

**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF THE EVENTS MANAGEMENT WORKING PARTY  
HELD ON 6 SEPTEMBER 2023**

---

**PRESENT:** Councillors l'Anson, Morris (Chair), McAll and Furlonger.  
Non-Councillors Heather Coppock, Griff Holliday, Janet Meredith, Nina Shields, Lyn Loader,

**ALSO PRESENT:** Julia Lawrence – Deputy Clerk  
Olivia Trueman – Community Development Officer ( CDO)

**43. APOLOGIES FOR ABSENCE**

None received.

**44. DECLARATIONS OF INTERESTS**

None received.

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

The Chairman confirmed that there were no new non-council members.

**46. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON WEDNESDAY, 2 AUGUST 2023**

The minutes of the previous meeting held on Wednesday, 2 August 2023 were reviewed and approved subject to the following minor amendments:

- Correction of Clive Hitchings surname (from Hutchins).
- Actions were outstanding regarding the arrangements for the Christmas Light switch-on, including the need to provide temporary toilet facilities.

The committee welcomed the inclusion of the Events Calendar and requested that they be notified of the planned dates for the Environment and Leisure Committee meetings. The CDO agreed to provide these dates.

**RESOLVED:**

1. That the minutes of the meeting of Events Working Party held on 2 August 2023 be approved and signed as a correct record subject to the following amendments:
  - i. Correction of Clive Hitchings surname (from Hutchins).
  - ii. Actions were outstanding regarding the arrangements for the Christmas Light switch-on, including the need to provide temporary toilet facilities.
2. The CDO agreed to provide dates for future Environment and Leisure Committee meetings.



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

The CDO confirmed that the Heritage Open Days publication had been completed and was ready for distribution. It was further confirmed that associated posters would be put on display later in the week. Members of the Working Party expressed their thanks to the staff for their work on Heritage Open Days.

#### **RESOLVED:**

**Members of the Working Party received a verbal brief from the CDO regarding the Heritage Open Days.**

#### **48. WORLD BOOK DAY 2024**

The CDO had circulated an e-mail covering the prospective authors for Ledbury World Book Day 2024. It was agreed that Petr Horacek and/or Andy Seed should be booked for Ledbury World Book Day and that a recommendation should go to the Environment and Leisure Committee. Their costs to be taken from the overall budget of £4,000.

Members of the Working Party asked that the CDO contact Glazy Days in Ledbury and ask if they would be interested in holding a workshop for families during this event.

Nina Shields suggested that the author, Catherine Barr, be booked for the 'Great Big Green Week' event in 2024.

#### **RECOMMENDATIONS:**

- 1. That a recommendation be put to the Environment and Leisure Committee to book Petr Horacek and/or Andy Seed for Ledbury World Book Day 2024 at a cost of £860 plus travel fees and VAT.**
- 2. That a recommendation be put to the Environment and Leisure Committee to book Catherine Barr for the Great Big Green Week 2024 at a cost of £505 plus travel and VAT**

#### **49. MAYOR'S CIVIC EVENT**

The Mayor outlined the arrangements for the Mayor's Civic Event at St Michael's Church on 1 October 2023, to be followed by a reception in the Burgage Hall. The Major asked whether Town Councillors could support the event by attending both the civic service and reception. The Major asked Janet Meredith if the Carnival Prince and Princess could be invited to the event.

#### **RESOLVED:**

- 1. That the verbal update from the Mayor be received and noted.**
- 2. That the Mayor contact Janet Meredith to see if the Carnival Prince and Princess could also attend the Civic Event.**



## **50. LEDBURY CARNIVAL**

The Working Party received a verbal update on the Ledbury Carnival, which was held on Monday, 28 August 2023. It was noted that this had been a successful event and well-attended. The Working Party recorded a vote of thanks to Mr Hitchings and the Carnival Committee for planning and executing such a successful event.

The Working Party registered a formal vote of thanks to the Council officers for their outstanding contribution to the event.

Members agreed that the Council should be more involved in Ledbury carnival, and asked if the Town Council could have a float in 2024. Councillor Furlonger supported the proposal of a Town Council float and offered his help in creating a float.

### **RECOMMENDATION:**

**That a recommendation be put to the Environment and Leisure Committee to agree to the Town Council to have a float at Ledbury Carnival 2024.**

## **51. MAY BANK HOLIDAY EVENT 2024**

The Working Party discussed arrangements for the May Bank Holiday Event 2024. It was confirmed that this will be a 'Village Event' located at the Ledbury Recreation Ground. It was agreed that this event would be held on the Monday, 20 May 2024 rather than on the Sunday, 19 May 2024.

### **RESOLVED:**

**That members received and noted the verbal update.**

### **RECOMMENDATION:**

**That a recommendation be put to the Environment and Leisure Committee to agree for such an event to take place on Monday, 20 May 2024 at the Recreation Ground.**

## **52. STROMSTAD UPDATE**

The Working Party received a verbal update on Stromstad partnering. The Deputy Clerk advised that further information would be found in the newsletter, which had been added to the Town Council website.

### **RESOLVED:**

**The verbal update be received and noted.**

## **53. OCTOBER FUN FAIR**

The Deputy Clerk provided the Working Party with details on the upcoming October Funfair event. She advised members that the draft Service Level Agreement was being prepared and that she had a meeting with the funfair organisers the week commencing 26 September 2023.



**RESOLVED:**

**That the verbal update on the October Funfair be received and noted.**

**54. CANDLE LIGHTING EVENT AT THE CHAPEL**

The Deputy Clerk advised Members that the Chapel in New Street Cemetery would be opening on Sunday, 17 December for a candle lighting event, and that volunteers were needed.

**Nina Shields left the meeting at 11:00am.**

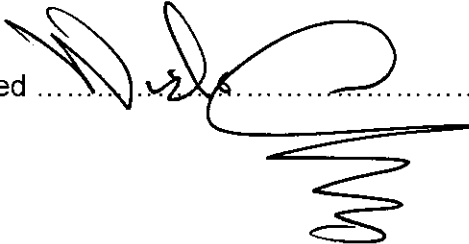
**RESOLVED:**

**That Members receive and note the verbal update from the Deputy Clerk.**

**55. DATE OF NEXT MEETING**

That the date of the next Events Working Party meeting would be on Wednesday, 4 October 2023, at 10.00am, at the Town Council Offices.

The meeting ended at 11.45am.

Signed  Date 07-02-2024  
(Chair)