

LEDBURY TOWN COUNCIL

MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON WEDNESDAY, 3 MAY 2023

PRESENT: Councillors: Morris (Chair) and Shields
Non-Councillors – Al Braithwaite, Hannah Bergough-Sutton (Poetry Festival), Griff Holliday, Jill Jupp & Lynette Loader

ALSO PRESENT:

Julia Lawrence – Deputy Clerk
Olivia Trueman, Community Development Officer (CDO).
Beth Hughes, Ledbury Town Council Tour Guide – (Item 11 only)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Heather Coppock.

2 DECLARATIONS OF INTEREST

Councillor Shields declared an interest as Chairman of Sustainable Ledbury and the Ledbury Library Development Group. Councillor Morris also declared an interest in Ledbury Library Development Group.

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.

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

To note Item 11 was taken as the first event discussion at the meeting – however it appears as Item 11 in the Minutes.

5 HERITAGE OPEN DAYS (HODS) – 8 to 17 September 2023

The CDO circulated a paper on progress to date, which included the potential for funding for the Sealed Knot and their attendance at the events.

It was agreed that a one day Living History Camp be progressed by the CDO, supported potentially by an evening Hog Roast at the Recreation Ground.

Ledbury Morris Dancers to be approached by CDO for a daytime event.

Beth Hughes advised the Working Party members that she was trying to find cover, paid or unpaid to enable the Painted Room and the Market House to be

open during the week of the HOD's as unfortunately she was not available for either weekend. However, it is hoped that the Painted Room can be opened for one weekend subject to getting support from other staff/volunteers.

To note the Heritage Centre would be open as normal during the week. i.e.
Thursday and Friday 10:30 – 14:30
Saturday and Sunday 10:30 – 16:30

Educational visits for Junior and Senior evening events could take place in the Heritage Centre (Old Grammar School) on the Upper Floor or in Panelled room in Masters House, subject to availability.

As part of the educational aspects, it was noted that Hannah Day may be able to run a workshop revamping old material for new ideas, children can dress up in period costumes and it is hoped that there may also be a Spinner in the lobby; all details to be confirmed on the Heritage Centre website. Members noted that Christine Tustin may organise a tourist heritage trail.

It was noted that all events had to be separately registered with the HODs website – this was one of the event's rules for insurance purposes. It was noted that Ledbury Places had already signed up.

It was noted that it would be useful for the Working Group to propose a budget provision for 2023/24 for advertising. It was suggested that the budget provision should be based on 3 x double page entries per annum within the Focus magazine at a cost of £390 per 2 pages plus VAT, totalling £1,170 plus VAT per annum (assumed at current rates). This would allow the Working Party sufficient time to place advertising material in the Focus for three main events throughout the year although it appreciated, where possible, sponsorship should be sought to minimise the impact on the budget.

RESOLVED:

- 1 The CDO and Al Braithwaite to discuss options for the educational visits.**
- 2 The CDO is to approach the Ledbury Morris Dancers to see if they would be available for a daytime event.**
- 3 The Tour Guide Manager is to advise the CDO on what cover to be provided for the event and when.**

RECOMMENDATIONS:

- 4 The Sealed Knot attendance as a one day Living History Camp supported by a Hog Roast on the Recreation Ground to be recommended to Environment & Leisure Committee for funding. The CDO to secure the Sealed Knot presence.**
- 5 Members of the Events Working Party agreed to hire Merchants House Musicians to play on Friday, 15 September and Saturday, 16 September 2023 at a cost of £200 (plus parking fee) and**

recommend the same to Environment & Leisure for funding approval.

- 6 The Events Working Party are to seek approval from the Environment & Leisure Committee to agree on an advertising budget for £1,170 plus VAT for three double pages in the Focus for 2023/24.**

6 CORONATION EVENT

A report was presented to the meeting confirming the final arrangements in readiness for the Coronation Event on 8 May 2023.

RESOLVED:

That the report was received and noted.

7 COMMUNITY DAY – 10 JUNE 2023

Griff Holliday informed the meeting that there had been 40 positive responses from groups across the town coming together with a “Green Sustainable” focus.

Any other groups would be most welcome to join. There would be postings on the Council website in readiness.

8 CELEBRATION DAY – 9 JULY 2023

Griff Holliday reported that bookings were progressing slowly with a need for a greater number of food providers. Work was progressing with musical groups to provide a presence at the event.

The CDO was working with Griff Holliday on logistics for the day including putting up and taking down the LTC gazebos.

9 LEDBURY CARNIVAL – 28 AUGUST 2023

Jill Jupp presented a report to the meeting, a copy of which is attached.

10 LEDBURY POETRY FESTIVAL – 30 JUNE TO 9 JULY 2023

Hannah Bergough-Sutton advised the members that the Festival Programme was now online, with priority bookings for “Friends” now open. The brochure and programme would be circulated around the town later this week.

11 GREAT BIG GREEN WEEK – 10 TO 18 JUNE 2023

The CDO presented a report on the activities identified to date including a programme of litter picks, including help from Ledbury Primary School. It is hoped that all litter pick groups can take photos of rubbish collected so that it can then be transformed into a collage. A coffee morning event will be organised to include a swap shop. There will be window displays by the local traders and potentially a cookery demonstration to illustrate food miles.

It was noted that the Herefordshire Council CDO would be working with the Town Council to support the week's activities.

Activities may tend to fall on Saturday (10th), Sunday (11th), Tuesday (13th) and the following weekend.

The members agreed to advertise the event in the Focus covering two pages and the CDO will provide material to the Focus.

RESOLVED:

The CDO would continue to identify other events across the week and report on final progress at the next meeting.

The CDO would submit a 1-page poster to the Focus by 8 May 2023.

12 CALENDER OF EVENTS

Members noted that Heather Coppock was willing to present a report to the Working Party on potential town-wide events so that the Working Party could decide which were appropriate for inclusion on the Events Calendar.

The working Group noted the "at a glance calendar" which set out all the known events for 2023. It was felt this was useful layout for the website, however the Working Group would currently prefer to remain with the "purple" layout document.

13 DATE OF NEXT MEETING

The next meeting of the Events Working Party is Wednesday, 7 June 2023 in the Town Council Offices at 10.00am.

The meeting closed at 11.05am

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Signed

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Date