

**Ledbury Town Council
Notes of a meeting of the
Christmas Lights Working Party
held on 9 November 2020 via Zoom**

PRESENT: Councillors Mann, Knight and Howells, Caroline Green and Sally Holliday

ALSO PRESENT: Nicola Young, Deputy Town Clerk
Olivia Bundy, Administrative Officer
Hannah Tettero, Reception Officer

C.24 APOLOGIES

No apologies were received.

C.25 DECLARATIONS OF INTEREST (Councillors Only)

None received.

C.26 TO APPROVE THE NOTES OF A MEETING OF THE CHRISTMAS LIGHTS WORKING PARTY HELD ON 14 SEPTEMBER 2020 (Pages 7-10)

RESOLVED that the meeting notes from the Christmas Lights Working Party held on 14 September 2020 be received and noted.

C.27 UPDATE ON COVID-19 RESTRICTIONS

Councillor Manns reported that due to the lockdown the Santa's Grotto could not take place. The Deputy Clerk advised that the Council could not now hold the Santa Grotto on any date due to the Council providing duty of care to staff, Councillors and members of the public. Members were advised that Councillor Knight had been informed that John Masefield High School were experiencing a spike in numbers of Covid cases in pupils and as such the Clerk felt that it would not be appropriate to continue with the grotto as many of the pupils at JMHS would have siblings in the primary school and therefore the risk to staff, councillors and others who may be involved with the grotto was too high to allow the grotto to go ahead.

ACTIVITIES

C.28 CHRISTMAS 'ODD OBJECT' WINDOW DISPLAY

Caroline Green reported that she had been working with the Ledbury Traders Association on the project, but that due to lockdown many traders had been busy with their own businesses and had not had time to further this project. It had been agreed in the previous working party meeting that Councillors and the Town Clerk would visit all town traders to establish whether they were interested in participating in the "odd object" window display.

RESOLVED: that the 'odd object' window display would be for the traders to decide whether they have time to go forward with this.

RECOMMENDATION:

That the Environment & Leisure Committee give consideration to working with the Traders Association in respect of an 'odd object' window display at different times throughout the year, to celebrate different dates and seasons, i.e. Valentine's Day, Easter, etc. and that the be referred to the Tourism, Town Marketing, Charter Market & Market House Working Party for consideration.

C.29 UPDATE ON SANTA

Unfortunately, the Santa Grotto would be cancelled due to COVID-19 lockdown and restrictions as outlined in minute No. 27. Sally Holliday reported that she had only attended the meeting to talk about the Santa Grotto and youth involvement, but that as it was not happening she would now leave the meeting, requesting that further decisions like this be distributed before future meetings.

Sally Holliday left the meeting.

C.30 UPDATE ON PRESENTS

Members were advised that Ledbury Town Council have purchased 150 presents which were due to be distributed by Santa at the Grotto. The working Party was advised of a suggestion that would be going forward to the Environment & Leisure Committee that they consider distributing the presents to Ledbury based organisations such as the Food Bank, Women's Refuge.

RECOMMENDATION: That the Environment & Leisure Committee give consideration to donating the Christmas presents purchased for the grotto to Ledbury based families via organisations such as the West Mercia Women's Refuge and the Ledbury Foodbank.

Councillors Manns and Howells volunteered their time to assist with wrapping the presents. The Town Clerk was requested to establish whether the groups would want the gifts wrapped, and to if so then to organise a date and time for this to take place in a socially distanced manner.

C.31 CHRISTMAS CARD COMPETITIONS

The Administrative Officer reported that to date only two entries had been received for the Christmas Card Competition. It was confirmed that:

- the competition was open to primary school children;
- the Mayor would be judging the entries;
- the winning entry would be turned into an e-card for the Mayor to send out civic Christmas cards with a small number of printed cards being provided to the Mayor;
- the winner will receive a bundle (approx. 10) of printed cards of their entry.

Caroline Green offered to share the publicity for the competition on the Ledbury Traders Association Facebook page and to circulate information to all members and it was agreed that the Administrative Officer would forward this information to her.

CHRISTMAS TREE

C.32 CHRISTMAS TREE AND DATE OF INSTALLATION

It was reported that a 15ft tree had been ordered and that it would be delivered on Monday, 16 November 2020. Balfour Beatty Living Places (BBLP) had agreed to install the tree as part of their community services programme. Was noted that the tree would be placed in a stand in the hope that the situation that arose in 2019 could be avoided.

It was reported that Ledbury Fire Service were unable to assist with decorating the tree with lights this year due to COVID-19 restrictions. Gala Lights have agreed to dress the tree with the lights for a fee and they have agreed that they will do this once the tree is installed. Gala Lighting are due to attend the town to install the Christmas Lights around the town centre on 18 and 19 November 2020.

It was suggested that the switch on of the lights be recorded and placed on the Council's social media platforms with a brief explanation as to why there had been no official switch on event.

RECOMMENDED: that the Environment & Leisure Committee that the light switch-on is filmed and put on social media with a press release stating the Council's duty of care and reinforce the reasons why Ledbury Town Council have not advertised the switch-on date.

C.33 DATE OF NEXT MEETING

RESOLVED that a further meeting of the Christmas Lights Working Party be scheduled for Monday, 18 January 2021 at 1200 noon via Zoom noting that the meeting details will be included on the agenda.

Signed: Date:
Chairman

The meeting ended at 1500.