

**LEDBURY TOWN COUNCIL  
MINUTES OF AN EVENTS WORKING PARTY MEETING HELD ON  
29 SEPTEMBER 2022**

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**PRESENT:** Councillor Morris (Chair)

**NON-COUNCIL MEMBERS:** Catriona Cole, Hilary Jones, Jill Jupp and Christine Tustin

**PRESENT:** Julia Lawrence – Deputy Clerk  
Charlotte Barltrop – Minute Taker

**E125 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Howells and Shields, Chloe Garner, Griff Holliday and Lynette Loader.

**E126 DECLARATIONS OF INTERESTS**

No declarations of interest were received.

**E127 TERMS OF REFERENCE**

**RESOLVED:**

**That the terms of Reference be received and noted.**

**E128 ELECTION OF NON-COUNCIL MEMBERS TO THE EVENTS WORKING PARTY**

**RESOLVED:**

**That Catriona Cole be elected as a non-council member of the Events Working Party**

**E129 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON THURSDAY, 18 AUGUST 2022**

**RESOLVED:**

**That the minutes of the Events Working Party be approved and signed as a correct record.**

**E130 UPDATE ON PROGRESS – TOURISM**

The Deputy Clerk advised that the Events Working Party's purpose was to focus on events, albeit appreciated that events were also linked with tourism. Christine Tustin considered that tourism did not appear to fall under any Committee and the Deputy Clerk agreed to take this point back to the Clerk for further consideration.



**RESOLVED:**

**That the Deputy Clerk agreed to discuss with the Clerk how and where tourism could be considered and discussed within the Council's committee structure, and provide an update at the next Events Working Party meeting.**

**E131 CARNIVAL DAY – UPDATE**

The Deputy Clerk provided an update regarding the Carnival which had taken place on 29 August 2022, advising that the information within the report had been provided by Jill Jupp, Carnival Association secretary.

Jill Jupp noted that it costs between £13,000 and £14,000 to run the event each year and bucket collections go towards this figure, in addition to any contributions received from local businesses and Ledbury Town Council. Discussion took place regarding any potential external funding, i.e Arts Council and it was agreed that Officers would speak with Jill Jupp concerning this. It was also noted that some committee members who have key roles in the event may step down this year. Jill Jupp confirmed that the Carnival Princesses had worked well during the course of the event.

It was noted that Ledbury Primary School had not participated in the Carnival although there were other opportunities in the future that could be explored.

Jill Jupp left the meeting at 10.45am

Councillor Morris informed Catriona Cole of the John Masefield Memorial Working Party and how Ledbury Primary School could become involved. Catriona Cole is to be sent an invite to the next meeting (25 November 2022) and to be sent a copy of the minutes of the last meeting.

Catriona Cole stated that she was short on time; Councillor Morris asked if she had any items which she would like to discuss before her departure.

The Christmas Lights Event was discussed and it was decided that the Ledbury Primary School choir would be invited to sing at the event. It was also noted that the School normally attends the Remembrance Service.

Catriona Cole left the meeting at 10.55am.

Councillor Morris enquired if H J Pugh would be having an event for Bonfire Night and it was agreed that the Deputy Clerk would investigate this.

**RESOLVED:**

- 1. That the Deputy Clerk forward details to Catriona Cole concerning the John Masefield Memorial Working Party and diary invite for the next meeting in November.**
- 2. That the Deputy Clerk establish the details of whether there will be a Bonfire Night this year, which is usually organised by H J Pugh.**



## **E132 HERITAGE OPEN DAYS – UPDATE**

A short discussion took place as to the various venues around Ledbury which had taken part in Heritage Open Days (HODs). The Members felt that there were a few lessons to take away from the 2022 event, such as the importance of publicity and signage.

It was considered essential to build relationships with Hereford Library (Head of Service) in order for the Masters House to become more involved. Hilary Jones agreed to take responsibility for the Almshouses for next year.

The Deputy Clerk stated that one of the most important things is getting everything in place early so to ensure that enough time was allowed to achieve the level of interest required. She also stated that Ledbury Town Council could take the lead, if required.

Councillor Morris concurred that having Ledbury Town Council lead on this project may encourage other organisations to participate as there are other buildings within the town who could be included.

### **RESOLVED:**

- 1. That the Events Working Party outlines its future role in HODs events, and that this be circulated to local heritage groups in early 2023.**
- 2. That the Clerk gives consideration as to what staff and resources are available to HODs early in 2023, and that these resources include Ledbury Town Council's Tour Guide Manager from the outset.**
- 3. That planning for HODs is included as an agenda item in the Events Working Party in February 2023, and the Events Working Party seeks feedback on what publications already exist before advising which new ones could be created for HODs.**

## **E133 OCTOBER FAIR (10/11 OCTOBER 2022)**

The Deputy Town Clerk provided a report regarding the October Fair, which takes place on Monday, 10 October 2022 and Tuesday 11 October 2022 from 5.00pm until late.

Councillor Morris enquired about the Health & Safety aspects of the October Fair. The Deputy Clerk assured him that she had received all the relevant documentation from the Fairground operators and that everything else was under control.

Councillor Morris stated that he would like to invite the Health & Safety executive to carry out an inspection prior to the opening of the fair.

### **RESOLVED:**

**That the Deputy Clerk contact the Health & Safety executive to invite them to carry out a full inspection of the Fairground prior to its opening on Monday, 10 October 2022.**



#### **E134 REMEMBRANCE SERVICE (13 NOVEMBER 2022)**

The Deputy Clerk provided a verbal update. She stated that invitations have been sent out to the relevant parties and that the Clerk has had a meeting with the Royal British Legion to discuss the Service of Remembrance.

#### **E135 CHRISTMAS LIGHTS SWITCH-ON EVENT MARKET (27 NOVEMBER 2022)**

Charlotte Barltrop provided a report in respect of the status and current plans for the Christmas Lights Switch-On event, scheduled for Sunday, 27 November 2022 in Ledbury High Street.

The Members discussed the poster which had been provided and suggested some changes be made to enhance the design further. Members were advised that the cost of the road closure would be £125. Councillor Morris asked what the opinion of Council was regarding the road closure. The Deputy Clerk stated that Officers felt that the road closure was a good idea in this instance due to the larger than normal number of traders scheduled to attend the Market aspect of the event.

Councillor Morris stated that a recommendation on the road closure would need to be made to the Environment & Leisure Committee for consideration. He also stated that a PA system would be required for the Mayor and the Carnival Princesses to turn on the lights as well as lighting to illuminate this area.

There was some discussion regarding the professional entertainment which should be booked for the event. Each of the options were discussed and the Working Party agreed on the following in order of preference:-

- 1 Acrobatic Entertainers;
- 2 Walkabout performers;
- 3 Dickensian Stilt Walker and Naughty Elves.

#### **RECOMMENDATIONS:**

- 1. That the Members of the Environment & Leisure Committee be requested to give consideration to the approval of the road closure for Sunday, 27 November 2022 between the hours of 10.00am and 6.00pm in order that the Market can make use of the High Street at a cost of £125.00.**
- 2. That a recommendation be submitted to the Environment & Leisure Committee to engage option 1, the Acrobatic Entertainers, which have been selected by the Events Working party as the most suitable. In the event that they are unavailable, then option 2, Walkabout Performers, should be selected for the event.**
- 3. That the poster be approved, subject to minor amendments, for distribution to advertise this event.**



#### **E136 DOG HILL WOOD – VOLUNTEER DAYS**

The Deputy Clerk advised members of the Working Party that she was still looking for volunteers to assist in the programme of works at Dog Hill Wood and that if anyone knew someone who may be interested in taking part, to share the leaflet with them.

#### **RESOLVED:**

**That the volunteer leaflet be received and noted.**

#### **E137 KING CHARLES III CORONATION**

In view of the recent events relating to the late Queen Elizabeth II, the Deputy Clerk put forward the proposal of setting up a Task and Finish Group to discuss the forthcoming Coronation event albeit appreciating that no date has yet been set. Members of the Working Party agreed that this should be put on hold for the time being.

There was also some discussion as to how the Coronation event may be celebrated in Ledbury and although it is widely believed that the Coronation will take place in June 2023, with this date in mind, it was suggested that the Coronation event could be merged with the annual Picnic in the Park event to commemorate the day.

#### **RESOLVED:**

- 1. That no further action be taken in respect of setting up a Task and Finish Group for the Coronation until a date has been confirmed.**
- 2. That members of the Events Working Party noted that the annual Picnic in the Park event could be held as a Coronation event, subject to confirmation of the date.**

#### **E138 CALENDAR OF EVENTS**

Members considered the events listed and requested that there be more local events included on the calendar. It was noted that the times for the Christmas Light Event had not been included correctly as 12.00 noon to 6.00pm.

#### **RESOLVED:**

- 1. That the Calendar of Events be received and noted with the proviso that more local events are added.**
- 2. That the Christmas Lights Switch on event timings be amended accordingly.**

#### **E139 DATE OF NEXT MEETING**

#### **RESOLVED:**

**To note that the next meeting of the Events Working Party is scheduled for Thursday, 13 October 2022 and would be held at Ledbury Town Council Offices at 10.00am.**

The meeting ended at 12.00 noon.



Signed   
(Chair)

Dated 13-10-2022