

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 10 NOVEMBER 2022

PRESENT: Councillors Morris (Chairman), Howells, Shields (Minutes)
Non-Councillors Griff Holliday, Lyn Loader

ALSO PRESENT: Julia Lawrence (Deputy Clerk)
Charlotte Barltrop (Administrator)

E150 APOLOGIES FOR ABSENCE

Apologies were received from Hilary Jones and Catriona Cole.

E151 DECLARATIONS OF INTEREST

A Declaration of Interest was received from Councillor Shields as Chairman of Sustainable Ledbury and the Ledbury Library Development Group.

E152 TO ELECT NON-COUNCIL MEMBERS

None.

E153 CHRISTMAS LIGHTS SWITCH ON

Members of the Working Party agreed for this agenda item to be brought forward in order to make best use of Charlotte Barltrop's time.

Charlotte Barltrop confirmed that the road closure approval was expected shortly; the site plan had been finalised; entertainers had been booked; 5 Councillors were helping on the day but volunteer 'elves' were still needed. Local businesses had already pledged £500 in sponsorship for presents for children of families in difficulties.

There was some discussion on volunteer 'elves'. Ideally two teams of 6 were needed to cover from 10.00am to 4.00pm (having 10.00am to 1.00pm and 1.00pm to 4.00pm slots). It was noted that as children would be accompanied by adults, DBS checks would not be required. Lyn Loader confirmed that she would help in the morning. Councillor Nina Shields suggested contacting John Masefield High School Drama Group to see if they could help.

Page 135 of the Report for Agenda Item 6, under Market Stalls, it was noted that the first paragraph should read "The Market is proving to be an extremely successful venture....." It was noted that some of the stalls would be charities.

It was noted that Marshalls were needed to manage the road closures and various contacts were suggested. Members of the Events Working Party

were asked to check with their contacts and advise Charlotte Barltrop accordingly.

Approaches were being made to ensure that there was a volunteer to take the role of Father Christmas – Noel Roberts is to be approached. It was noted that publicity needed to make it clear that children needed to be accompanied by an adult.

Griff Holliday advised that some of the food shops were not aware of the details of the event. Officers were planning to hand deliver posters.

10.30am Charlotte Barltrop left the meeting.

E154 TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 13 OCTOBER 2022

RESOLVED:

That the minutes of the Events Working Party meeting held on 13 October 2022 be approved and signed as a correct record, subject to the following comments and amendments:

E143 sub paragraph (b) relating to E136 should read "the volunteer leaflet should be sent to Ledbury Naturalists".

E145 The meeting with Ashley Rogers had not yet taken place. The Deputy Clerk confirmed that this would be arranged to take place early in the New Year and would confirm once the date had been set.

E146 (d): second paragraph, second line should read: "in 2020 and 2022, however she reminded councillors".

E154 UPDATE ON PROGRESS – TOURISM

Members of the Working Party noted the contents of the report. Griff Holliday looked forward to seeing how the Council will approach tourism bearing in mind the competition with other destinations.

E155 WORLD BOOK DAY

Members of the Working Party noted and received the report and supporting papers. It was noted that references to Ledbury, should refer to "Ledbury and District".

The meeting felt that the best reference to the World Book Day books would be to have character actors dressed as characters from the books proposed for 2023 and the Community Development Officer be asked to report back at the next Working Party meeting with a progress report, as well as having liaised with local book shops and the Library to establish what books they will be having for the event.

The Community Development Officer was requested to contact the World Book Day organisers regarding the partnership agreement and report back at the next Events Working Party with a progress report in order that all arrangements for the World Book Day event could be finalised at the January 2023 Events Working Party meeting.

RECOMMENDATIONS:

Members of the Working Party agreed for the following recommendations to be put before the Environment and Leisure Committee for approval:

- 1 That the Community Development Officer contacts the Ledbury organisations that were involved in World Book Day 2022 to ascertain whether they wish to be involved in the 2023 event, if so, how.**
- 2 That the Community Development Officer contacts schools in Ledbury and District (John Masefield High School, Ledbury Primary School, Eastnor Primary School, Ashperton, Much Marcle, Colwall, Red Marley, Cradley and Bosbury Primary Schools) to learn about their plans for World Book Day 2023 and requests their active involvement in the development of a Ledbury and District celebration.**
- 3 That the Community Development Officer and the Deputy Clerk engage with Ledbury Poetry Festival, especially around exploring the potential for Children Laureate's involvement in Ledbury's World Book Day 2023.**
- 4 That the Environment and Leisure Committee allocates a budget with a ceiling figure of £2,000 to this event, to be taken from the 2022/23 Events Budget to meet the cost of character costumes and any other ancillary costs.**

In addition, the Community Development Officer is to:

- 5 Provide a progress report regarding book characters, local shop involvement and the partnership agreement, as noted above.**

E156 EVENTS CALENDAR

The meeting shared concerns about the delay in gaining Council approval to organise, fund and run events. It was recognised that the planning for any event related costs needed to be included in the annual budget. To assist this, it was suggested that the calendar be extended ahead for 2 years, currently into 2024, and that it included notes on costs to help future planning.

It was noted that volunteers were needed for the Candle Lighting event on 18 December 2022 at the Cemetery Chapel.

The Ledbury Refugee Support Group event on 25 November is an error.

The Big Soup Day was confirmed and it was noted that Sustainable Ledbury will have a stand on that day advising on the reduction of food waste.

It was proposed that the Coronation be celebrated on the Bank Holiday – Monday, 8 May 2023, noting that this would replace the Council's event on Community Day. Griff Holliday advised that Coronation events in Ledbury have traditionally been celebrated with an ox roast. Given the planning involved, the working party recommended that a Task and Finish Group be set up to plan and manage the event.

The meeting suggested that events in the immediate future be included in the forthcoming Council newsletter.

RECOMMENDATIONS:

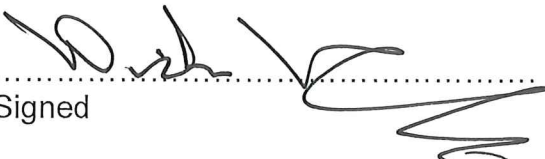
- 1 The Environment and Leisure Committee be asked to include budgeting for known events in the annual budget programme.**
- 2 In order to enable the Working Party to respond more rapidly to events, the Environment and Leisure Committee be asked to consider delegated powers to the Clerk and Deputy Clerk, in conjunction with the Chairs of the Environment and Leisure Committee and Finance, Policy and General Purposes Committee in order that bookings/approvals can be secured for events well in advance.**
- 3 The Environment and Leisure Committee be asked to set up a Task and Finish Group to start planning for a Coronation event on 8 May 2023.**

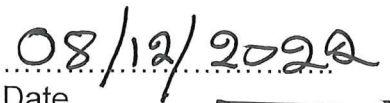
E157 DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Events Working Party was scheduled for 8 December 2022 at 10.00 am.

The meeting closed at 11.20am


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Signed


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Date