

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 14th September 2021 commencing at 11:30am in the Council Chamber, 11 Corn Square, Leominster, HR6 8YP.

MEMBERS PRESENT: Councillors Murdoch (Chair), Smith-Winnard (Vice-Chair), Marsh, Rumsey (12.11) and Sutcliffe.

OFFICERS PRESENT: Town Clerk, Democratic Services Officer, Market Officer, Projects & Grants Officer (12.45).

CE23/21 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Thomas (Holiday) and the Tourist Information Centre Manager (Holiday). Apologies were also received from Cllr Rumsey who had a prior engagement. Cllr Rumsey joined the meeting at 12.11.

CE24/21 DECLARATIONS OF INTEREST

Cllr Smith-Winnard – Leominster in Bloom
Cllr Sutcliffe – Trustee of Grange Court

CE25/21 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE26/21 QUESTIONS FROM THE PUBLIC

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

CE27/21 MINUTES OF PREVIOUS MEETING

The Projects and Grants Officer had requested that CE21/21 (Cultural Consortium) was amended to include that the further bid for £35000 is to be submitted to the Arts Council and other funders.

Following the amendment it was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 13th July 2021 be agreed and signed as a correct record.

CE28/21 CLERK'S REPORT

The clerk informed the Committee that:

- The Royal British Legion are planning to carry out the normal remembrance parade this year. They have received a grant of £400 per annum towards the parade in the past and had queried whether it had been included in the Armed Forces Covenant as a rolling grant. The clerk advised that it hadn't been included in the covenant and will send out the grant application forms. The clerk will also submit details of the required road closures to Herefordshire Council;
- A representative from Leominster Community Centre has advised that they will be running an event for volunteers on land to the rear of the Priory and has asked if the Town Council have insurance

cover for the volunteers. The clerk confirmed that the land is the responsibility of the Town Council and that the volunteers would be covered under the Town Council's public liability insurance;

- The Ivington Harvest Festival will be held on Sunday 10th October 2021. Robing for councillors will take place in the village hall. The clerk will clarify timings for the event.

CE29/21 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 some members of the public are unaware of the removal of the road closure in Victoria Street during the Friday market. Cllr Marsh advised that, as Ward Councillor for the South Ward, she would write to Herefordshire Council and request that Victoria Street remains closed on a Friday from 10am - 2pm;
- That Leominster Town Council will support the organisation of the Victorian Market to be held on Saturday 11th December 2021 and the Environmental Team will provide assistance on the day.

Cllr Sutcliffe expressed concern regarding the number of charity stalls at events / markets due to the potential to undercut other traders especially if the charities are offered free stalls.

Cllr Sutcliffe advised that stallholders at the recent Farmers Market received verbal abuse from a disabled driver who wanted to park in a disabled bay in Corn Square. It was noted that Victoria Street should be closed for the Farmers Market and so drivers should not be able to access Corn Square. Barriers / signs should be in place advising of the road closure.

CE30/21 TOURIST INFORMATION CENTRE

The Clerk presented a report updating Committee on the Tourist Information Centre. Following discussion, it was **RESOLVED:**

- To note the report;
- That an updated job description will be prepared for a new member of TIC staff to replace the member of staff who is leaving in October;
- To note that there have been Wi-Fi issues in the Servants Quarters and the booster has been replaced. The clerk will obtain a quote for wired-in internet to be installed when the apartment is closed for decorating and snagging;
- To note that the Airbnb app for Servants Quarters bookings will need to be assigned to another member of staff (as it is currently assigned to the member of staff who is leaving).

CE31/21 COMMUNICATIONS & EVENTS UPDATE REPORT

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

- To note the report;
- To note that the Priory Church has been booked from 4.30pm for a rehearsal prior to the Mayor Making ceremony at 7pm on 25th September 2021. Following the ceremony refreshments will be provided by Town Council staff;
- To note the following appointments attended by the Mayor:
 - Thursday 29th July - Mayor's Charity Market, Ludlow
 - Saturday 31st July - Monkland Fete
 - Friday 13th August - HSHAZ Steering Group meeting
 - Saturday 28th August – Dementia Friendly Leominster Family Fun Day
 - Saturday 11th September – Hampton Ferry Evesham Classic Car Show
 - Sunday 12th September– Royal British Legion 81st Anniversary of the Battle of Britain at Hereford Cathedral
 - Tuesday 14th September – Meeting with Angela Tyler from the Ely Memorial Fund at Leominster Police Station
- To insert a clause on the Public Open Space Events booking form that event operators and stallholders should vacate the site within 30 minutes of the end of the event;
- To request a refundable deposit for Public Open Space Events which will be refunded if the site is left in a clean condition;
- To note that the Christmas Light Switch On event will take place on Saturday 27th November 2021. It is planned to erect a stage, hire a Michael Buble tribute act and put Children's Fairground rides in the middle of Corn Square;
- To note that the Through the Wardrobe Event will take place on Saturday 4th December 2021. Costings are currently being planned for the event. Normally 450 tickets are available for children in HR6 postcodes. Cllr Marsh requested that some tickets are given to Leominster Food Bank for distribution;
- To prepare a flyer listing the 3 Christmas events – Victorian Market, Christmas Light Switch On and Through the Wardrobe – for issue to local traders.

Cllr Marsh left the meeting at 12.45 hours.

The Projects & Grants Officer gave the following verbal update:

Cultural Consortium

- The Programme Officer has been appointed and will prepare a community engagement and consultation plan for the next few months. She will also be seeking to recruit volunteers to support Leominster Festival and the Cultural Consortium.

- The first instalment of the grant in the amount of £21250, from Historic England, is due to be received shortly. Further payments of £25000 should be received in January 2022 and November 2022, with 2 smaller payments expected in the final 2 years. It is anticipated that a further bid will be submitted to the Arts Council to supplement the income for the final 2 years;
- The online consultation survey finished on 31st August 2021 and all respondents that provided their contact details were entered into a draw to win a £50 local shopping voucher. There were 70 responses to the survey;
- The consortium will review the responses from the consultation held at Leominster Festival and the online survey to identify any areas that can be looked at by the focus groups;
- At the end of the consultation period, the consortium will consolidate results and produce briefs for artists ready for commissioning in January 2022;
- The Projects and Grants Officer will give a presentation to the Full Council to update the councillors on the Cultural Consortium.

CE 32/21 CONFIDENTIAL ITEMS

High Street Heritage Action Zone Scheme (HSHAZ)

The Projects & Grants Officer gave a verbal update updating the Committee on the HSHAZ. Following discussion, it was **RESOLVED:**

- That Leominster Town Council will liaise with Herefordshire Council for the reimbursement of the cost of the additional time spent on the project, by the Projects and Grants Officer, due to the absence of the HSHAZ Project Officer;
- That the Projects and Grants Officer will set out the roles and responsibilities within the HSHAZ scheme for publication on Leominster Town Council's website;
- That the clerk will update the risk register to include partnership working with Herefordshire Council;
- That the Mayor will sign a letter prepared on behalf of Leominster Town Council regarding the operation of the HSHAZ scheme.

CE 33/21 DATE OF NEXT MEETING

Committee noted that the next Communication and Events meeting would be held on Tuesday 16th November 2021 at 11:30am in the Council Chamber, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 13.55 hours.

CHAIR:

DATE: