



# LEDBURY TOWN COUNCIL



1 September 2023

To: All Councillors  
Non-Councillors: Hannah Bengough-Sutton, 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, 6 September 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.

## AGENDA

- 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, 2 August 2023 (Pages 63 - 68)**
- 5 Heritage Open Days – Update (Verbal)**
- 6 World Book Day 2024 - Update (Verbal)**
- 7 Mayor’s Civic Event (Verbal)**
- 8 Ledbury Carnival - Update (Verbal)**
- 9 May Bank Holiday Event 2024 (Verbal)**
- 10 Strömstad – Update (Verbal)**
- 11 October Funfair (Verbal)**
- 12 Candle Lighting Event at the Chapel (Verbal)**
- 13 Calendar of Events/Website (Pages 69 - 70)**
- 14 Date of Next Meeting**

The date of the next Events Working Party meeting to be held on Wednesday, 4 October 2023, at 10.00am, at Ledbury Town Council Offices, Ledbury.

**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF THE EVENTS MANAGEMENT WORKING PARTY  
HELD ON 2 AUGUST 2023**

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**PRESENT:** Councillors l’Anson and Morris  
Non-Councillors Hannah Bengough-Sutton, Heather Coppock, Griff Holliday, Janet Meredith, Nina Shields and Christine Tustin

**ALSO PRESENT:** Angela Price – Town Clerk  
Charlotte Barltrop – Minute Taker  
Richard Jeynes – Time Quest

**30. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Al Braithwaite and Lynn Loader.

**31. DECLARATIONS OF INTERESTS**

None received.

**32. ELECTION OF NON-COUNCIL MEMBERS TO THE EVENTS WORKING PARTY**

Heather Coppock expressed an interest in becoming a member.

**RESOLVED**

**That Heather Coppock be voted in as a member of the Events Management Working Party.**

**33. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON WEDNESDAY, 5 JULY 2023**

Nina Shields raised concerns in respect of minute no. 15. It appeared that some of the discussion from the previous minutes had not been included. She advised that it had been a long debate in which they had discussed budgets and planning of events and a request for an independent item to be included on this agenda of “Budget” which had not been included and therefore asked that this be discussed as part of the calendar of events later in the meeting.

The Mayor asked whether the Mayor’s coffee mornings would be added, and the Clerk suggested that this be discussed when considering the calendar of events.

Griff Holliday advised that the minutes of the June meeting refer to the Celebration Day in the past tense, advising that it had been a well-attended event. However, it should be noted that this meeting took place prior to the event and therefore this minute should be addressed.

**RESOLVED:**

**That the minutes of the meeting of Events Working Party held on 5 July 2023 be approved and signed as a correct record subject to the following amendments:**

- i. **Minute 15 – That it be recorded that budgeting and planning of events was discussed in relation to the Calendar of Events however this has not been minuted.**
- ii. **Minute 11 – That it be noted that the tense used was incorrect as the event had not happened at the time of the meeting.**

#### **34. HERITAGE OPEN DAYS – UPDATE**

Nina Shields asked that a note of thanks to the CDO and other officers be recorded for the hard work which was being done on this event.

Richard Jeynes from Timequest was in attendance at the meeting to inform the Members about Timequest.

He advised that Timequest runs Medieval Projects at the Verzon House Hotel and has a global clientele. They are keen to get involved with events which are taking place in Ledbury including HODs and World Book Day. There are three academics involved with the project, all of whom are published authors.

Timequest currently offer tours of architectural sites and castles as well as talks, lectures, re-enactments, authentic costumes and arms. At the Verzon they are currently offering Longbow Archery sessions and are about to launch a programme to create an archery troupe whereby new archers are trained from scratch with a view to taking part in the Medieval Fayre's at Tewkesbury and Evesham.

Councillor l'Anson asked that the following amendments be made to the HOD's leaflet:

1. Welcome to Ledbury page

“.....cobble of Church Lane.....”

“....painting believed to be by Titian....” (This has not been proven)

2. Ledbury Poetry House page:

Change “The building was disused from 2015 to 2021 when Ledbury Poetry Festival moved in.” to “The building was taken over by Ledbury Poetry Festival in 2021.”

#### **RESOLVED**

**That the information provided by the Community Development Officer be received and noted and that the pamphlet be approved subject to the aforementioned changes.**

#### **35. WORLD BOOK DAY 2024**

The Clerk informed members that the Community Development Officer had been successful in securing £2,000 in funding for this event, and that this will be match funded by Ledbury Town Council which will enable a larger event to be created in 2024.

Nina Shields suggested that Ledbury Library Group may sponsor Red Earth Arts and the Readathon for 2024, although this would have to be put to the managing committee,

Griff Holliday reminded members that the Heritage Centre would be re-opening for the start of their season so they would be available as a venue.

## **RESOLVED**

**That the information provided be received and noted.**

### **36. CHRISTMAS LIGHTS SWITCH-ON EVENT**

Members enquired as to whether this event would make use of the new Town Square should it be available. The Clerk informed members that she was unsure when this project would be completed, but that if it were completed in time, then this space would be utilised.

Members enquired as to whether the market was open to all charity stalls. They were informed that all local charities are welcome to request a stall.

Members agreed that a colouring book and some crayons or pencils would make a good gift from Santa in the Grotto.

Members discussed the cost of the Santa Dash, with the outgoings currently set at £4.99. It was felt that the cost should be £6.00 and that donation buckets should be available in order that monies can be collected for the Charities selected.

Members enquired as to whether a famous face could be booked to switch the lights on. Officers informed members that this had been explored, however the budget is limited and therefore unlikely that there would be sufficient funding for this.

There was a short discussion regarding the use of the Bye Street toilets during events. The Clerk informed members that whilst Ledbury Town Council are working with Love Ledbury to get these toilets opened, there are a few reasons why they are not in use. Love Ledbury is open to the toilets being used for events; the Clerk can liaise to arrange for the toilets to be opened if notice of requirement is given.

## **RECOMMENDATIONS**

- 1. That a Santa's Grotto be held in the Jacobean Room and that the gift in 2023 should be a colouring book and pencils/crayons.**
- 2. That members approve the hiring of the band, "Mirror Ball", to play at the event at a cost of £840.**
- 3. That members approve the hire of a generator from Ashley Rogers subject to a competitive cost being received.**
- 4. That members approve the Santa Dash portion of the event with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be available, cost to be decided.**
- 5. That the Clerk be authorised to write to local businesses to request funding towards the gifts for struggling families.**
- 6. That members approve the hiring of St Katherine's Hall to be used as the craft space.**

**7. That the date for the 2024 Christmas Lights Switch On Event is set as Sunday, 24 November 2024.**

### **37. Ledbury Carnival**

Janet Meredith gave a verbal report which informed members that the sum of £7,500 had been donated to Ledbury Carnival by Clive Hutchins, the original Carnival organiser, and that further sums have been received from anonymous donors.

The Carnival Committee is still attempting to cut costs where possible. This involves, amongst other measures, producing a lower quality programme and not offering cash prizes in 2023.

#### **RESOLVED**

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

### **38. May Bank Holiday Event 2024**

Members considered what type of event should be allocated to this calendar spot. It was felt that it was close to Community Day. It was noted that whilst Community Day is very much about what community groups there are for the older generation, there is no day to celebrate the youth groups in the town and it was felt that this event could be used to promote youth and youth groups in Ledbury.

Members agreed that traditional British village games, such as tug of war and welly wanging, were excellent ideas as was the "Village Fete" type of event which had been suggested by Officers.

It was suggested that there should be some elements which were not about competition in order for it to be enjoyable for all residents.

Members agreed that this should take place on Whit Sunday in 2024.

#### **RECOMMENDATION**

**That a recommendation be submitted to the Environment & Leisure Committee that the Council hold an event on Whit Sunday 2024 which would take the form of a Village Fete and that it be aimed at the youth of Ledbury.**

### **39. STRÖMSTAD**

**No members of the Stromstad Twinning Society were present at this meeting to give an update.**

### **40. POETRY FESTIVAL**

Hannah Bengough-Sutton from Ledbury Poetry Festival informed the members that Ledbury Poetry Festival 2023 had been viewed as successful. The festival had scaled down for 2023 which allowed for higher quality events. Hannah stated that any feedback for the festival would be gratefully received.

**RESOLVED**

**That the information provided by Hannah Bengough-Sutton be received and noted.**

**41. CALENDAR OF EVENTS/WEBSITE**

Members discussed that at the previous meeting it was agreed that the format of the Calendar of events would be updated to include a budget column, thus allowing members to have more awareness of the sums which had been spent and where.

It was also discussed that this calendar should be colour coded to show the different categories of events, such as Council run events, community events, Mayors events and Civic events and that it should be a rolling 12/18-month calendar. .

The Clerk agreed that the Calendar should be reviewed and that she and the CDO would undertake this with a view to creating an events page on the website once the amended calendar was approved by the committee.

It was also agreed that the Food Bank being open was not in itself an event and that the opening days should be recorded outside of the calendar rather than as a recurring event.

**RESOLVED**

**That the Town Clerk and Community Development Officer would update the Calendar of Events to include colour coding and all relevant events which take place in Ledbury.**

**42. DATE OF NEXT MEETING**

**RESOLVED**

**That the date of the next Events Working Party meeting would be on Wednesday, 6 September 2023, at 10.00am, at Ledbury Funeral Services, Bye Street, Ledbury.**

The meeting ended at 11.45am.

Signed ..... Date .....  
(Chair)





# Events Calendar 2023 -2024

Month	Event	Date	Time	Venue	Organiser	Website	Actions / Notes	Budget
	Ledbury Town Council Events							
	Communtiy Events / outside events / Holidays							
	Mayors Events							
Aug-23	LEAF Activity Day	Saturday 19 August 2023	All Day event	Recreation Ground	LEAF			
	Carnival	Monday 28 August 2023			Ledbury Carnival			
Sep-23	Herefordshire Art Week (H-Art)	Saturday 2 Sept 2023 – Sunday 10 Sept 2023	All Day	In and around Herefordshire	H-Art	<a href="https://www.h-art.org.uk/">https://www.h-art.org.uk/</a>		
	Three Shires Car Rally	Saturday 16 September	All Day	High Street	Cheltenham Motor Club	<a href="https://www.cheltmc.com/hills-ford-3-shires-stages-rally/">https://www.cheltmc.com/hills-ford-3-shires-stages-rally/</a>		
	Heritage Open Days (HODs)	Friday 8 Sept 2023 - Sunday 17 Sept 2023	9:00am onwards	16th Century Painted Room, Master's House, New Street Chapel, Heritage Centre, Butchers Row Museum, Burgage Hall, St Michael and all Angels	Ledbury Town Council	<a href="https://www.heritageopendays.org.uk/">https://www.heritageopendays.org.uk/</a>		
	Mayor & Ledbury Twinning Association Coffee Morning	Saturday 23 September 2023	10:30am - 12noon	Talbot Hotel	Ledbury Town Council and Stromstad Twinning Assoc			
	Communtiy Litterpick with HMS Ledbury	Friday 29 September 2023	4:00pm onwards (TBC)	Market House - Ledbury Rugby Club	Ledbury Town Council and Helping Hands		New equipment donated by Helping Hands	
	Macmillan Coffee Morning	Friday 29 September 2024	10:30am - 12:30pm	Deer Park, Martins Way, Ledbury, HR8 2XW	Deear Park Care Home			
Oct-23	Mayors Civic Event	Sunday 1 October 2023	2:00pm onwards	Burgage Hall	Ledbury Town Council			
	Funfair	Mon 9 Oct 2023 – Tues 10 Oct 2023	5.00pm – 10.00pm	High Street, Bye Street, Homend	Ledbury Town Council and Ashely's Fun Fair			
	Big Apple	Saturday 14 & Sunday 15 Ocotber 2023	All day	In and around Much Marcle	The Big Apple	<a href="https://www.bigapple.org.uk/">https://www.bigapple.org.uk/</a>		
Nov-23	Pumpkin Carving	Wednesday, 1 November 2023	TBC	Under the Market House	Hereford BID			
	Remembrance Day	Saturday 11 Nov 2023	11.00am	War Memorial	Ledbury Town council and RBL			
	Remembrance Parade & Sunday Service	Sunday 12 Nov 2023	11.00am onwards	Ledbury War Memorial/St Michaels	Ledbury Town council and RBL			
	Christmas Lights Switch-on Event	Sunday 26 Nov 2023	5.00pm (switch on)	Market House, High Street	Ledbury Town Council		Note: activities taking place during the day	TBC
Dec-23	Late Night Christmas shopping	Friday 1 December 2023	TBC	Town Centre	Traders Association			
	Mayors Christmas Coffee Morning	Friday 1 December 2024	10:30am onwards	St Katherines Hall (TBC)	Ledbury Town Council			
	Free Car Parking	Saturday 2 December 2023	7:00am onwards	St Katherine's Carpark	Ledbury Town Council			
	Carol Service	Sunday 10 December	TBC	St Michael and All Angles	Ledbury Parish Church	<a href="https://www.ledburyparishchurch.org.uk/">https://www.ledburyparishchurch.org.uk/</a>	LTC usually offer to print booklets	N/A
	Candle Lighting Event	Sunday 17 Dec 2023	10.00am – 4.00pm	Cemetery	Ledbury Town Council			
	Christmas Day	Mon 25 Dec 2023	N/A	N/A	N/A	N/A	N/A	N/A
	Boxing Day	Tues 26 Dec 2023	N/A	N/A	N/A	N/A	N/A	N/A

# 2024

Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Jan-24	New Year's Day	Monday 1 January 2024	N/A	N/A	N/A	N/A	N/A	N/A
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Feb-24	Mayors Valentines Coffee Morning	Wednesday 14 February 2024	10:30am onwards	St Katherines Hall (TBC)	Ledbury Town Council			
Month	Event	Date	Time	Venue	Organiser	Website	Actions / Notes	Budget
Mar-24	World Book Day	Thursday 7 March 2024	N/A	N/A	N/A	<a href="https://www.worldbookday.com/">https://www.worldbookday.com/</a>	N/A	N/A
	International Womens Day	Friday 8 March 2024	N/A	N/A	N/A	<a href="https://www.internationalwomensday.com/">https://www.internationalwomensday.com/</a>	N/A	N/A
	Ledbury World Book Day Event	Saturday 9 March 2024	10:00am onwards	Town Centre	Ledbury Town Council			£4,000 ( £2,000 funding)
	Mother's Day	Sunday 10 March 2024	N/A	N/A	N/A	N/A	N/A	N/A
	Mayors Easter Coffee Morning	Thursday 28 March 2024	10:30 onwards	St Katherines Hall (TBC)	Ledbury Town Council			
	Good Friday	Friday 29 March 2024	N/A	N/A	N/A	N/A	N/A	N/A
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Apr-24	Easter Monday	Monday 1 April 2024	N/A	N/A	N/A	N/A	N/A	N/A
Month	Event	Date	Time	Venue	Organiser	Website	Action/ Notes	Budget
May-24	Early May Bank Holiday	Monday 6 May 2024	N/A	N/A	N/A	N/A	N/A	N/A
	Spring Bank Holiday	Monday 27 May 2024	N/A	N/A	N/A	N/A	N/A	N/A
Month	Event	Date	Time	Venue	Organiser	Website	Action / Notes	Budget
Jun-24	Great Big Green Week	8-16 June 2024	TBC					
	Father's Day	Sunday 16 June 2024	N/A	N/A	N/A	N/A	N/A	N/A
	Armed Forces Day & raising the Flag	Saturday 29 June 2024	TBC	Town Centre	Ledbury Town Council			