.**
- 5c. Chairman of the Events Working Party and Officers, to prepare a proposal for funding future events both 2023/24 financial year if possible, and in preparation for 2024/25 budget setting timescale. This detailed proposal would seek approval from Environment & Leisure Committee. Cllr Morris to progress.**

6. HERITAGE OPEN DAYS (HODS) 8 – 17 SEPTEMBER 2023

The CDO presented a paper on progress on HODS. The paper set out a proposal to host a medieval sport event (Buhurt) on the Recreation Ground. Unfortunately, the representative of the organisation was unable to make the meeting to provide further details.

In summary, the Buhurt event would not work this year during HODS as the Car Rally would be a main focus for Ledbury on both 16 and 17 September. Again planning for HODS in 2024, may facilitate such an event.

To note also more volunteers are required to cover the opening of St Katherines Chapel and the Chapel at the Cemetery. Until this support is confirmed, no details can be posted.

It was noted that Ledbury Places were having a lady who would be repairing and restoring old materials/ceramics etc upstairs on 16 September 2023.

RESOLVED:

The report was received and noted by the Working Party.

The recommendation to hold a medieval combat (Buhurt) event at the Recreation Ground was rejected, but thanks are to be conveyed to Buhurt for the suggestion (CDO).

7. COMMUNITY DAY - 10 JUNE 2023

Griff Holliday informed the Working Party that there would be 60 groups from across the Town coming together for the day. This ranged from bell ringers, brassband, meditation groups to mini gardening at St Katherines.

Promotional information had been circulated. More volunteers would be welcome to set up and take down.

8. GREAT BIG GREEN WEEK – 10 TO 18 JUNE 2023

The update report was noted as planning was progressing.

9. CELEBRATION DAY – 9 JULY 2023

Works continues albeit progress was slow in getting food stalls to come forward. Music programme is being built for the day. The CDO is working with Griff Holliday on logistics for the day.

10. LEDBURY CARNIVAL – 28 AUGUST 2023

No further updates.

RESOLVED:

Further updates to be sought for the next meeting. Action by Deputy Clerk

11. LEDBURY POETRY FESTIVAL – 30 JUNE TO 9 JULY 2023

No further updates.

12. CALENDER OF EVENTS

Additions for the events calendar to include:

- Car Rally - 16 September (PM)
- Medieval combat at Ayleton on 16 September.
- Mayor's duties – 1 October and coffee mornings.

Plans for World Book Day 2024 are underway with advice to focus on such books as The Grinch, Postman Pat, Elmer the Elephant. The CDO is seeking funding and would want to include a readathon.

13 DATE OF NEXT MEETING

The next meeting of the Events Working Party is Wednesday, 5 July 2023 at 10.00am at Ledbury Funeralcare, Hawcutt House, Bye Street, Ledbury.

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