

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 16<sup>th</sup> November 2021 commencing at 11:30am in the Council Chamber, 11 Corn Square, Leominster, HR6 8YP.

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**MEMBERS PRESENT:** Councillors Murdoch (Chair), Marsh and Thomas.

**OFFICERS PRESENT:** Town Clerk, Democratic Services Officer, Market Officer, TIC Manager, Projects & Grants Officer (12.25).

**CE34/21 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted by the Committee for Cllr Rumsey (Illness), Cllr Smith-Winnard (Personal) and Cllr Sutcliffe (Work).

**CE35/21 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**CE36/21 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**CE37/21 QUESTIONS FROM THE PUBLIC**

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

**CE38/21 MINUTES OF PREVIOUS MEETING**

Committee **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 14<sup>th</sup> September 2021 be agreed and signed as a correct record.

**CE39/21 CLERK'S REPORT**

The clerk informed the Committee that:

- The Hereford Times had published an article regarding the cancellation of the Christmas Light Switch On event. The article was copied and posted on social media. It was noted that the event had been cancelled due to concerns about the ongoing Covid-19 situation and the possibility of large crowds gathering;
- The Christmas lights are in the process of being installed and will be switched on on 27<sup>th</sup> November 2021;
- The grant from the Welcome Back Fund was finalised on 11<sup>th</sup> November 2021. The clerk will circulate a list of the projects to be funded under the scheme.

**CE40/21 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;

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- To note that due to the installation of the Christmas tree at the top of Corn Square, the flower stall will move to the opposite end of the market and another stall will move up by the tree;
- To note that there will be an additional market on 21<sup>st</sup> December 2021;
- To note that arrangements are in hand for the Victorian Market and a temporary event notice has been applied for. The Victorian Market will be open from 10am – 3pm, on 11<sup>th</sup> December 2021, with an official opening at 11am.

### CE41/21 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 job description has been developed for a Tourism & Media Assistant and will be reviewed at the Personnel Sub-Committee meeting on 19<sup>th</sup> November 2021;
- To note that there have been issues regarding the receipt of emails by the TIC. The clerk will review the situation;
- To note that a Ryeland sheep heritage event is being planned for 2022;
- To note that the curtains in the bedrooms of the Servants Quarters have been lined to help block out the light during the Summer.

### CE42/21 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 clerk will be submitting a list of road closure dates for 2022 in January. Councillors to advise the clerk of any road closures to be added to the list;
- That Leominster Town Council will take over the organisation of the Victorian Market to be held on 11<sup>th</sup> December 2021;
- To note the following appointments attended by the Mayor:
  - Sunday 3<sup>rd</sup> October – Mayor of Ledbury Civic service
  - Thursday 7<sup>th</sup> October – Services For Independent Living, 25 year celebration event
  - Saturday 9<sup>th</sup> October – Autumn Inaugural Banquet
  - Monday 11<sup>th</sup> October – Institution & Induction of Rev Guy Spenser Cole at Leominster Priory
  - Friday 15<sup>th</sup> October – Queens Green Canopy Planting Campaign
  - Friday 15<sup>th</sup> October – Shrievalty service at Hereford Cathedral
  - Saturday 16<sup>th</sup> October – Leominster Apple Fair
  - Thursday 21<sup>st</sup> October – Wye Valley NHS zoom meeting
  - Sunday 24<sup>th</sup> October – Civic service at Leominster Priory

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- Tuesday 2<sup>nd</sup> November – Armed Forces Covenant silver award ceremony at the National Memorial Arboretum
- Sunday 7<sup>th</sup> November – Patron’s curry lunch at Suvla Barracks Hereford
- Thursday 11<sup>th</sup> November – Remembrance Day, Leominster
- Saturday 13<sup>th</sup> November – Poppy Dance at Leominster Sports & Social Club
- Sunday 14<sup>th</sup> November – Leominster Remembrance Parade
- To note that there wasn’t an identified budget for the Through the Wardrobe Event but a grant has now been received through the Welcome Back Fund to enable the event to proceed.

The Projects & Grants Officer gave the following verbal update:

### HSHAZ

- An initial meeting has been held with Visual Works to set up a Working Group for the web-based heritage app. The web app will be launched at the end of March 2022;
- The focus group is looking into communication and engagement and identifying the branding materials that will be used;
- The installation of Wi-Fi and footfall tenders went out to tender and 2 applications have been received. The contract will be awarded following a review of the 2 proposals.

### Cultural Consortium

- Currently focus groups are being operated by Rachel Buchanan and there have been 3 proposals for taster events;
- A Memorandum of Understanding has been prepared and will be reviewed at the Full Council meeting on 29<sup>th</sup> November 2021.

### **CE43/21 DATE OF NEXT MEETING**

Committee noted that the next Communication and Events meeting would be held on Tuesday 11<sup>th</sup> January 2022 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 12.37 hours.

**CHAIR:**

**DATE:**