

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 15<sup>th</sup> September 2020 commencing at 11:30am remotely via Zoom.

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**MEMBERS PRESENT:** Councillors Rumsey (Chair), Murdoch (Vice-Chair), Smith-Winnard, Sutcliffe (11.38) and Thomas.

**OFFICERS PRESENT:** Town Clerk, Market Officer, TIC Manager, Grants and Projects Officer (11.50).

**CE21/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**CE22/20 DECLARATIONS OF INTEREST**

Cllr. Smith-Winnard – Leominster in Bloom

Cllr. Sutcliffe – Farmer's Market

**CE23/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**CE24/20 QUESTIONS FROM THE PUBLIC**

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

**CE25/20 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 14<sup>th</sup> July 2020 be agreed and signed as a correct record when the social distancing restrictions are lifted by central government.

**CE26/20 CLERK'S REPORT**

The clerk reported that running alongside the High Street Heritage Action Zone (HSHAZ) programme there will be a separate amount of funding that can be used to provide a Cultural programme. The Projects and Grants Officer provided further detail later in the meeting.

**CE27/20 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 is now up to the capacity of stall holders pre-COVID-19 and that positive feedback has been received regarding the layout.
- To note that the current footfall is good and some traders carry out deliveries after the market has finished.
- The Farmers Market is picking up and the new layout, for social distancing reasons, is appreciated by traders and customers.

- An enquiry was made regarding the Leominster In Bloom Plant Fair to be held on the Grange. At this current time markets need social distancing measures put in place but otherwise they can still trade.
- Following adjustments, the Victorian Street Market on Saturday 12<sup>th</sup> November, will still go ahead. It was recognised that this could change due to the government regulations being tightened. The Market Manager left the meeting at 11.45am.

#### **CE28/20 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 new TIC assistant has now been recruited and trained so we now have the capacity to extend opening hours.
- To investigate boosting the Wifi and the addition of a key safe for the Servant's Quarters flat.
- To investigate Apple themed recipe posters to support 'Apples in Autumn' through the Visit Herefordshire re-launch promotional campaign.
- To record thanks to the Tourist Information Centre Manager for her hard work to enable the Tourist Information Centre to remain open in difficult times.

#### **CE29/20 COMMUNICATIONS & EVENTS UPDATE REPORT**

Committee received an update from the Town Clerk.

The Grants and Projects Officer presented a verbal update on the LEADER/ signage project and HSHAZ.

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

- To note the reports;
- To cancel the Christmas Light Switch-On Event and Through the Wardrobe town council event for 2020 as a result of the COVID-19 pandemic and the related social distancing issues and public safety. This was proposed by Cllr. Rumsey and seconded by Cllr. Thomas.
- To investigate an alternative Christmas Light Switch-On coverage.
- To investigate an alternative event in association with a local charity.
- To note that that the Party in the Park ticket refunds have been advertised on social media.
- To note the verbal report from the Projects and Grants Officer regarding signage;
  - Work is currently ongoing to complete the events panels for the bottom of the new Welcome Signage.
  - That permission for the new car park signage should be received from Herefordshire Council by the end of the week.
  - The interpretation boards are being supplied in two pieces, the panel and the lectern frame. The boards are currently

being manufactured so that the deadline of the end of October can be met.

- The fingerposts have been delivered, checked and the foreman has commenced installation.
- To note that a Cultural Consortium will run alongside the economic and heritage development projects set out in the HSHAZ. Each of the 69 High Street have been asked to produce an accompanying Cultural Programme. To celebrate what is unique about the high street location. The brief is very broad and the Cultural Programme can include art, theatre, festivals, literature, music and dance, amongst other activities. The Cultural Programme for each town needs to be developed by a Cultural Consortium, made up of representatives from the local community who are already engaged in delivering arts and culture in the town. The role of the Consortium is to design and deliver Leominster's Cultural Programme, with support from Herefordshire Council and Leominster Town Council. The Consortium is able to apply for funding of between £10,000 and £80,000 to develop the Programme, which will need to be delivered between 2021-2024.
- To note that the clerk had contacted the other market towns to arrange a meeting of the Market Towns Forum but had to postpone. Another meeting will be arranged shortly.
- To discuss the Civic Service at the next Full Council meeting on 28<sup>th</sup> September 2020.
- To note that the clerk has had a meeting with a representative of the Royal British Legion to discuss available options for a Remembrance Sunday event and further advice is being sought at this time.
- To note that the High Sheriff will now visit the town council offices and town on Friday 9<sup>th</sup> October 2020.
- That Aubergine had been contacted regarding a new website and initial discussions about requirements had taken place.

### **CE 30/20 DATE OF NEXT MEETING**

Committee noted that the next Communication and Events meeting would be held on Tuesday 17<sup>th</sup> November 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 12:42pm.

**CHAIR:**

**DATE:**