



25 July 2024

To: All Councillors

Non-Councillors: Al Braithwaite, Hannah Bengough-Sutton, Catriona Cole, Heather Coppock, Amy Howard, Griff Holliday, Hilary Jones, Lynette Loader, Janet Meredith, Susie McKechnie, Nina Shields & Christine Tustin

Dear Member

You are invited to attend a meeting of the Events Working Party on Thursday, 1 August 2024 at 10.00am at Ledbury Funeralcare, Bye Street, Ledbury, for the purpose of transacting the business below.

Yours faithfully

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 (GDPR) 2018.

AGENDA

- 1 Election of Chair for 2024/25 Municipal Year

(Pages 181 - 182)

3 Apologies for absence

2 Terms of Reference

4 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 to the Events Working Party

4 To approve and sign the minutes of a meeting of the Events Working Party held on Thursday, 6 June 2024 (Pages 183 - 186)

5 Feedback from Ledbury	Community Day ('	Verbal)
-------------------------	------------------	---------

6 Celebration Day Event (Verbal)

7 Great Big Green Week 2024 - Feedback (Pages 187 - 188)

8 St Katherine's Square Events (Pages 189 - 190)

9 HODS (Heritage Open Days) (Pages 191 - 192)

10 Christmas Lights Event - Update (Pages 193 - 194)

11 Carnival Update (Verbal)

12 Schedule of Committee Meeting Dates (Pages 195 - 196)

13 Calendar of Events/Website (Pages 197 - 198)

14 Date of Next Meeting

The date of the next Events Working Party meeting to be held on Thursday, 3 October 2024 at 10.00am, at Ledbury Funeralcare, Bye Street, Ledbury.

Future dates to note:

Thursday, 5 December Ledbury Town Council

Distribution: - Full agenda reports to all Councillors

Non-Councillors: Al Braithwaite, Hannah Bengough-Sutton, Catriona Cole, Heather Coppock, Amy Howard, Griff Holliday, Hilary Jones, Lynette Loader, Janet Meredith, Susie McKechnie, Nina Shields & Christine Tustin

Plus file copy

TERMS OF REFERENCE

EVENTS WORKING PARTY

1. Purpose

The purpose of the Events Working Party is to:

- a) Promote events which will encourage local residents and businesses of Ledbury to participate in and to increase the number of visitors to Ledbury, thereby boosting the local economy and potentially encouraging inward investment.
- b) The Events Working Party are to put forward recommendations for all events to the Environment and Leisure Committee and once formal approval has been granted, then the Events Working Party will take responsibility for the organisation and running of Town Council events.
- c) Provide support in the facilitation of community groups and event organisers within the Town.
- d) To consider recommendations from Standing Committees in relation to Council events and provide recommendations on the type and content of events.

2. Quorum

To enable the Events Working Party to meet its quorate requirements, there MUST be two members of the Working Party present, regardless of whether they are Councillors or non-councillor members of the Working Party. However, there MUST be at least one Councillor present for the meeting to proceed.

3. Membership

Members of the Events Working Party can be appointed at any time during the Municipal year and will consist of Town Councillors, members of relevant local groups/organisations and members of the public.

The Membership will be made up of Councillors, stakeholders and representatives of local community groups.

4. Chairman

A Chairman will be appointed annually, at the first meeting of the Working Party.

The Chairman will be the main point of contact for the Town Clerk.

The Town Clerk will ensure minutes are taken from the meeting ensuring the capture of any actions proposed. This report will be submitted to the next meeting of the Environment and Leisure Committee for consideration.

5. Powers

Working Parties cannot make decisions on behalf of the Town Council. Any recommendations made by this group will be subject to approval by the Environment and Leisure Committee, Finance, Policy and General Purposes Committee and/or Council. This group has no budgetary powers.

The Council's Standing Orders apply to all meetings of the Committee.

6. Responsibilities and Areas of Operation

- To ensure that all risk assessments, insurance, licences, and other legal conditions are met and presented to the Council via the Clerk. This relates only to Town Council events or where the Town Council is a stakeholder.
- To obtain a minimum of three quotes in respect of the provision of Council run events, to be approved by the Environment and Leisure Committee, Finance, Policy and General Purposes Committee and/or Council.
- To book buildings or outdoor areas for events if needed (for Council events only).
- To book activities or entertainment (for Council events only).
- To liaise with the local traders.
- To liaise with stakeholders and other interested parties via the Committee meetings prior to the event.
- To recommend Council related marketing/promotional materials for the event.

The Working Party will keep the Council fully informed, providing reports to the Environment and Leisure Committee meetings and ensuring that copies of all relevant documentation are made available for inspection by Council members.

7. Review of Terms of Reference

These Terms of Reference will be approved by Council at its Annual Meetings, and received and noted at the first meeting of the Environment and Leisure Committee each municipal year.

MINUTES OF A MEETIG OF THE EVENTS WORKING PARTY MEETING HELD ON 6 JUNE 2024

PRESENT: Councillors: Morris,

Non-Councillors - Griff Holliday, Janet Meredith, Amy Howard

It was agreed that Councillor Morris would be elected as an interim chair for the events working party, due to the agenda item 'To Elect a Chairman' missing from the agenda and the lack of members at the meeting.

ALSO PRESENT:

Olivia Trueman, Community Engagement Officer

1. APOLOGIES FOR ABSENCE

Apologies received from Al Braithwaite, Nina Sheilds and Hannah Bengough-Sutton.

2. DECLARATIONS OF INTEREST

None received.

3. TO ELECT NON-COUNCIL MEMBERS

Amy Howard of Ledbury Poetry was elected to join the Events Working Party.

4. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 4 APRIL 2024

It was agreed that the minutes of the meeting held on 4 April be approved, noting an amendment to the date of Ledbury Celebration, which should read Sunday 7 July and not June.

RECOMMENDED:

That the minutes of the meeting of the Events Working Party held on 4th April 2024 be approved.

5. COMMUNITY DAY

Griff Holiday provided members with an update on Community Day. He advised that the brochure was currently being printed and that it would be available for the public in the next week.

Members asked whether the PA system could be used to open the St Katherines Square. The CEO advised members that this could be arranged, but the team at Community Day would have to organise the electric.

RESOLVED: That the update on Ledbury Community Day be received and noted.

6. LEDBURY CELEBRATION

Griff Holliday and the Community Engagement Officer updated members on the progress of the Ledbury Celebration. While progress is being made, it was noted that Ledbury Community Day will take precedence as the event is upcoming.

RESOLVED: That the update regarding Ledbury Celebration be received and noted.

7. GREAT BIG GREEN WEEK (GBGW) 8TH – 16TH JUNE 2024.

The Community Engagement Officer updated Members on the programme for the Great Big Green Week. She advised members that the photography competition had been popular and that out of 30 photos the Mayor of Ledbury shortlisted 12 to be displayed in the Methodist Church during Community Day.

Griff Holiday congratulated the CEO for her efforts of pulling together a comprehensive programme of events for the Great Big Green Week.

RESOLVED: That the update on the Great Big Green Week be received and noted.

8. ST KATHERINE'S SQUARE

Members were asked to make a recommendation to the Environment and Leisure committee on what events they would like to hold on St Katherine's Square for the remainder of this year. It was noted that there is a charge to use the Square, and that it has been advised by Herefordshire Council that organisations should book the space early to avoid disappointment.

Although the working party was advised that they could not make financial decisions, it was agreed to note in the minutes that there is a need for electricity at the square in the future, if the town wishes to use it for events.

RECOMMEDATION: That a recommendation be sent to the Environment and Leisure committee to hire the square at St Katherines for the following events:

Both Saturdays during Heritage Open Days - 7th & 14th September 2024

Christmas Light Switch on Event – 24th November 2024

9. CHRISTMAS LIGHT SWITCH ON EVENT

The Community Engagement Officer updated members on the Christmas light switch-on event. She informed them that she and the Town Clerk have contacted three event companies to gather quotes for managing the market during the event. The CEO explained that outsourcing this task would

significantly reduce workload on office staff, as the event has grown each year. The chosen company would manage all aspects of the market, including finding traders, managing paperwork, setting up, stewarding, and more. This would allow Ledbury Town Council to focus on the overall event. The Clerk is currently awaiting the quotes.

RESOLVED: That the update on the light switch on event be received and noted.

10. SCHEDULE OF COMMITTEE MEETING DATES

RESOLVED: The schedule was noted.

11. CALENDER OF EVENTS & WEBSITE

Members went through the calendar of events and provided updates and inputs.

The Community Engagement reminded members that they should continue to send updates and suggestions to her directly regarding the calendar. This will be updated regularly and before events working parties.

Councillor Morris inquired whether the 16th Century Painted Room had been advertised on the Heritage Open Days (HODS) website. The Community Engagement Officer responded that the Painted Room has not yet been listed, as she is waiting to convene a meeting with stakeholders across Ledbury. She emphasised that gathering everyone together would enable the development of a comprehensive event plan, facilitate resource sharing, and enhance the festival experience collectively.

It was also noted that the website provider is working on the calendar of events for the LTC website and that this should be ready before September.

Janet Meredith informed members that the Carnival Association has applied for UKSPF funding, which looks promising. She also noted that the association is in a good financial position. Janet explained that the carnival is expanding and becoming increasingly popular, particularly with the addition of more floats.

RESOLVED: That the calendar of events be received and noted, noting that there are updates to be made.

12. DATE OF NEXT MEETING:

RESOLVED: The date of the next Events Working Party meeting to be held on Thursday, 1 August 2024 at 10.00am, at Ledbury Funeralcare, Bye Street, Ledbury.

EVENTS WORKING	1 AUGUST 2024	AGENDA ITEM: 7
PARTY		

Report prepared by Olivia Trueman, Community Engagement Officer (CEO)

GREAT BIG GREEN WEEK - FEEDBACK

Purpose of Report

The purpose of this report is to provide Members of the Events Working Party with feedback from the Great Big Green Week 2024.

Detailed Information

The week-long event was filled with engaging activities for residents, many of which were free or low-cost, all in the effort to raise awareness of climate Change.

The celebration kicked off with Community Day, an event showcasing the vibrant array of community groups and organisations in Ledbury. This year's Community Day was once again a resounding success, highlighting the collaborative spirit that defines our town.

On Sunday, a dedicated team of residents, alongside the Community Engagement Officer and the Mayor's Secretary, conducted a comprehensive litter pick in and around the town, including Dog Hill Wood. The effort yielded eight bags of rubbish, including over 50 bottle caps from the Walled Garden alone. The team celebrated their hard work with warm drinks and slices of cake afterwards.

Monday, June 10th, featured a national food conversation at the Burgage Hall. This event provided attendees with the opportunity to learn from local producers about the challenges they face in growing and harvesting food. It was part of a national campaign aimed at addressing shortfalls in food production and supply chains, fostering a deeper understanding of sustainable practices.

The Mayor of Ledbury hosted a Sustainable Coffee Morning, inviting residents to bring cakes or biscuits to share in line with the Great Big Green Week's theme, "Let's Swap Together for Good." The event not only promoted sustainability but also raised over £60 for the Mayor's chosen charities, Ledbury Refugees and Dementia UK.

Ledbury Places added a cinematic touch to the week with a special screening of the documentary "Rivers," narrated by Willem Dafoe. The film, featuring music by artists including Radiohead, explored humanity's impact on rivers worldwide, sparking thoughtful discussions on our relationship with natural waterways.

The week concluded with a series of willow weaving workshops at the Market House. Children crafted wands, stars and small bird feeders, while adults created platters and

larger bird feeders. These workshops, which were organised in collaboration with local artist, Helen Munday, were very popular and sparked interest by many attendees.

RECOMMENDATION:

That Members of the Events Working Party receive and note the above information.

- 1	EVENTS WORKING PARTY	1 AUGUST 2024	AGENDA ITEM: 8	

Report prepared by Olivia Trueman, Community Engagement Officer (CEO)

ST KATHERINES SQUARE EVENTS

Purpose of Report

The purpose of this report is to provide members with an update on the recent request that was submitted to the Environment and Leisure Committee regarding the Square at St Katherine's.

Detailed Information

Members will recall that the Council had been advised that they should book the Square at St Katherines for future events in the town, to avoid potential scheduling conflicts with other groups. The CEO advised members that as a cost was involved, these would need to be a recommendation to the Environment and Leisure Committee.

The below is a draft minute number from the Environment and Leisure Committee held on Wednesday 18 July 2024, regarding the outcome of the request to use the community square.

E145: WORKING PARTIES

Members expressed their disappointment at the charges of £200 per day, £100 per half day and £25 per hour being levied by Herefordshire Council for hire of the square at St Katherines for community groups, noting that Ward Councillors had promised to raise this with officers at Herefordshire Council.

RESOLVED:

- 1. That the request to hire the square at St Katherines for the events listed above be declined, but that the Clerk write to Herefordshire Council Estates Officers advising that Ledbury Town Council wish to make use of the community space adjacent to St Katherines, but that they would not expect to be invoiced for this, with an explanation that this space was provided via S106 as a Community Space, but charges such as those levied would preclude community groups from making use of the space.
- 2. That the Clerk follow up with Herefordshire Council in respect of the Licence to Manage being transferred to Ledbury Town Council.

- 3. That officers investigate whether there is a precedence whereby other towns in Herefordshire are required to pay Herefordshire Council for use of their Town Square.
- 4. That the minutes of the Events Working Party be received and noted.
- 5. That the Clerk send a copy of the draft document sent to Herefordshire Council Estates Office in respect of the Licence to Manage the square at St Katherines.

RESOLVED:

That Members of the Events Working Party receive and note the above report.

EVENTS WORKING 1 AUGUST 2024 AGENDA ITEM: 9 PARTY

Report prepared by Olivia Trueman, Community Engagement Officer (CEO)

HERITAGE OPEN DAYS - UPDATE

Purpose of Report

The purpose of this report is to update Members of the Events Working Party on the progress of the Heritage Open Days.

Detailed Information

The Tour Guide Manger has listed the 16th Century Painted Room and Market House on the Heritage Open Days website.

It was agreed by the Town Clerk and Tour Guide Manger that the buildings would be open Thursday 12, Friday 13 and Saturday 14 September 2024 during the Heritage Open Days week due to staffing.

https://www.heritageopendays.org.uk/submission-event/16th-century-painted-room-2024.html

The CEO has ordered marketing materials including banners and bunting, these are yet to arrive.

The CEO met with representatives from Ledbury Places, the Civic Society and the Friends of the Master's House to discuss collaborative opportunities for the town. It was agreed that the CEO would produce a new brochure listing all the properties in Ledbury for Heritage Open Days, similar to last year's. Additionally, the CEO will collaborate with the organisers to establish an audio trail. QR codes will be placed outside each building, which, when scanned, will direct visitors to the Town Council website where they can listen to audio recordings detailing the history and significance of each location.

Recommendation

That Members of the Events Working Party receive and note the above report.

EVENTS WORKING PARTY	1 AUGUST 2024	AGENDA ITEM:10
-------------------------	---------------	----------------

Report prepared by Olivia Trueman, Community Engagement Officer

CHRISTMAS LIGHTS SWITCH ON EVENT

Purpose of Report

The purpose of this report is to update Members of the Events Working Party on the progress of the Christmas Lights Switch on.

Detailed Information

Ledbury Town Council has been successful in the securing £2,500 from the UKSPF Festivals Grant for Ledbury's Christmas Light Switch on event 2024. As this grant requires match funding, the Town Council will have the total of £5,000 to spend.

A recommendation has been submitted to the Finance, Policy and General Purpose Committee asking members to consider the Council outsourcing the management and organisation of the Christmas market. Given the event's continuous growth over the years, it was widely agreed among officer's that outsourcing would significantly reduce the administrative load and pressure, and enable Officers to focus on the event itself. The proposal also includes provisions for marshalling, which would be beneficial as the Town Council has traditionally relied on volunteers for this role, in particular the Maritime cadets who aren't always available.

The Council invited quotes from potential contractors. Despite reaching out to three companies, only one local company responded with a quote. This quote is attached to this report for review and consideration.

The recommendation will be discussed at the Finance, policy and General Purpose Committee on Thursday 23 July 2024, and the CEO will update Members accordingly.

The CEO would like to recommend that a Task and Finish Group is created to help with the organisation of the Christmas Light Switch on Event.

RESOLVED

1. That Members of the Events Working Party receive and note the above report.

LEDBURY TOWN COUNCIL SCHEDULE OF MEETINGS 2024/2025

May 2024	2 Environment &	9 – Annual Council	16 – Planning,	23 Finance, Policy &	30
	Leisure	Meeting	Economy & Tourism	General Purposes	
June	6 Full Council (A)	13	20 Planning,	27	
			Economy & Tourism		
July	4 Resources	11 Environment &	18 Planning,	25 Finance, Policy &	
	Committee	Leisure	Economy & Tourism	General Purposes	
August	1 Full Council	8	15 Planning,	22	29
			Economy & Tourism		
September	5 Resources	12 Environment &	19 Planning,	26 Finance, Policy &	
	Committee	Leisure	Economy & Tourism	General Purposes	
October	3 Full Council	10	17 Planning,	24	31
			Economy & Tourism		
November	7 Resources	14 Environment &	21 Planning,	28 Finance, Policy &	
	Committee	Leisure	Economy & Tourism	General Purposes	
December	5 Full Council (B)	12	19 Planning,	26 BH	
			Economy & Tourism		
January 2025	2	9 Environment &	16 Planning,	23 Finance, Policy &	30
		Leisure	Economy & Tourism	General Purposes	
February	6 Full Council	13	20 Planning,	27	
			Economy & Tourism		
March	6	13 Environment &	20 Planning,	27 Finance, Policy &	
		Leisure	Economy & Tourism	General Purposes	
April	3 Full Council	10	17 Planning,	24 Annual Parish	
			Economy & Tourism	Meeting	
May	1 Full Council	8 Annual Council	15 Planning,	22 Finance, Policy &	29
		Meeting	Economy & Tourism	General Purposes	

⁽A) – Meeting to accept Internal Audit
(B) – Meeting to set annual budget and precept
(BH) – Bank Holiday

Events Calendar 2024 -2025

Ledbury Town Council Events

Community Events / outside events / Holidays

Mayors Events

				2024				
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
	Lakefest	Wednesday 7 - Saturday 11 August	All day	Eastnor Castle	Lakefest	https://lakefest.co.uk/		
	Up Stream Activity	Wednesday 7 - Saturday 10 August	10:00am onwards	Ledbury Communtiy Hub/ River Wye	Ledbury Community Hub	https://www.ledburycommunityhub.org.uk/	Ledbury Community have secured funding to takes groups of children paddleboarding on the River Wye	
	Leaf Family Fun Day	Saturday 17 August	12 noon - 4:30pm	Ledbury Recreation Ground	LEAF	https://www.leafledbury.com/	Free activites for families	
	Climbing Wall, Face Painting & Craft Workshop	Wednesday 21 August	10:00am - 4:00pm	Ledbury Recreation Ground	BID	https://www.visitherefordshire.co.uk/summer	Free activites for families	
	Archery & Balloon Modelling	Thursday 22nd August	10:00am - 4:00pm	Ledbury Recreation Ground	BID	https://www.visitherefordshire.co.uk/summer	Free activites for families	
	Ledbury Carnival	Monday 26 August	10:00am - 4:00pm	Town Centre	Ledbury Carnival	http://ledbury-carnival.co.uk/	Free activites for families	
	Surf Simulator, Face Painting & Balloon Modelling	Thursday 29 August	10:00am - 4:00pm	Ledbury Recreation Ground	BID	https://www.visitherefordshire.co.uk/summer	Free activites for families	
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Sep-24	Heritage Open Days	6th -15th September	Times can be found on the website	In and around town	Ledbury Town Council / other groups in Ledbury	https://www.heritageopendays.org.uk/	Visit the website for more info	
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
	Funfair	Monday 7 October & Tuesday 8 October	5:00pm onwards	Ledbury High Street				
Oct-24	Young Peoples views on Ledbury Event	Saturday 12 October	TBC	St Katherine's Hall	Rural Media and Talk Communtiy	https://www.ruralmedia.co.uk/	Awaiting more information	
	Halloween	Thursday 31 October						
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
	Remembrance Parade / Sunday Service	Sunday 10 November	11:00 onwards	War Memorial	Ledbury Town Council			
	Remembrance Day	Monday 11 November	11:00am	War Memorial	Ledbury Town Council			
Nov-24	Mayors Coffee Morning for International Mens Day	Tuesday 19 November	10:00am-12noon	Ledbury Town Council Offices	Ledbury Town Council			
	Christmas Switch on Event	Sunday 24 November	TBC	In and around town	Ledbury Town Council			£5,000
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
	Mayors Christmas Coffee Morning	Wednesday 4 December	10:00-12noon	Ledbury Town Council Offices	Ledbury Town Council			
	Late Night Shopping	Friday 6 December	5:00pm onwards	Ledbury Town Centre	Traders Assocation			
Dec-24	Town Carol Service	Sunday 8 December	TBC	St Michaels and all Angels				
	Candle Light Event	Sunday 15 December	10:00 - 3:00pm	Ledbury New Street Cemetery	Ledbury Town Council			
Month	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Jan-25	New Year's Day	Wednesday 1 January	N/A	N/A	N/A	N/A	N/A	N/A
	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Feb-25	Big Breakfast	TBC		Ledbury	Food Group			
	Event World Deals Days	Date Thuma days C. Manala	Time N/A	Venue	Organiser	Website	Actions / Notes	Budget
	World Book Day	Thursday 6 March	N/A	N/A	N/A	https://www.worldbookday.com/	N/A	N/A
Mar-25	International Women's Day Ledbury World Book Day Event	Saturday 8 March Saturday 8 March	N/A 10:00am onwards	N/A Town Centre	N/A Ledbury Town Council	https://www.internationalwomensday.com/	N/A	N/A
IVIAI-25	Good Friday	Friday 18 April	N/A	N/A	N/A	N/A	N/A	N/A
	Mothers Day	Sunday 30 March	N/A	N/A	N/A	N/A	N/A	N/A
	Event	Date	Time	Venue	Organiser	Website	Actions/ Notes	Budget
Apr-25	Easter Monday	Monday 21 April	N/A	N/A	N/A	N/A	N/A	N/A
	Event	Date	Time	Venue	Organiser	Website	Action/ Notes	Budget
May-25	Early May Bank Holiday	Monday 5 May	N/A	N/A	N/A	N/A	N/A	N/A
	Spring Bank Holiday Event	Monday 26 May	N/A Time	N/A Vonue	N/A Organiser	N/A Website	N/A Action / Notes	N/A Budget
	Event Community Day	Date Saturday 7 June	Time 10:00-2:00pm	Venue In and around Ledbury	Organiser Food Group	Website	Action / Notes	Budget
Jun-25	Great Big Green Week	7-15 June	TBC	III GIIG GIOGIIG EGGDGI y	1 334 3134P	https://greatbiggreenweek.com/		
	Father's Day	Sunday 15 June	N/A	N/A	N/A	N/A	N/A	N/A
	Armed Forces Day & raising the Flag	Saturday 28 June	TBC	Town Centre	Ledbury Town Council	,, .		
	, and a cross bay a raising the riag							

	Page 198 of 198	