

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 11th January 2022 commencing at 11:30am in the Stable Gallery, 11 Corn Square, Leominster, HR6 8YP.

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

OFFICERS PRESENT: Town Clerk, Democratic Services Officer, Market Officer, Environment & Grounds Supervisor.

CE44/21 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted by the Committee for Cllr Rumsey (Isolation).

CE45/21 DECLARATIONS OF INTEREST

- Cllr Thomas – Leominster News

CE46/21 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE47/21 QUESTIONS FROM THE PUBLIC

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

CE48/21 MINUTES OF PREVIOUS MEETING

Committee **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 16th November 2021 be agreed and signed as a correct record.

CE49/21 CLERK'S REPORT

The clerk informed the Committee that:

- The 'Welcome to Leominster' signs include reference to 'Leominster in Bloom Gold Award Winners'. It was previously agreed that the signs should include a 'Fair Trade' sign and potentially details of events. The clerk will investigate the price of signage and the wording to be included.

CE50/21 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 consider investing in 'Market open' signage and to consider including market details on the 'Welcome to Leominster' signs;
- To note that a number of people paid for parking at the Victorian Street Market as the 'Free parking' signs were not prominently displayed. It was noted that the parking meters should also be covered to prevent people from paying;

- To provide early advance notice to residents in Broad Street of the Victorian Street Market parking restrictions;
- To consider enhancing the next Victorian Street Market by:
 - Encouraging shopkeepers to decorate their shops / have pavement stalls and awarding a prize for the best dressed shop / pavement stall;
 - Operating pony & trap rides around the town (and to use as transport in the opening ceremony);
 - Including a range of Victorian games (and Santa Claus) for children in the Secret Garden.

CE51/21 TOURIST INFORMATION CENTRE

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

- To note the report.
- To note that an enquiry for a long term booking for the Servants Quarters has been received;
- To note that the annual stock take has been completed and details have been forwarded to the accountant. Stock takes will be undertaken on a quarterly basis in future.

CE52/21 COMMUNICATIONS & EVENTS UPDATE REPORT

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

- To note the report;
- To consider holding events in Corn Square, in the afternoon, following the monthly Farmers market;
- To note the following appointments attended by the Mayor:
 - Tuesday 30th November – Meeting with Rob Ewing from Herefordshire Council regarding HSHAZ
 - Wednesday 1st December - HSHAZ Steering Group meeting
 - Saturday 4th December – Leominster Priory Christmas Bazaar
 - Tuesday 7th December – Mayor’s meeting (Hereford)
 - Friday 10th December – ECHO AGM via Zoom
 - Saturday 11th December – Victorian Street Market
 - Saturday 11th December – St John Ambulance carol service (Hereford)
 - Saturday 18th December – Through the Wardrobe event
 - Monday 20th December – Christmas Carols by Candlelight
 - Saturday 25th December – Taking Christmas presents to West Eaton nursing home
- To note that the Business Promotion Event is provisionally planned for 19th March 2022;
- To invite the Business Project Manager to meet with Councillors;
- To contact Balfour Beatty to establish the street closure policy for street parties in respect of the Queen’s Platinum Jubilee;

MINUTES

- To consider holding a 'Picnic in the Park' and fireworks event in the Grange, on Sunday 5th June 2022, to celebrate the Queen's Platinum Jubilee;
- To find out whether a beacon can be lit on Eaton Hill to mark the Queen's Platinum Jubilee;
- To take over organisation of the Leominster Food Fayre to be held on 3rd September 2022;
- To appoint the Environment & Grounds Supervisor as the overall manager for Leominster Food Fayre and the Victorian Street Market;
- To contact the rector at the Priory, to establish their plans for Christmas events, in order that the Town Council can consider complementing the plans with the Christmas Lights Switch On Event;
- To consider setting up a Town Council steward volunteer list;
- To liaise with local organisations / businesses, regarding potential events to be held at the same time as the Victorian Street Market, to avoid duplication;
- To note that the Through the Wardrobe event was a success with 405 attendees;
- To discuss proposed Leominster Festival dates with the organisers as the dates coincide with the Queen's Platinum Jubilee bank holiday weekend;
- To note that Hereford Triathlon Club are holding a triathlon on 2nd July 2022, starting at Leominster Leisure Centre and finishing at Earl Mortimer College;
- To note that the Three Choirs Festival are holding two concerts at the Priory on 23rd July 2022;
- To note that Leominster Seed Swap will take place at the Priory on 12th February 2022;
- To consider producing a map of Leominster town that highlights local eateries and businesses;
- To increase support for Leominster News through the purchase of an additional page for £50. The clerk will check whether funding is available in the Covid recovery fund to support this.

CE53/21 DATE OF NEXT MEETING

Committee noted that the next Communication and Events meeting would be held on Tuesday 15th March 2022 at 11:30am in the Stable Gallery, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 13.19 hours.

CHAIR:

DATE: