

## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 8 FEBRUARY 2023

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**PRESENT:** Councillors Morris (Chairman) & Sinclair  
Non-Councillors: Christine Tustin

**ALSO PRESENT:** Julia Lawrence - Deputy Clerk  
Olivia Trueman - Community Development Officer – “CDO”  
Angela Price – Town Clerk

#### **E181 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Catriona Cole, Lyn Loader, Councillors Howells, Shields, and Sims.

#### **E182 DECLARATIONS OF INTEREST**

A Declaration of Interest was received from Councillor Sinclair in relation to the planning of the Coronation. He explained that he had provided details of a company, owned by a family friend, that could produce mugs for the Ledbury Coronation Celebration.

#### **E183 TO ELECT NON-COUNCIL MEMBERS**

None.

#### **E184 TO APPROVE AND SIGN THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 18 JANUARY 2023**

##### **RESOLVED:**

**That the minutes of the Events Working Party meeting held on 18 January 2023 be approved and signed as a correct record.**

#### **E185 WORLD BOOK DAY UPDATE – MARCH 2023**

The CDO provided members with papers detailing the progress of the event and the proposed budget. She explained that in order to provide all the activities in the town, the Committee would need to agree an additional spend of £321. This would cover the PA system for the readathon and to hire the Wildlife Trust, who would offer children’s activities at the Recreation Ground.

Councillor Sinclair suggested that the Town Clerk contact all the members of the Finance Committee via email and ask whether they would approve an increase in the agreed budget of £2,000.

Councillor Morris asked for minor amendments to be made to the progress and budget sheet. The Community Development Officer agreed that she would send an updated version to members via email.

The CDO advised members that she had visited the majority of shops in Ledbury to ask whether they would like to be a part of World Book Day and hide golden tickets in their windows for families to find. The feedback was extremely positive, and all of the shops were enthusiastic about the event. It was noted that Tilley's, the local print shop, had been asked to design and print the golden tickets.

Posters to advertise Ledbury World Book Day were distributed to members for input. It was agreed that the poster advertising the Golden Ticket Hunt could be advertised with immediate effect, however the general poster of the event needed some more work as members felt it was too 'busy' and hard to read. Councillor Morris advised members that Red Earth Arts were missing from the description on the poster and asked for them to be added.

A "design your own poster" was being sent to all schools in Ledbury and District so that school children could create their own design which would be displayed as part of the event. It was agreed that WBD should also be used to promote John Masefield.

Councillor Sinclair suggested that both posters be distributed with the Ledbury Focus. The CDO agreed to contact Betty at Grapevine Publications to confirm the deadline for the March edition and how much it would cost to distribute the leaflets. The Clerk suggested contacting Tilley's, Imprint, and Vista Print to get quotes for printing.

It was agreed that the Council staff would create signage in-house to save on costs.

Space for market traders has been well received resulting in the CDO requesting a further 2-spaces in the High Street for more traders. The Hereford Diocese has also been approached to see if space can be utilised along St Katherines Walk if required.

#### **RESOLVED:**

- 1 That Members of the Events Working Party receive and note the reports provided by the CDO.**
- 2 That the Town Clerk contact all Members of the Finance Committee for authorisation that the budget be increased in order to provide more activities at Ledbury World Book Day.**
- 3 That the Community Development contact Grapevine (Ledbury Focus) to obtain quotes to distribute the posters advertising World Book Day.**

- 4 That the Community Development Officer obtain 3 quotes to print 6,000 posters for the Ledbury Focus, noting that local companies are taken into consideration.**

## **E186 CORONATION EVENT**

As a Member of the Finance ,Policy & General Purposes Committee and the Coronation Task & Finish Group, Councillor Sinclair asked whether he could talk Members through the proposed plan for the Coronation. This request was accepted by the Chair.

Councillor Sinclair referred Members to page 204 of the agenda pack, which provided Members with an outline of the proposed event, advising that due to staff availability, it was agreed that the Ledbury Coronation Celebration would be held on Monday, 8 May 2023.

The below was discussed and agreed.

### **Location**

It was agreed that the street celebration be located in the High Street between Bye Street junction and Top Cross. A road closure will be applied for from 9:30 hours until 19:30 hours, noting that the event will take place from 12:00 hours until 17:00 hours.

### **Ox or Hog Roast**

Members were advised that LDA Meats had been provisionally booked to provide a Hog Roast. Councillor Morris questioned whether the three butchers in Ledbury were approached. They were advised that all 3 butchers in Ledbury had been approached but only one butcher was available during the coronation weekend.

Councillor Sinclair asked that other food vendors be contacted to ask whether they would like a pitch to trade at the event.

Members of the Working Party agreed not to have external bars present as trade stands, as a means to encourage those seeking an alcoholic drink to support one of Ledbury's local hostellers.

### **Sponsorship**

It was confirmed that the Clerk would write to businesses to ask whether they would like to sponsor the event.

### **Street Decorations**

The Deputy Clerk confirmed that she had spoken with the residents of the Alms Houses and that bunting could be hung on the railings. It was also suggested to decorate the Market House with bunting etc, similar to the

Platinum Jubilee event. The local retailers will also be encouraged to fly flags from their flag poles.

### **Town Crier**

It was agreed that the Town Crier would be contacted to ask availability for on Monday, 8 May 2023.

### **Volunteers**

Due to staff availability and the Council's resources, it was agreed that the minimum amount of volunteers needed for the event to take place would be 20 volunteers, in addition to staff and councillors. Councillor Sinclair suggested that an advert is published in the Ledbury Focus calling for volunteers to help with the event, otherwise it would not be feasible. The Town Clerk also advised that she would create a Facebook post encouraging volunteers to help.

### **Engagement with local traders**

It was agreed that the Community Development Officer would contact traders to confirm whether they would be in favour of a shop window competition including a 'crown trail' similar to what had been done for the late Queen's Platinum Jubilee in 2022.

### **Commemorative Mugs for the Schools**

Members were advised that officers were in the process of obtaining quotes for mugs which would be provided to Ledbury Primary School. Councillor Sinclair advised that he knew of a company that could provide a sensible quote and that he would send the details to office staff and declared an interest in any future discussion if a quote is received from this company.

The Deputy Clerk advised that she would contact Ledbury Primary School to clarify how many mugs the Council would need to purchase to ensure that all children, up to the age of 11, would receive a mug.

### **Coronation Programme**

Councillor Sinclair advised members that Brenda Hill, a Ledbury resident, had a copy of the late Queen's Coronation Souvenir Programme and that the Council could use this as inspiration. It was agreed that a Souvenir Programme should be produced for the event. The Town Clerk suggested contacting Tilley's Printing in Ledbury to see if they could help.

### **RECOMMENDATIONS:**

- 1. That the report provided by the Deputy Clerk be received and noted.**

2. That the following recommendations be sent to the Full Council Committee to agree:
  - I. That the Council hold an event on Monday, 8 May 2023 to celebrate the King's Coronation, noting that the event can only proceed with confirmation that 20 volunteers will be available to assist on the day, in addition to staff and councillors.
  - II. That the Deputy Clerk apply for a road closure from 9:30 hours until 19:30 hours, noting that the event will take place from 12:00 hours until 17:00 hours.
  - III. That Food Traders are invited to trade in the street during the Ledbury Coronation Celebration. No street traders selling alcohol will be permitted.
  - IV. That the Town Clerk contact local companies to seek possible sponsorship and funding for the event.
  - V. That the High Street, including the Market House is decorated appropriately for the Coronation.
  - VI. That Officers confirm the availability of a Town Crier for Monday, 8 May 2023.
  - VII. That the Community Development Officer engage with organisations and traders in the town to confirm participation in the Coronation event. In particular, to participate in a window display or golden crown trail, similar to the Platinum Jubilee.
  - VIII. That Officers obtain three quotes to purchase commemorative mugs for all children that attend Ledbury Primary School.
  - IX. That the Council produce a Coronation Souvenir Programme of the day, similar to the late Queen's Coronation.

11.00am Cllr Sinclair and the Clerk left the meeting.

## **E187 LEDBURY CARNIVAL**

Members were provided with a report prepared by Emma Jackson ( CDO maternity cover).

### **RESOLVED:**

**That the report be received and noted.**

## **E188 JOB FAIR**

The CDO advised Members that she would be meeting the Deputy of John Masefield High School later that day to discuss whether the Council could work with their careers department to hold a Jobs Fair. Members agreed for the CDO to provide a report at the next Events Working Party.

### **RESOLVED:**

**That the CDO provide a report of the meeting with Mr Collard, Deputy at John Masefield High School at the next Events Working Party.**

## **E189 HERITAGE OPEN DAYS**

The CDO asked Members whether they would like to take part in Heritage Open Day over three days, or whether it should be scaled back due to a shortage of staff. Members agreed that, where possible, it would be good to promote the event over 3 days and that the Market House, Painted Room should be open.

The CDO also asked Members whether they would consider hiring Merchants House Musicians to play Tudor music under the Market House on the Saturday during the event. Members were in favour of this suggestion.

There was a discussion concerning the Charter Market and whether Officers could have a Medieval market during the Saturday of Heritage Open Day. The Community Development Officer advised that she would work with the Administrator to contact traders, and felt that this could be a great opportunity as market days are generally more popular when an event is taking place.

Councillor Morris asked whether the Community Development Officer could contact the organisations listed below to ask whether they would be willing to participate in the event :

Eastnor Castle  
Hellens Manor  
Bell Tower  
Heritage Centre  
Burgage Hall and Butchers Row Museum  
St Katherines Chapel  
Masters House  
Tilley's Printing  
Church

### **RECOMMENDATIONS**

- 1. That the Town Council open the Painted Room, New Street Cemetery Chapel and Market House for three days during the Heritage Open Day event, noting that dates are to be confirmed once the CDO has**

had clarification from other organisations listed above, on what days they are opening.

2. That the Council hold a medieval market on Saturday, 16 September 2023, if there is enough interest from traders.
  
3. That the Council hire Merchants Musicians on Saturday, 16 September 2023 to play Tudor style music under the Market House at the cost of £50 for the day.

11.19am Christine Tustin left the meeting.

#### **E190 CALENDAR OF EVENTS**

Members went through the Calendar of Events and updated accordingly noting that headings needed to be added at the top of each page. It was agreed that the Calendar would be uploaded to the Town Council's website and the CDO will ensure that this is updated on a monthly basis.

#### **RESOLVED:**

**That the Calendar of events be updated accordingly.**

#### **E191 DATE OF NEXT MEETING**

#### **RESOLVED:**

**To note that the date of the next meeting of the Events Working Party is scheduled for 8 March 2023 at 10.00 am, to be held at Ledbury Funeral Care, Hawcutt House, Bye Street, Ledbury**

The meeting closed at 11.25am

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Signed

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Date