

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 16<sup>th</sup> March 2021 commencing at 11:30am remotely via Zoom.

---

**MEMBERS PRESENT:** Councillors Rumsey (Chair), Murdoch (Vice-Chair), Smith-Winnard (11:37), Sutcliffe and Thomas.

**OFFICERS PRESENT:** Town Clerk, Market Officer, TIC Manager, Democratic Services Officer, Projects & Grants Officer.

**CE51/20 APOLOGIES FOR ABSENCE**

An apology was received from Cllr. Smith-Winnard in advance of the meeting as she had a prior appointment that could over run.

**CE52/20 DECLARATIONS OF INTEREST**

Cllr. Smith-Winnard – Leominster in Bloom  
Cllr. Sutcliffe – Farmer’s Market

**CE53/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**CE54/20 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. No issues were raised.

**CE55/20 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 12<sup>th</sup> January 2021 be agreed and signed as a correct record when the social distancing restrictions are lifted by central government.

**CE56/20 CLERK’S REPORT**

The Clerk reported that she had received a communication from Herefordshire Council Markets and Fairs Department regarding the May Fair 2021 in Leominster.

**CE57/20 MARKET OFFICER’S REPORT**

The Market Officer presented a report updating Committee on the Leominster markets. Following discussion, it was **RESOLVED**

- To note the report;
- To note that the Farmers Market on 13<sup>th</sup> March 2021 was well attended and trading was good.
- To note that the Market Manager was looking to recruit more community volunteers to help organise the Victorian Street Market.
- To note that a review of the layout of the market will be undertaken later in the year. Market traders will take the lead on any decisions made in respect of the layout.

## **CE58/20 TOURIST INFORMATION CENTRE**

The Centre report was presented by the TIC Manager, Mrs Gill Ding. Following discussion, it was **RESOLVED:**

- To note the report;
- To note that bookings had begun to be received for the Servant's Quarters when the restrictions begin to be lifted from 12<sup>th</sup> April 2021.
- To note that volunteers would not return to the Tourist Information Centre when it re-opens on 12<sup>th</sup> April but will return later in the year when safe to do so.
- To note that the Leominster Food Fayre would go ahead.
- To note that a new line of recycled handbags will be stocked in the Tourist Information Centre.
- To note that local venue, Burton Court, will be putting on performances of plays in the garden.
- To note that rehearsal aerial displays, in respect of the Our Man In The Moon event, will take place in the Secret Garden. The main display will take place in the Grange as part of the Leominster Festival.

The Market Manager and Tourist Information Manager left the meeting at 11:58 hours.

## **CE59/20 COMMUNICATIONS & EVENTS UPDATE REPORT**

Committee considered the update report from the Town Clerk and, following discussion, **RESOLVED:**

- To note the report;
- To set the date for the Annual Town Meeting for 7:30pm on 19<sup>th</sup> April 2021;
- To note that a Mayor Making Event would not be possible in The Priory because of restrictions. An event could be organised for later in the year subject to social distancing regulations being relaxed;
- To set the date for the Annual Town Council meeting at 7:00pm on 24<sup>th</sup> May 2021;
- To put an order for further road closures together for events from June onwards when more information has been received from event organisers and risk assessments have been completed.
- That, if the May Fair is moved to the suggested dates of 29<sup>th</sup> – 31<sup>st</sup> July, the Town Council would be happy to carry it out as a Civic engagement.

The Projects & Grants Officer gave the following verbal update;

### Signage Project

- There are only two final signs to be installed – A finger post at Leominster Priory and an interpretation board at the Railway Station.
- The project will be promoted via the town council website and an audio version of each sign will be produced.

- The Projects & Grants Officer would like to acknowledge the volunteers that made the signage project possible.

HSHAZ Cultural Consortium

- The initial feedback from the Cultural Consortium bid has been very good and it is hoped that an offer will be received in the next week.
- A full report will be presented at the Full council meeting on 29<sup>th</sup> March 2021.

It was proposed by Cllr.Thomas, seconded by Cllr. Rumsey and unanimously **RESOLVED** to formally thank the Projects and Grants Officer, on behalf of the residents of Leominster, for her work on the Signage Project and HSHAZ Cultural Consortium.

**CE 60/20 DATE OF NEXT MEETING**

Committee noted that the next Communication and Events meeting would be held on Tuesday 11<sup>th</sup> May 2021 at 11:30am either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the social distancing restrictions being lifted by central government.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 12:27 hours.

**CHAIR:**

**DATE:**