

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

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Signed

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Date