



LEDBURY TOWN COUNCIL



26 January 2024

To: All Councillors

Non-Councillors: Al Braithwaite, Hannah Bengough-Sutton, Catriona Cole, Heather Coppock, Chloe Garner, Griff Holliday, Hilary Jones, Lynette Loader, Janet Meredith, Susie McKechnie, Nina Shields & Christine Tustin

Dear Member

You are invited to attend a meeting of the **Events Working Party on Thursday, 1 February 2024 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

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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, 7 December 2023 (Pages 131-136)
- 5 World Book Day 2024 - Update (Pages 137-142)
- 6 Community Day 2024 (Pages 143-144)
- 7 Great Big Green Week 2024 (Verbal)
 - 7.1 Photographic Competition – “Trees of Significance in Ledbury”
- 8 Candle Lighting Event at the Chapel - Update (Page 145-146)
- 9 Schedule of Committee Meeting Dates (Page 147-148)
- 10 Calendar of Events/Website (Page 149-150)
- 11 Date of Next Meeting

The date of the next Events Working Party meeting to be held on Thursday, 4 April 2024 at 10.00am, at Ledbury Town Council Offices, Church Lane, Ledbury.

Distribution: - Full agenda reports to all Councillors

Non-Councillors: Al Braithwaite, Hannah Bengough-Sutton, Catriona Cole, Heather Coppock, Chloe Garner, Griff Holliday, Hilary Jones, Lynette Loader, Janet Meredith, Susie McKechnie, Nina Shields & Christine Tustin

Plus file copy

LEDBURY TOWN COUNCIL

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

PRESENT: Councillors: Morris (Chair) and l'Anson
Non-Councillors – Al Braithwaite, Heather Coppock, Griff Holliday and Nina Shields

ALSO PRESENT:

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

81. APOLOGIES FOR ABSENCE

Apologies were received from Sabeen Chaudhry, Lynette Loader and Janet Meredith.

82. DECLARATIONS OF INTEREST

None.

83. TO ELECT NON-COUNCIL MEMBERS

None.

84. It was agreed to bring Item 11 forward – Calendar of Events to facilitate a discussion prior to Heather Coppock leaving the meeting early.

A verbal presentation of the work that Heather had been undertaking to potentially create an overarching events schedule that would complement the internal calendar of events produced by the Town Council.

To date emails had been sent to a number of the charitable and community groups that take part in Community Day to identify their plans for 2024.

Heather suggested that the potential output from the feedback could be used to inform a broader events page on the Council website so that people could see all the events the Town had to offer.

It was noted that any such development would need to be adequately funded and maintained and not compromise any of the charities. This could be done potentially through links to the respective charity/community group websites.

Griff Holliday expressed a concern that information being sought from charities and community groups in the New Year would be duplicating the actions of the Community Day Action Group.

There was more work to do to develop this approach and would need to be discussed outside of the meeting.

RESOLVED:

That a meeting be held between Griff Holliday, Heather Coppock and the CDO to shape what an events calendar could look like. An update would be provided at the next meeting.

Heather Coppock left meeting.

85. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 1 NOVEMBER 2023

That the minutes of the Events Working Party be approved subject to noting the following amendments.

- a) Item 75 – 4th sentence, should read: “It was noted that the Community Day Group (not Ledbury Food Group) would be happy to host some activities”. Remove the remaining part of the sentence.
- b) Item 77 – The third paragraph should read “ The Events Working Party would be very reluctant for Ledbury Town Council to consider a road closure”
- c) Item 77 - The Deputy Clerk advised that for legal and commercially sensitive reasons, the SLA relating to the October Funfair could not be shared with the Events Working Party.

RESOLVED:

That the minutes of the meeting of the Events Working Party held on 1 November 2023 be approved, subject to the above amendments.

86. WORLD BOOK DAY - 9 MARCH 2024 (overall budget £4,000)

The CDO presented 2 poster options to promote World Book Day. The design setting out the date clearly in the centre was favoured. There could perhaps be further reference to the events of the day. It was noted that this could be reviewed by the Steering Group in January.

It was noted that the Council could use Gruffalo on the poster, subject to the CDO sending an email confirming that this was possible.

It was noted that Ledbury Places is considering promoting The Prince and the Pauper for World Book Day as it is 55 years since filming took place outside the Old Grammar School and in the Lane. (The star of the BBC series was a young Nicholas Lyndhurst).

It was suggested that this could be the book for the readathon. It is about 170 pages long. An alternative could be Midnight Folk by John Masefield.

Discussions included other activities to complement the day including: Flash Dancing, choreographed by Ledbury Dance; Ceramics workshop and Courtyard workshop. It was suggested that the readathon could take place in

the “Market Square” (St Katherine’s), or in the churchyard or under the Market House. It was noted that using outside space so early in the year may not be feasible. A potential road closure on 9 March 2024 was discussed but it was felt that this was not required.

The CDO will be putting out “hold this date” via social media in the New Year.

RESOLVED:

That the Steering Group meet in January 2024 to review all these ideas and bring back recommendations to the Events Working Party accordingly.

87. GREAT BIG GREEN WEEK (GBGW) 8 – 16 JUNE 2024

Members noted that the Events Working Party will be responsible for managing the event.

Sustainable Ledbury has identified 10 ideas for GBGW including:

- Ledbury Library Development Group sponsoring Wild Play session to be run by Herefordshire Wildlife Trust;
- Develop a Treasure Hunt with town traders around Town;
- Beeswax wrap workshop;
- Herefordshire Wildlife Trust would develop a Nature Trail, ending the event with a picnic;
- Clothes swap, which could be run in conjunction with the Mayor’s coffee morning;
- Litter pick;
- Gardener’s Question Time-style event.

The children’s author, Catherine Barr, could undertake an event and Ledbury Library Group could sponsor the event – to be confirmed.

Griff Holliday advised that the Methodist Church would like to host an event to promote GBGW. It was noted that localness to the town centre may be an issue, i.e. poor footfall.

It was recommended that all of these suggestions be discussed at the GBGW Steering Group in January 2024.

It was also suggested that “Home Energy” should be promoted at the event and the Steering Group are to research this further.

RESOLVED:

That the GBGW Steering Group review the ideas and bring a potential programme back to the Events Working Party in February 2024.

88. CHRISTMAS LIGHT SWITCH ON (26 NOVEMBER 2023)

A comprehensive report was presented to the Events Working Party detailing feedback from the Event and Lessons Learnt.

The Working Party found the report most helpful, in particular the Lessons Learnt. In addition to those items listed under lessons learnt other additions were presented:

- There were too many versions of the poster. In future, it was proposed that only one design be promoted.
- Pre-booked Santa sessions were a success, but walk-in sessions led to a need to urgently buy additional gifts for those children. Next time perhaps there could be a “read with Santa for walk-in”.
- Mirrorball blocked the end of Church Lane, making it difficult for access to the Lane.
- More collaboration with the Traders to get the theme more wide spread.
- The costs of the pitches to be reviewed to potentially attract more traders and increase the income – there is, however, a balance to be struck about this approach.
- Food Court was not obvious and blocked at St Katherines. Perhaps there should be a maximum of 5 stands.
- Open up stalls/stands to Bank Crescent and or Market Square – as well as making more use of Market Square.
- Signage from High Street to Burgage Hall was considered poor.
- Consider putting on band/dancing after the switch-on as opposed to the Morris dancers.
- Next year, possibly consider a themed event with traders. The idea of potentially merging the event with late night shopping was considered although the Working Party agreed that the Sunday event had worked well despite being in competition with Ross on Wye.
- As a means to keep the event in one area, consideration was given to closing the Homend at the Bank Crescent junction although it was noted that poor lighting may be an issue later in the day.

A note of thanks was recorded to Charlotte Barltrop and the CDO for their hard work in organising the event.

RESOLVED:

That a report be submitted to the next Events Working Party, detailing the income received from the market traders at the Christmas Lights Switch on Event 2023.

89. CANDLE LIGHTING EVENT AT THE CEMETERY CHAPEL – SUNDAY, 17 DECEMBER 2023

It was noted that a banner was being put on the railings by the main gates of the Cemetery in the week commencing Monday, 11 December 2023 to promote the event.

Ledbury Poetry will be providing poems to hang on the Christmas Tree.

90. PHOTOGRAPHIC COMPETITION – TREES OF SIGNIFICANCE IN LEDBURY

A report was presented on behalf of the Climate Change Working Party to run a photographic competition.

It was suggested that the competition form part of the work of the GBGW Steering Group. This was proposed by the chairman (Cllr Morris) and seconded by Griff Holliday.

RECOMMENDATION:

- 1. That a recommendation be submitted to the Environment & Leisure Committee that the Events Working Party take ownership of this competition.**
- 2. That the GBGW Steering Group confirm what the costs would be to run the Competition, which could include costs of Exhibition, promotion, prizes and potential cost of the calendar preparation/printing). It is estimated that £1,000 would be required. Once the budget outline has been confirmed, this can be presented to the Environment and Leisure Committee for approval.**

91. SCHEDULE OF COMMITTEE MEETINGS

The schedule was noted.

RESOLVED:

In addition to the Committee Meeting dates, a schedule of all the different Working Group meetings should be included for 2024.

92. CALENDER OF EVENTS

The schedule was noted. If possible, a larger version should be made available to the Working Party (A3).

RESOLVED:

That the format of the calendar of events should be A3 size.

93. DATE OF NEXT MEETING

The next meeting of the Events Working Party is 1 February 2024 at Ledbury Funeralcare.

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Chair

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Date

DRAFT

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	1 FEBRUARY 2024	AGENDA ITEM: 5
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Report prepared by Olivia Trueman, Community Development Officer

WORLD BOOK DAY 2024

Purpose of Report

The purpose of this report is to update Members of the Events Working Party on the progress of Ledbury World Book Day 2024.

Detailed Information

The Community Development Officer ("CDO") met with the World Book Day Steering Group on Tuesday, 9 January 2024 to discuss the programme of events and the event progress. The Event Management Plan is currently being developed and will be available at the next Working Party.

Budgets

A copy of the Budget report is attached at Appendix A.

Schedule of Events

A copy of the schedule is attached at Appendix B.

Local Author, Andy Seed, will visit Eastnor, Bosbury and Ledbury Primary School on Friday, 1 March 2024 to advertise Ledbury's World Book Day Event and promote a writing competition which the CDO is organising. The winners will be announced at the Workshop on Saturday, 9 March 2024.

Advertising

The CDO has designed the poster, brochure, banner and bookmarks which will be professionally printed in early February. Copies will be distributed around the Town and in the Schools.

The CDO has also had confirmation from Herefordshire Council that chalk can be used on the pavements in and around Ledbury to promote the event. Officers will draw colourful arrows guiding families to the numerous activities around the Town.

RESOLVED:

That Members of the Events Working Party receive and note the World Book Day update and attached reports.

Event Budget for Ledbury World Book Day 2024

Total Expenses	Estimated	Actual
Venue	Estimated	Actual
Burgage Hall	£90.00	£0.00
Ledbury Theatre	£40.00	£40.00
Co-op Funeral Care	£0.00	£0.00
Busy Bees	£0.00	£0.00
Town Council Offices	£0.00	£0.00
St Katherines Hall	£60.00	£135.00
Poetry House	£0.00	£0.00
Masters House	£66.00	£66.00
	£256.00	£241.00
Marketing	Estimated	Actual
Poster design	£0.00	£0.00
Printing of poster and bookmarks	£200.00	£230.00
Facebook Ad	£50.00	£50.00
Verge signs and Banner	£200.00	£195.00
Distribute in the Ledbury Focus	£360.00	£195.00
	£810.00	£670.00
Hiring / Entertainment	Estimated	Actual
Lifsize Characters	£750.00	£495.00
High Street Safari	£699.00	£699.00
Author 1 (to include school visits and 9 signed books)	£730.00	£735.00
Arts group	£200.00	£460.00
Hereford Courtyard	£200.00	£100.00
Illustration class with Sarah Millan full day	£300.00	£300.00
Face Painting x 2	£250.00	£260.00
	£3,129.00	£3,049.00
Other	Estimated	Actual
Music Licence	£50.00	£0.00
Arts and crafts materials - provide to community groups	£60.00	£0.00
	£110.00	£0.00
	£4,305.00	£3,960.00

World Book Day 2024																
Activities Schedule	About	Venue	10:00 - 10:30	10:30 - 11:00	11:00 - 11:30	11:30 - 12:00	12:00-12:30	12:30-13:00	13:00-13:30	13:30-14:00	14:00-14:30	14:30-15:00	15:00-15:30	15:30-16:00		
Author Andy Seed	three workshops based on interview with a panda, Tomb Robbers and the silly book of weird and wacky words	Masters House			Break			Lunch Break								
Create your own bookmark	Once you have redeemed your World Book Day token, pop over to Choccotastic where you can create your very own bookmark. Be as creative as you like as you will automatically be entered into our 'Best Bookmark' competition where you could be in with a chance of winning a yummy Choccotastic hamper!	Choccotastic														
Illustrations with Sara Millin	Let your imagination go wild with a creative writing and drawing workshop based on nature. Create characters and develop narrative using collage to make your own very little book of nature.	Poetry House						break								
Bumble Bee performance	join our buzzing friends as they embark on their World Pollination Tour across the country this year! These little bees are on a quest to save their species and they need your help. Jam packed with catchy songs, fun filled sketches, audience participation and a strong educational message, they are guaranteed to create a real buzz amongst your audience! The perfect way to explore your environmental topics through the magic of live theatre!	Market House				Lunch Break										
Bumble bee walk-about (between performances)	Encouraging families to watch performances, alking around for picturesd and etc	In and around Town														
Red Earth Arts	Booky Balloon Heads - a fun activity where children and families find the creatures in their features, and make Balloonheads imagining themselves as monsters! Make A Mythical Beast - a fantastic collage and drawing workshop for families to create their own imaginary menagerie of beasts!	St Katherines Hall														
Face Painting	Free face painting	St Katherines Hall														
Activity (TBC) with Hereford Courtyard	To celebrate World Book Day, come along to our drama workshops for 10-14 year-olds, inspired by Roald Dahl! Workshops include, Charlie and the Chocolate Factory, Matilda, The Witches, James & the Giant Peach and The Twits! Unleash the magic of storytelling through drama, build confidence and develop creativity.	Ledbury Theatre														
Gruffalo Themed Sensory	Make Gruffalo crumble, create shapes with paydough and explore textures. An ideal activity for little humans aged 1-4	Busy Bees														
Prince and Pauper (TBC	TBC	Heritage Centre														
The Tomten and the Fox – Astrid Lindgren	Story about a Swedish winter night and the kindness of the Tomte towards a hungry fox. Illustrates to young children how kindness and sharing takes away the fox’s hunger and as a result keeps the other farm animals safer. Pictures to colour and artefacts to explore.	Pott and page														

Andy seed 10:00:00 - 11:00

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	1 FEBRUARY 2024	AGENDA ITEM: 6
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Report prepared by Olivia Trueman, Community Development Officer

LEDBURY COMMUNITY DAY

Purpose of Report

The purpose of this report is to update Members of the Events Working Party on Ledbury Community Day 2024.

Detailed Information

The CDO attended a Community Day meeting on Wednesday 10 January to discuss how the Town Council could support Community Day and involve the younger generation. As Community Day is held during the Great Big Green Week, there was a suggestion that the Council could help run some sustainable themed activities in the Town, and work with the schools to hold a sustainable fashion show or gallery.

Members are asked to come up with suggestions on how the Council can support Community Day by involving the younger people of the Town.

It is worth noting that there is a allocated budget of £2,000 for Great Big Green Week, which will incorporate costs for the Photographic Competition and could include costs to run activities during Community Day.

Bank Holiday Event May 2024

Members may recall that there was a discussion around holding a ‘family fete’ on the Recreation Ground in May, similar to Ledbury Community Day but for the Youth of Ledbury. It was agreed by Council that the event would only go ahead if there were 20 volunteers to help coordinate the event on the day. Unfortunately, there was not enough interest from Volunteers and due to the lack of external support, the event is now not proceeding.

RESOLVED:

That Members of the Events Working Party are asked to put forward suggestions for the Community Day event for consideration by the Environment and Leisure Committee.

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	1 FEBRUARY 2024	AGENDA ITEM: 8
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Report prepared by Olivia Trueman, Community Development Officer

CANDLE LIGHTING EVENT AT THE CHAPEL - UPDATE

Purpose of Report

The purpose of this report is to update Members of the Events Working Party on the Candle Lighting Event held at Ledbury Cemetery Chapel in December 2023.

Detailed Information

On Sunday, 17 December 2023, the Chapel in New Street Cemetery opened its doors for its annual candle lighting event. This year, the event ran from 10.00am until 2.00pm, which worked extremely well, as over 70 people attended the Chapel to light a candle and write a message to hang on the memory tree in memory of a loved one.

Ledbury Co-op kindly donated refreshments and mince pies, and Ledbury Poetry provided poems that were made into scrolls that visitors could take home. The Mayor of Ledbury was also in attendance, welcoming visitors and helping to provide refreshments.



RESOLVED:

That Members of the Events Working Party receive and note the contents of this report.

LEDBURY TOWN COUNCIL

DRAFT SHEDULE OF MEETINGS 2023/24

May 2023	4 – Elections	11 – Annual Council Meeting	18 – Planning, Economy & Tourism	25 – Full Council	
June	1 - Finance, Policy & General Purposes	8 - Planning, Economy & Tourism	15 – Environment & Leisure	22 –	29 -Full Council (A)
July	6 -Resources	13 - Planning, Economy & Tourism	20 – Environment & Leisure	27 – Finance, Policy & General Purposes	
August	3 -Full Council	10 - Planning, Economy & Tourism	17 -	24 -	31 - Resources
September	7 -Environment & Leisure	14 - Planning, Economy & Tourism	21 -Finance, Policy & General Purposes	28 – Full Council	
October	5 -Resources	12 - Planning, Economy & Tourism	19 -	26 -	
November	2 -Environment & Leisure	9 - Planning, Economy & Tourism	16 -Finance, Policy & General Purposes	23 -Full Council	30 -
December	7 -Resources	14 - Planning, Economy & Tourism	21-	28 -	
January 2024	4 -Environment & Leisure	11 - Planning, Economy & Tourism	18 – Finance, Policy & General Purposes	25 – Full Council (B)	
February	1 -Resources	8 - Planning, Economy & Tourism	15 -	22 -	29 -
March	7 -Environment & Leisure	14 - Planning, Economy & Tourism	21 – Finance, Policy & General Purposes	28 -Full Council	

April	4 -Resources	11 - Planning, Economy & Tourism	18 -	25 – Annual Parish Meeting	
May	2 – Environment & Leisure	9 – Annual Council Meeting	16 - Planning, Economy & Tourism		

(A) – Meeting to accept Internal Audit

(B) – Meeting to set annual budget and precept

Events Calendar 2023 -2024

	Ledbury Town Council Events							
	Community Events / outside events / Holidays							
	Mayors Events							
2024								
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Feb-24	Mayors Valentines Coffee Morning	Wednesday 14 February 2024	10:30am onwards	Jacobean Room, LTC Offices	Ledbury Town Council			
	Big Breakfast	Friday 2 - Sunday 4 February		Ledbury	Food Group			
Mar-24	World Book Day	Thursday 7 March 2024	N/A	N/A	N/A	https://www.worldbookday.com/	N/A	N/A
	International Women's Day	Friday 8 March 2024	N/A	N/A	N/A	https://www.internationalwomensday.com/	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
Apr-24	Easter Monday	Monday 1 April 2024	N/A	N/A	N/A	N/A	N/A	N/A
May-24	"Ledbury's Got Talent" Show	Friday 3 May 2024	7.00pm - 10.00pm	John Masefield High School	Ledbury Town Council			
	Early May Bank Holiday	Monday 6 May 2024	N/A	N/A	N/A	N/A	N/A	N/A
Jun-24	John Masefields Birthday	Saturday 1 June 2024	TBC					
	Community Day	Saturday 8 June	TBC	In and around Ledbury	Ledbury Communtiy Group			
	Great Big Green Week	Saturday 8 June -Sunday 16 June 2024	TBC					
	Poetry Festival	28 June - 7 July 2024	TBC	In and around Ledbury	Ledbury Poetry	https://ledburypoetry.org.uk/home/ledbury-poetry-festival/	N/A	
	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			
Jul-24	Poetry Festival	28 June - 7 July 2024	TBC	In and around Ledbury	Ledbury Poetry	https://ledburypoetry.org.uk/home/ledbury-poetry-festival/	N/A	
	Ledbury Celebration	Sunday 7 July 2024	TBC	In and around Ledbury	Ledbury Food Group & Ledbury Poetry		N/A	
Aug-24	Ledbury Carnival	Monday, 26 August 24						
Sep-24								
Oct-24	Funfair	Monday7 October & Tuesday 8 October 2024	5:00pm onwards	Ledbury High Street				
	Halloween	Thursday 31 October 2024						
Nov-24	Remembrance Parade / Sunday Service	Sunday 10 November 2024	11:00 onwards	War Memorial	Ledbury Town Council			
	Remembrance Day	Monday 11 November 2024	11:00am	War Memorial	Ledbury Town Council			
	Christmas Switch on Event	Sunday 24 November 2024	TBC	In and around town	Ledbury Town Council			
Dec-24	Late Night Shopping	Friday 6 December 2024	5:00pm onwards	Ledbury Town Centre	Traders Association			

