

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON WEDNESDAY, 5 APRIL 2023

PRESENT: Councillor Shields
Non-Councillors: Hannah Bergough-Sutton (Ledbury Poetry); Al Braithwaite, Heather Coppock and Griff Holliday

ALSO PRESENT: Julia Lawrence, Deputy Clerk
Olivia Trueman, Community Development Officer (CDO)
Charlotte Barltrop, Administrator

E205 APOLOGIES FOR ABSENCE

Apologies were received from: Councillor Morris and Lynette Loader.

In the absence of Councillor Morris, Councillor Shields agreed to chair the meeting.

E206 DECLARATIONS OF INTEREST

Councillor Shields declared an interest with regards to being a member of Sustainable Ledbury and the Ledbury Library Development Group.

E207 TO ELECT NON-COUNCIL MEMBERS

None

E208 TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 8 MARCH 2023

RESOLVED:

That the minutes of the Events Working Party meeting held on 8 March 2023 be approved and signed as a correct record, subject to the following amendment to E200 – Careers Fair.

“Feedback from the CDO and Councillors identified that further information about the content of a Careers Fair should be gathered prior to making a final decision as to whether to support a Careers Fair event later in the year”.

E209 CORONATION EVENT

A report was presented by Charlotte Barltrop regarding progress on the various activities on the day. Discussion took place as to whether an alternative band, the “Hey Yabs”, should be considered but Members considered that “Mirror Ball”, who had already been approached should be asked to perform on the

day. However, contact details for Hey Ychs would be registered with the Council to be considered for any other future events.

Members noted that the Council would not be producing a souvenir programme but it was noted that an official brochure was being produced. Charlotte Barltrop agreed to review the official website and provide a link to members for the brochure.

It was noted that it would be helpful if more volunteers could offer their support for the Coronation event and Councillor Shields said she would ask members of Sustainable Ledbury to see if anyone was available on the day.

It was confirmed that four businesses had offered up sponsorship, each for £75.00 which had helped sponsor the purchase of the new PA system.

The CDO advised that she would contact the Volunteers for Coronation Day to see if they would be interested in volunteering for the Ledbury Celebration.

RESOLVED:

- 1. That no staging would be required. A ‘thank you’ note to be issued to ABE for their support.**
- 2. It was noted that no Souvenir Coronation Brochure would be produced by Ledbury Town Council.**
- 3. Charlotte Barltrop is to provide a link to Members for the official Souvenir brochure.**
- 4. Councillor Shields is to ask members of Sustainable Ledbury to see if they would like to volunteer some of their time at the Coronation event.**
- 5. That the CDO contacts the Coronation volunteers to see if they would like to help at other events, such as the Ledbury Celebration.**

RECOMMENDATION:

- 6. The Working Party approved the hiring of the band “Mirror Ball” and to be confirmed by officers by Close of business on 5 April 2023.**
- 7. That the Hey Ychs be registered with the Council for potential use at future events.**

E210 CORONATION MUGS

A report was presented by the Deputy Clerk regarding the purchase of Coronation Mugs to now include all the students at John Masefield High School. Members noted that it had previously been agreed to purchase mugs for just

Ledbury Primary School but at the recent Full Council meeting held on 30 March 2023, Councillors considered that John Masefield High School should also be included.

After discussion, Members agreed to provide Coronation mugs just for the children of Ledbury High School but that a recommendation be put forward to provide £1,000 to John Masefield High School so that they could decide what to spend the money on for the Coronation.

RECOMMENDATIONS:

- 1. It was agreed to provide and purchase Coronation mugs to Ledbury Primary School.**
- 2. That due to the different age groups involved at John Masefield High School, a £1,000 contribution to the School be made towards an opportunity to celebrate the Coronation.**

Charlotte Barltrop left the meeting.

E211 COMMUNITY DAY

Griff Holliday informed Members that all invitations had been sent out and responses for taking part in Community Day were due in by mid-April and therefore could not comment on how big he envisaged the event to be at this time.

It was noted that Ledbury Town Council would be supporting the event. The Community Band would be playing at 10:00am under the Market House but that the space would be available from 11:00am to promote the Great Big Green Week. It was noted that the Community Choir would not be taking part this year.

E212 LEDBURY CARNIVAL

An update paper was circulated at the meeting. A copy of the report is attached. Ledbury Town Council will advertise the event nearer the time.

E213 LEDBURY POETRY FESTIVAL

Hannah Bergough-Sutton updated the group:–

- 1 The programme was being finalised and would be released end April/Beginning of May.**
- 2 There were other events going on throughout the year in the Poetry House.**

- 3 The “Creative Pathways Project” was underway with individuals seeking volunteering opportunities and Ledbury Poetry seeking placement opportunities.
- 4 “Ledbury Celebration” which takes place on the last day of the Poetry Festival is beginning to be planned.

RESOLVED:

1. **Council Officers would contact Ledbury Poetry about placement opportunities under the Creative Pathways Project.**
2. **An update on the Ledbury Celebration would be provided at the next meeting (GH) and will be listed as a separate agenda item going forward.**

E214 CAREERS FAIR

A report was presented to the Group who agreed further information s required to progress this event in the right format for the right audiences. This includes feedback from John Masefield High School which was awaited.

There may be potential to run this event from lunchtime into the evening so that adults could also be included although it was appreciated that should an event take place within School premises, it may be a problem keeping the School open beyond standard School hours.

The Group agreed that it would be sensible to approach the Job Centre and seek advice from them to confirm that running a Careers Fair would be beneficial especially when it was noted that people don't tend to visit them anymore due to the amount of online recruitment facilities. Alternatively, working with Herefordshire Council and attending a 2-day event could be another option.

RESOLVED:

That the CDO would continue to keep this event under review, noting it would not happen in April 2023 but would seek advice from the Job Centre as to how best this may be progressed possibly in the Autumn.

E215 GREAT BIG GREEN WEEK (“GBGW”)

The CDO presented a report on the activities identified to date. Litter collected across the town on Sunday, 11 June 2023 would be put into purple backs to demonstrate how much rubbish/waste we make. The CDO is to contact “Helping Hands” to see if they would like to be involved in the event.

Councillor Shields advised Members that the Ledbury Library Development Group were sponsoring a Wildplay workshop at the Library during the GBGW. Councillor Shields discussed school involvement noting that the recent School

Cluster meeting had been cancelled and the next meeting scheduled for 25 May 2023 would be too close to the event to get anything done.

The potential to have the Nomadic Museum of Natural History demonstrating in the Heritage Centre Lobby on Community Day would be explored. This would need to be funded either through the Council's budget or through a grant (up to £800), which would need to be submitted by 13 April 2023 albeit the Group considered that there may be insufficient time and resource to deal with this at this time.

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

Members unanimously agreed that the GBGW should be transferred from the Climate Change Working Party to the Events Working Party. The main reason for this decision was due to the Events Working Party meeting more frequently and having more members.

The CDO and AI Braithwaite are to finalise the programme for the GBGW.

RESOLVED:

- 1. That the CDO and AI Braithwaite are to finalise details on the event opportunities.**
- 2. That the CDO is to check whether funding is available to pay for the Nomadic Museum.**
- 3. That the CDO puts together a short press release for the Focus.**
- 4. That the GBGW event gets transferred across to the Events Working Party with immediate effect and is dealt with under this Working Party.**

E216 HERITAGE OPEN DAYS.

A paper on activities was circulated, including a report on the Town Council hosting a Medieval Market.

It was noted that The Heritage Centre will have Tudor styled dressing up clothes for children available showing what was worn in the day.

Ledbury Poetry are to consider that they might do throughout the week.

RESOLVED:

That further details are to be brought to the Group in due course.

E217 CALENDAR OF EVENTS

The below was added/removed from the Calendar of events.

Warm Spaces – Removed

Job Fair – Postponed

Ledbury Library Development Group – second hand-book sale 22- 27 May 2023.

E218 DATE OF NEXT MEETING

To note that the date of the next meeting of the Events Working Party is scheduled for Wednesday, 3 May 2023 at 10.00am (at Ledbury Funeralcare, Hawcutt House, Bye Street, Ledbury).