

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 14<sup>th</sup> July 2020 commencing at 11:30am remotely via Zoom.

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

**OFFICERS PRESENT:** Town Clerk, Market Officer, TIC Manager (11.40), Grants and Projects Officer (11.45).

**CE11/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**CE12/20 DECLARATIONS OF INTEREST**

Cllr. Smith-Winnard – Leominster in Bloom

Cllr. Sutcliffe – Farmer's Market

**CE13/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**CE14/20 QUESTIONS FROM THE PUBLIC**

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

**CE15/20 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 12<sup>th</sup> May 2020 be agreed and signed as a correct record when the social distancing restrictions are lifted by central government.

**CE16/20 CLERK'S REPORT**

The clerk had nothing to report.

**CE17/20 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 Friday Market resumed trading for essential traders only on 15<sup>th</sup> May 2020 and were visited by an Environmental Health Officer from Herefordshire Council and a police officer to ensure compliance with COVID-19 social distancing regulations.
- To note that traders of non-essential goods returned on 12<sup>th</sup> June and that to date, trade is steady.
- To thank Cllr. John Rumsey for his help and support to organise the market at what has been a difficult time.
- To resume charging market rents.

- To note that the Farmers Market returned on 13<sup>th</sup> June 2020 and that the new layout made the event look more appealing.
- To write a feature on the Market Traders for Leominster News to promote the market.
- To look at promotion of both markets for which there is a budget available.

The Market Manager left the meeting at 11.43am.

#### **CE18/20 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 a list is being compiled in order to provide an update of which attractions and shops are open.
- To note that the Front Garden Competition went ahead and prizes were awarded at the Farmers Market.
- To note that clearing/planting work has been carried out by Leominster in Bloom whilst observing social distancing regulations.
- To note that Leominster in Bloom had a new website that includes a heritage page.
- To note that the distribution of free 'Walking out from Leominster' books has been very successful in promoting exercise at this time.
- To note that an A-Z of Leominster has received excellent feedback on social media and that a new website provider is being researched to ensure compliance with accessibility regulations.
- To note that the TIC opened and is currently trading through the sash window at the front of the building.
- To note that the TIC now stock Herefordshire Council green waste bags which are proving popular and currently have next year's calendar on sale.

#### **CE19/20 COMMUNICATIONS & EVENTS UPDATE REPORT**

Committee received an update from the Town Clerk. The Grants and Projects Officer presented an update on the LEADER signage project.

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

- To note the reports;
- To note that the Party in the Park has now been postponed until 2021.
- That the clerk would investigate holding the Market Towns Forum via Zoom if there is enough interest.
- To note that the Servant's Quarters were now being cleaned following the 5 step enhanced cleaning protocol and that three new bookings.
- To note that the COVID-19 bookmarks have been distributed and have resulted in additional requests for support.

- To note that the flag was raised and flown for Armed Forces Week.
- To note that the Mayor & Deputy Mayor attended a socially distanced event to celebrate St Johns Ambulance and the Town Council Offices were lit in green. An article was published in the Hereford Times and an article submitted to Leominster News.
- To note that the signage project was well under way with three welcome signs installed, events panel signs were being made, posts refreshed ready for the new fingerposts, interpretation panels being typeset and the lectern surrounds were being made. Promotion of the welcome signage on Facebook had a good reach.
- That the clerk would contact The Priory regarding the Civic Service in October.

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

Committee noted that the next Communication and Events meeting would be held on Tuesday 15<sup>th</sup> September 2020 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 12:14pm.

**CHAIR:**

**DATE:**