



LEDBURY TOWN COUNCIL



27 September 2024

To: All Councillors

Non-Councillors: Al Braithwaite, Hannah Bengough-Sutton, Marie Waters, Heather Coppock, Amy Howard, 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, 3 October 2024 at 10.00am at Ledbury Funeralcare, 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.

A G E N D A

- 1 Election of Chair for 2024/25 Municipal Year**
- 2 Apologies for absence**
- 3 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)

- 4 Election of non-council members to the Events Working Party**
- 5 To approve and sign the minutes of a meeting of the Events Working Party held on Thursday, 1 August 2024 (Pages 199-202)**
- 6 HODS Feedback (Heritage Open Days) (Pages 203-206)**
- 7 Christmas Lights Event - Update (Pages 207-208)**
- 8 Carnival Feedback (Verbal)**
- 9 Candle Lighting Event (Page 209)**
- 10 Remembrance Day (Page 211)**
- 11 Calendar of Events/Website (Pages 213)**
- 12 World Book Day (Verbal)**
- 13 Date of Next Meeting**

The date of the next Events Working Party meeting to be held on Thursday, 5 December 2024 at 10.00am, at Ledbury Town Council, Church Lane.

Distribution: - Full agenda reports to all Councillors

Non-Councillors: Al Braithwaite, Hannah Bengough-Sutton, , Heather Coppock, Amy Howard, 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 WEDNESDAY 1 AUGUST 2024

PRESENT: Councillors: Morris,
Non-Councillors: Al Braithwaite, Griff Holliday, Nina Shields, Becky Shaw and Lyn Loader.

ALSO PRESENT:
Olivia Trueman, Community Engagement Officer (CEO).

13.APOLOGIES FOR ABSENCE

Councillor Furlonger, Christine Tustin and Heather Coppock.

14.DECLARATIONS OF INTEREST

None.

15.TO ELECT NON-COUNCIL MEMBERS

Members asked whether it was possible for Becky Shaw of Ledbury Poetry or Al Braithwaite to be elected as Chairman. It was agreed that Al Braithwaite would be asked and that in the meantime Becky Shaw would speak with her Manager at Ledbury Poetry to confirm whether this would be something she could take on as part of her role.

It was agreed that Councillor Morris would be the interim Chairman.

16.TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 6 JUNE 2024.

RESOLVED:

That the minutes of the meeting of the Events Working Party held on 6 June 2024 be approved.

17.LEDBURY COMMUNITY DAY - 8 JUNE 2024

RESOLVED:

That the update on Community Day be received and noted.

18. LEDBURY CELEBRATION - 7 JUNE 2024

RESOLVED:

That members received and noted the verbal update from Griff Holiday regarding Ledbury Celebration

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

The CEO presented a feedback report from the week and the success of the range of events. Two of particular events to note were the National Food Conversation and the willow weaving workshops.

It was noted that the dates for 2025 have been announced 7 June – 15 June 2025. It was agreed that it would be date for the events diary.

RESOLVED:

- 1. Thanks to the CEO and team for a successful co-ordination and delivery of events across the week.**
- 2. The dates for 2025 to be included in the events diary.**

20. ST KATHERINES SQUARE EVENTS

The CEO presented a report regarding the booking and use of The Square. The content of which referred to the requirement to book to avoid conflict between different groups and also the proposed costs to be charged to groups and the Town Council.

The Working Party, fully supported the approach of the Environment & Leisure Committee, expressing its disappointment in Herefordshire Council's approach to charging for use of the area.

It was also noted that Herefordshire Council had been made aware of the lack of electricity to the area. The Working Party also noted that without resolution on charging and the electrical supply, usage of this valuable area would be limited.

RESOLVED:

The report be noted, and that Town Clerk would continue to investigate the charging for use of the St Katherine's Square.

21. HERITAGE OPEN DAYS (HODS) 6 – 15 SEPTEMBER 2024

The CEO presented a brief progress report on the preparations underway for HODS.

It was noted that individual organisations had to register their event(s) on the national HODS website by 8 August 2024.

The Working Party supported the creation of the town brochure and oral trail, via QR codes as set out in the CEO's report. This would mean that if certain buildings were closed then visitors could still find out details of the history and significance of the building. The CEO had circulated a proforma to respective organisations to create a consistent oral format for development.

HODS promotional material is available through the national website. It was agreed that bunting should go up across the buildings after the Carnival between 28 – 30 August.

Leaflets (800) would be printed in house, unless a reasonable printing cost could be achieved elsewhere.

RESOLVED

- 1. The CEO would work with organisations to create oral info for the QR codes for respective buildings.**
- 2. The CEO would advise participating organisations that buntings etc would be going up from 28 August.**
- 3. The CEO would arrange for printing of the local HODS leaflet.**

22. CHRISTMAS LIGHT SWITCH ON EVENT - 24 NOVEMBER 2024

The CEO presented a progress report on preparations for the Christmas Light switch on. It was noted that a grant which was match funded by the Council had been awarded. The Working Party supported the recommendation of the creation of a Task & Finish Group to deliver the event.

It was noted that late night opening by the traders will be held on 6th December 2024.

Santa's Grotto would be in place again with a combination of individually booked slots and also booking slots for groups for reading.

RESOLVED:

The Task and Finish Group be established and led by the CEO.

23. CARNIVAL UPDATE - 26 AUGUST 2024

It was noted preparation were well underway for the Carnival, including the creation of a Ukrainian float. It was noted that 8 Council Gazebos had been requested.

RESOLVED:

That the Carnival update be received and noted

24. CALENDER OF EVENTS & WEBSITE

It was noted that the funding of the on-line events calendar had been approved and the CEO was reviewing the website overall.

Events to add to the calendar:

- 3 Shires Stage Rally 14 & 15 September 2025.
- Big Breakfast: 1- 3 February 2025.

25. DATE OF NEXT MEETING:

The date of the next Events Working Party meeting to be held on Thursday, 3 October 2024 at 10.00am, at Ledbury Funeralcare, Bye Street, Ledbury.

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	3 OCTOBER 2024	AGENDA ITEM: 6
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Report prepared by Olivia Trueman, Community Engagement Officer (CEO)

HERITAGE OPEN DAYS - VISITOR NUMBERS

Purpose of Report

The purpose of this report is to update Members of the Events Working on the Heritage Open Days event that took place in September 2024.

Detailed Information

14 Venues in and around Ledbury opened their doors from 6 September 2024 to 15 September 2024, offering free tours and activities to celebrate Ledbury's history.

The below data identifies how many visitors were recorded during the weekend of Heritage Open Days. The CEO is waiting for figures from other organisations, and will update members accordingly

Building	Dates	Visitor Numbers
Domesday Book	Saturday 14 September	69
The Chapel New Street	Saturday 14 September	9
The Clock Tower	Sunday 15 September	80
The Painted Room	Thursday 12 September	50
	Friday 13 September	47
	Saturday 14 September	56
	Total	153
The Market House	Thursday 12 September	66
	Friday 13 September	54
	Saturday 14 September	79
	Total	199

Feedback from Residents and organisers:

1. The Town Council Office recently received positive feedback from a local resident who visited the chapel on New Street. Both the Community Engagement Officer and Receptionist assisted the resident in locating the graves of family members buried in the cemetery, something that would have been nearly impossible without the old burial records and plot boards. The CEO has invited the resident to write an article for the Town Council's newsletter, sharing how, during HODS 2024, she was able to trace her ancestors at the cemetery.
2. **From Tim Keyes – Organiser at the Clock Tower.** We had around 60 – 80 visitors to our tower exhibition during the HOD period, and 6 people signed up for the scheduled tower tour on 15th September. We had a lovely email from one of the couples who attended:
"Gill and I thought we were just going to go up the tower for a looksee this afternoon. In the event we were treated to something quite exceptional! I've always marvelled at the sound of church bells and now I know just how much ingenuity and dedication goes into it. Thank you for a memorable afternoon".

I think the brochure was excellent – well done for your work on this. I think people did like to have a paper version as well as online access.

Budget

A total of £490 was spent on printing 700 brochures. This amount does not include the delivery costs for brochures sent to organisations outside of Ledbury (those beyond walking distance).

Distribution list for Heritage Open Days Brochures

As in previous years, the officers prepared the HODS brochure. To save both time and costs, it was agreed that the brochure would be printed externally. A total of 700 copies were produced and hand-delivered throughout the town and to nearby tourist information centres. Below is a list of the locations where the brochures were distributed.

Heritage Open Days Brochure Distribution			
2024			
Destination	Street	Delivered	No.
LTC	Church Lane	CD delivered on 03/09/2024	227
Painted Room	Church Street	CD delivered on 03/09/2024	25
Master's House	St Katherine's	CD delivered on 03/09/2024	25
Heritage Centre	Church Lane	CD delivered on 04/09/2024	25
The Malthouse	Church Lane	CD delivered on 03/09/2024	10
The Butcher Row Museum	Church Lane	CD delivered on 03/09/2024	25
Market House Café	The Homend	CD delivered on 03/09/2024	10
Serenity Professional Hairdressing	High Street	CD delivered on 03/09/2024	3
George's Barber Shop	New Street	CD delivered on 03/09/2024	10
Ledbury Park Veterinary Centre	The Southend	CD delivered on 03/09/2024	10
Coffee #1	Bye Street	BH delivered on 03/09/2024	20
Poetry House	The Homend	CD delivered on 03/09/2024	25
St Michael & All Angels Church	Church Street	CD delivered on 03/09/2024	25
Bell Tower	Church Street	CD delivered on 04/09/2024	25
Belmont Farm & Equine Vets	Market Street	CD delivered on 04/09/2024	10
Ledbury Market Surgery	Market Street	CD delivered on 03/09/2024	10
Leadon Vale Veterinary Centre	Lower Road Trading Estate	CD delivered on 04/09/2024	10
Brookfield Veterinary Practice Ltd	Hereford Road	CD delivered on 04/09/2024	10
Chocotastic	The Homend	CD delivered on 04/09/2024	10
Janey's	The Homend	CD delivered on 03/09/2024	10
The Shell House Café (previously The Ledberry)	The Homend	CD delivered on 03/09/2024	10
Cabello Hairdressers	The Homend	CD delivered on 03/09/2024	10
The Barn	St Katherine's		10
Eastnor Castle	Eastnor	SJ delivered on 04/09/2024	25
Hereford TIC	St Owen's Street	SJ delivered on 04/09/2024	20
Malvern TIC	The Lyttelton Well Courtyar	SJ delivered on 04/09/2024	20
Ross-on-Wye TIC	Cantilupe Road	SJ delivered on 04/09/2024	20
Upton on Severn TIC	Church Street (Upton)	BH to deliver	20
Gurney's Butchers	The Homend	CD delivered on 03/09/2024	10
Three Counties Bookshop	High Street	CD delivered on 04/09/2024	10
Ledbury Books & Maps	High Street	CD delivered on 04/09/2024	10
Ledbury News	High Street	NM delivered on 03/09/2024	10
Total:			700

RESOLVED:

1. That Members of the Events Working Party receive and note the visitor data collected from Heritage Open Days 2024.

EVENTS WORKING PARTY	3 OCTOBER 2024	AGENDA ITEM: 7
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Report prepared by Olivia Trueman – Community Engagement Officer

CHRISTMAS LIGHTS SWITCH-ON EVENT 2024

Purpose of Report

The purpose of this report is to update Members of the Events Working Party in respect to the status of the plans for the Christmas Lights Switch-On event, which is being held on Sunday, 24 November 2024 in Ledbury High Street.

Detailed Information

The preparations for the Light Switch-On event on 24 November are progressing well. Over 30 traders have been secured, with a target of reaching 40 by the event date. Mr. Wilson's Second Liners, a 6-piece New Orleans-style brass band performing 90s club classics, has been booked for the event - <https://www.mrwilsons.org.uk/mr-wilsons-second-liners> . Additionally, arrangements are being made in collaboration with the Morris dancers to hold an interactive Morris dancing workshop. The Community Brass Band has also been contacted and has expressed their willingness to perform on the evening, alongside the community choir.

The Community Hub has been contacted and encouraged to apply for a grant to run Santa's Grotto. The CEO is also working with Red Earth Arts to organise a crafts event for families, which will take place at St. Katherine's Hall or the Burgage Hall during the day.

Road Closure

The CEO has applied for the road closure necessary for the event; however, it is imperative to secure volunteers to assist with stewarding and implementing this plan effectively.

Sponsorship

In addition, the CEO has drafted a sponsorship letter and form, which will be sent to local businesses. The funds raised will go towards the event, providing free entertainment for families and supporting gifts for children in need in Ledbury, as in previous years. The letter will be sent out once the online events calendar has been completed, as it welcomes businesses to freely post their events.

Further Work

A Task and Finish Christmas Lights group is being considered for Tuesday, 8 October, at 12.00pm in the Town Council office. Members are invited to provide feedback on whether this date would be appropriate for their participation in finalising the Christmas Light Switch on Event plans.

Financial Implications

The Council have a budget of £6,500 for the Light Switch on Event, noting that £2,500 has been funded from the UKSPF Funding. Budget papers will be available at the Task and Finish Working Party.

Recommendation

That the members of the Events Management Working Party receive and note the information provided within this report.

LEDBURY TOWN COUNCIL

EVENTS WORKING PARTY	3 OCTOBER 2024	AGENDA ITEM: 9
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Report prepared by Olivia Trueman – Community Engagement Officer

CANDLE LIGHTING EVENT AT THE CEMETERY CHAPEL

Purpose of Report

The purpose of this report is to advise Members of the Events Working Party that Ledbury Town Council will be running another votive event at the Cemetery Chapel on Sunday, 15 December 2024.

Detailed Information

Over recent years the Council has made arrangements that on the last Sunday before Christmas, the Cemetery Chapel is opened for members of the public to attend and light a candle in memory of loved ones. Light refreshments and mince pies have also previously been offered to all those who visit the Chapel.

Each year, a rota is drawn up whereby volunteers, including councillors and staff, are asked to help provide a presence. Therefore, as noted at the previous Events Working Party, volunteers are sought to help out on the day, between 10.00am and 3.00pm. Volunteers are kindly asked to contact the CEO as soon as possible.

Next month, the Council will be displaying a poster to promote the event, and this will be shared with Members shortly.

Recommendation

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

The Mayor of Ledbury,
Councillor Stephen Chowns
and members of
Ledbury Town Council
would like to invite you to
attend the

ACT OF REMEMBRANCE AND PARADE

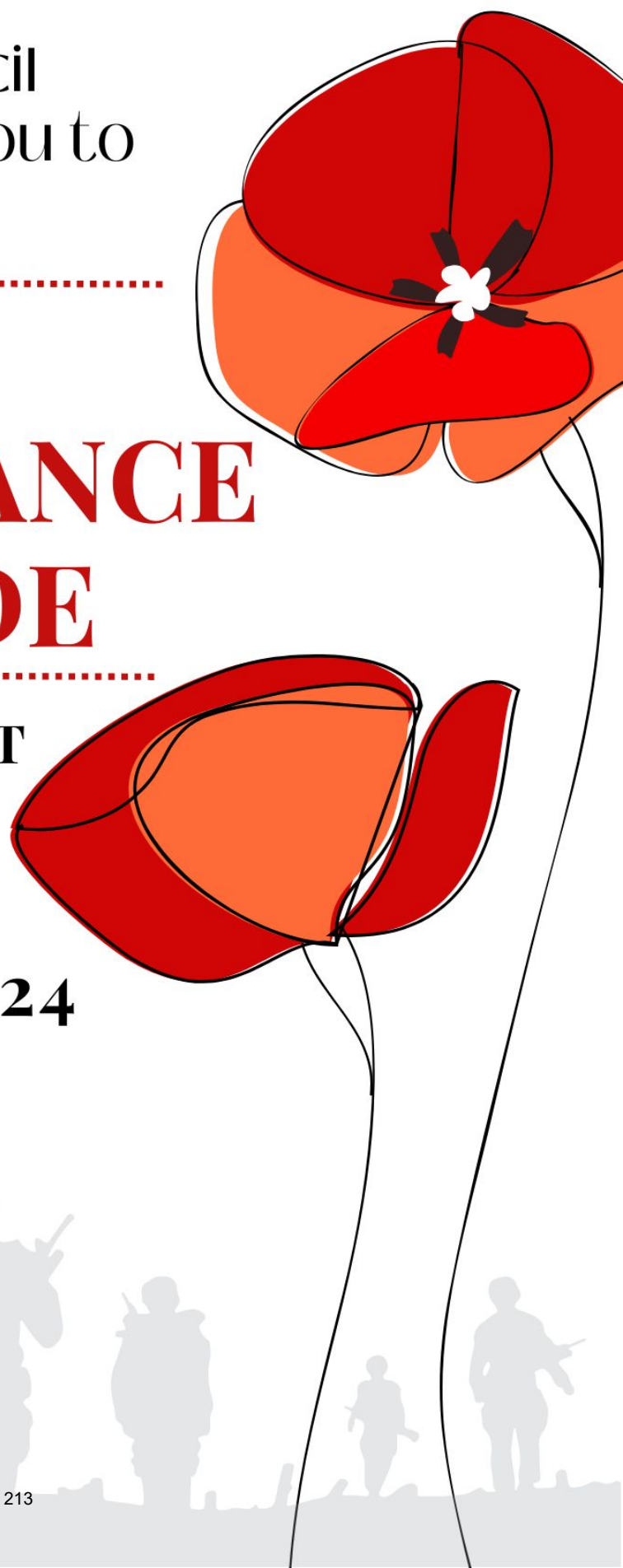
LEDBURY HIGH STREET

SUNDAY,
10 NOVEMBER 2024

Lest We Forget



Ledbury Town Council



Events Calendar 2024 -2025

	Ledbury Town Council Events	
	Community Events / outside events / Holidays	
	Mayors Events	

2024								
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Oct-24	Funfair	Monday 7 October & Tuesday 8 October	5:00pm onwards	Ledbury High Street				
	Young Peoples views on Ledbury Event	Saturday 12 October	11:00am-1:00pm	St Katherine's Hall	Rural Media and Talk Community	https://www.ruralmedia.co.uk/	Awaiting more information	
	Halloween	Thursday 31 October						
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Nov-24	Remembrance Parade / Sunday Service	Sunday 10 November	11:00 onwards	War Memorial	Ledbury Town Council			
	Remembrance Day	Monday 11 November	11:00am	War Memorial	Ledbury Town Council			
	Mayors Coffee Morning for International Mens Day	Tuesday 19 November	10:00am-12noon	Ledbury Town Council Offices	Ledbury Town Council			
	Christmas Switch on Event	Sunday 24 November	10:00am-7:00pm	In and around town	Ledbury Town Council			£5,000
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Dec-24	Mayors Christmas Coffee Morning	Wednesday 4 December	10:00-12noon	Ledbury Town Council Offices	Ledbury Town Council			
	Late Night Shopping	Friday 6 December	5:00pm onwards	Ledbury Town Centre	Traders Association			
	Town Carol Service	Sunday 8 December	TBC	St Michaels and all Angels				
	Candle Light Event	Sunday 15 December	10:00 - 3:00pm	Ledbury New Street Cemetery	Ledbury Town Council			
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Jan-25	New Year's Day	Wednesday 1 January	N/A	N/A	N/A	N/A	N/A	N/A
Feb-25	Big Breakfast	TBC	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Mar-25	World Book Day	Thursday 6 March	Time	Venue	Organiser	Website	Actions / Notes	Budget
	International Women's Day	Saturday 8 March	N/A	N/A	N/A	https://www.worldbookday.com/	N/A	N/A
	Ledbury World Book Day Event	Saturday 8 March	10:00am onwards	Town Centre	Ledbury Town Council	https://www.internationalwomensday.com/		
	Good Friday	Friday 18 April	N/A	N/A	N/A	N/A	N/A	N/A
	Mothers Day	Sunday 30 March	N/A	N/A	N/A	N/A	N/A	N/A
	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Apr-25	Easter Monday	Monday 21 April	N/A	N/A	N/A	N/A	N/A	N/A
May-25	Event	Date	Time	Venue	Organiser	Website	Action/ Notes	Budget
	Early May Bank Holiday	Monday 5 May	N/A	N/A	N/A	N/A	N/A	N/A
	Spring Bank Holiday	Monday 26 May	N/A	N/A	N/A	N/A	N/A	N/A
Jun-25	Event	Date	Time	Venue	Organiser	Website	Action / Notes	Budget
	Community Day	Saturday 7 June	10:00-2:00pm	In and around Ledbury	Food Group			
	Great Big Green Week	7-15 June	TBC			https://greatbiggreenweek.com/		
	Father's Day	Sunday 15 June	N/A	N/A	N/A	N/A	N/A	N/A
	Armed Forces Day & raising the Flag	Saturday 28 June	TBC	Town Centre	Ledbury Town Council			