



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET. LEDBURY
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 Fax (01531) 631193
e-mail: admin@ledburytowncouncil.gov.uk website: www.ledburytowncouncil.gov.uk

3 December 2021

To: Councillors Howells, Knight (Chair), Manns & Morris
Non-Councillors: Lynette Loader, Griff Holliday

Dear Member

You are invited to attend a meeting of the **Events Working Party on Thursday, 9 December 2021 at 10.00am at Ledbury Funeralcare (Co-op), Hawcutt House, Bye Street, Ledbury**, for the purpose of transacting the business below.

Yours faithfully


PP 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 1998.

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

4. To approve and sign the minutes of a meeting of the Events Working Party held on Friday, 19 November 2021 (Pages 12 to 14)

5. **Christmas Lights Switch-on event - Feedback** (Verbal)
6. **World Book Day – March 2022 (Welcome Back Fund)** (Verbal)
7. **2022 Queen’s Platinum Jubilee Events** (Verbal)
8. **Date of Next Meeting**

The date of the next Events Working Party meeting will be held on Friday, 14 January 2022 at 10.00am.

LEDBURY TOWN COUNCIL

MINUTES OF AN EVENTS WORKING PARTY HELD ON 19 NOVEMBER 2021

PRESENT: Councillors Howells, Knight (Chair) and Manns

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker
Lynette Loader – Funeral Care

E15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Morris, Griff Holliday and Hilary Jones.

E16 DECLARATIONS OF INTEREST

None received.

E17 ELECTION OF NON-COUNCIL MEMBERS

None received.

E18 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON WEDNESDAY, 3 NOVEMBER 2021

RESOLVED:

That the minutes of the Events Working Party be approved and signed as a correct record subject to the following amendments:

1. Item No. E13 be amended to read as follows:

“Griff Holliday gave notice of his request to reserve Saturday, 4 June 2022 for Ledbury Community Day, between 10.00am and 2.00pm, as part of the Jubilee celebrations. It was agreed that this would enhance the Jubilee period and should be taken into account when considering the Queens Jubilee events.”

2. Lynette Loader confirmed that Ledbury Funeralcare would now be serving tea and coffees from the front of their premises instead of the rear for the light switch on event.

E19 TERMS OF REFERENCE

The Terms of Reference were presented to the Events Working Party for amendment as no reference had been made to meetings being quorate.

RESOLVED:

That members receive and approve the revised wording for the Terms of Reference.

E20 CHRISTMAS LIGHTS SWITCH-ON EVENT

The Deputy Clerk gave an update on the Christmas Lights Switch on event, noting that the Christmas tree will be erected in Town on 26 November 2021 and the lights are to be put up on 29 November 2021. Currently ten new market traders had been signed up to the event and LTC's Administration Officer had been encouraging more traders to take part in the event. A press release will be issued to the Ledbury Reporter, which will include an open invitation to families who may wish to light a candle at the Chapel of Rest, at Ledbury Cemetery, in memory of loved ones.

Councillors Howells and Manns made reference to stewards being available at the lights switch on and the Deputy Clerk is to review this. Councillor Knight offered to assist with stewarding if required. Councillor Howells recommended that this form part of the Risk Assessment for the event.

Reference was made to the Christmas decorations that had been supplied by Hilary Jones last year and Councillor Manns is to sort out the decorations and return these particular decorations to Hilary Jones.

Members of the Working Party enquired as to who would be decorating the Town's Christmas tree and the Deputy Clerk is to confirm this.

RESOLVED:

- 1. That the Deputy Clerk will review stewarding requirements for the switch on event and ensure this is appropriately covered within the Risk Assessment.**
- 2. That the Deputy Clerk will confirm who will be decorating the Town's Christmas tree this year.**
- 3. That Councillor Manns finds and returns the various Christmas decorations to Hilary Jones.**

Councillor Manns left the meeting at 10:40am.

E21 2022 JUBILEE EVENTS – LEDBURY COMMUNITY DAY

The Events Working Party confirmed that it had no objections for Griff Holliday confirming arrangements for the Ledbury Community Day, to be held on Saturday, 4 June 2022.

RESOLVED:

That the Events Working Party received and approved for the Ledbury Community Day to take place on Saturday, 4 June 2022.

E22 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Events Working Party was scheduled for Thursday, 9 December at 10.00am. The meeting will be held at Ledbury Funeralcare (Co-op), Hawcutt House, Bye Street, Hereford.

The meeting ended at 10:46am.

Signed Dated
Chair

DRAFT