

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 12th January 2021 commencing at 11:30am remotely via Zoom.

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

OFFICERS PRESENT: Town Clerk, Market Officer, TIC Manager, Democratic Services Officer.

CE41/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

CE42/20 DECLARATIONS OF INTEREST

Cllr. Smith-Winnard – Leominster in Bloom

Cllr. Sutcliffe – Farmer's Market

CE43/20 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE44/20 QUESTIONS FROM THE PUBLIC

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

CE45/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 17th November 2020 be agreed and signed as a correct record when the social distancing restrictions are lifted by central government.

CE46/20 CLERK'S REPORT

The Clerk had nothing to report.

CE47/20 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 attendance at the Farmer's Market had improved as a result of the new layout (originally changed to allow for social distancing) and new enquiries for stalls were being received.
- To note that only stalls selling essential items will be trading at the Friday Market and the Farmer's Market.
- To note that if the February Farmer's Market goes ahead, it will be publicised in the Leominster News and on social media.

CE48/20 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 for the Servant's Quarters for the month of February have now been cancelled due to the national lockdown that is currently in place.
- To note that the annual Tourist Information Centre stocktake had now been completed.
- That a letter of thanks be sent from the Mayor and Deputy Mayor to the staff for managing to continue working to provide services to the town under difficult circumstances in compliance with government guidelines during the third national lockdown.

CE49/20 COMMUNICATIONS & EVENTS UPDATE REPORT

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

- To note the report;
- To note the following verbal updates;

Signage Project

- Visitor Information signs were received on 04/12/20 and the Foreman will be installing the majority of those in the coming weeks.
- Final print files for the Heritage Interpretation boards were submitted to Leander Architectural on 25/11/20 and I am now waiting on a confirmed delivery date from the manufacturing team.
- The faculty permission process for the signage to be erected in the Priory grounds was completed on 18/11/20 and we are currently waiting for legal licences to be issued by the registrar.
- The grant report and claim form was submitted to the Herefordshire Council LEADER Team on 30/11/20, however funds cannot be issued until all signs have been installed and photographic evidence is supplied.

HSHAZ Cultural Consortium

- Dawn Turner has been appointed as the Herefordshire Council Project Officer for the Leominster HAZ Scheme, with a start date of 04/01/21. Now that the Project Officer is in place, work can progress on individual scheme projects.
 - The HAZ Steering Group had an initial meeting on 01/12/20, which was very positive. Sub-groups are being established to focus on each of the key project areas of the scheme.
 - We are still in need of a community business representative for the Steering Group, so any recommendations would be gratefully received.
 - The submission date for the funding application for the HAZ Cultural Programme has been extended to 20/01/21. The LTC Projects Officer is currently working with other Cultural Consortium members to complete and finalise the application.
- To note the list of scheduled events that will have a road closure organised at a later date as a result of the COVID-19 pandemic.

- To note that an example of the new empty website was shown and that staff had been trained to administrate the website but that further accessibility training would be required to ensure that the site is a WCAG 2.1 Compliant website.

CE 50/20 DATE OF NEXT MEETING

Committee noted that the next Communication and Events meeting would be held on Tuesday 16th March 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 12:07pm.

CHAIR:

DATE: