

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 12<sup>th</sup> July 2022 commencing at 11:30am in the Stable Gallery, 11 Corn Square, Leominster, HR6 8YP.

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**MEMBERS PRESENT:** Councillors Thomas (Chair), Smith-Winnard (Vice-Chair), Jacquet, Marsh, Murdoch and Sutcliffe (11.34).

**OFFICERS PRESENT:** Town Clerk, Democratic Services Officer, Market Officer, TIC Manager.

### **CE11/22 ELECTION OF CHAIR**

Nominations were invited for the position of Chair of the Committee.

Cllr Thomas was proposed by Cllr Jacquet and seconded by Cllr Marsh. There being no other nominations, Cllr Thomas was formally elected Chair of the Communication & Events Committee.

### **CE12/22 ELECTION OF VICE CHAIR**

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Smith-Winnard was proposed by Cllr Marsh and seconded by Cllr Jacquet. There being no other nominations, Cllr Smith-Winnard was formally elected Vice-Chair of the Communication & Events Committee.

### **CE13/22 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted by the Committee for Cllr Williams (Illness).

### **CE14/22 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **CE15/22 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **CE16/22 QUESTIONS FROM THE PUBLIC**

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

### **CE17/22 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 17<sup>th</sup> May 2022 be agreed and signed as a correct record.

(Proposed: Cllr Murdoch; Seconded: Cllr Smith-Winnard Unanimous).

**CE18/22 CLERK'S REPORT**

- **English Class for Ukrainians** – a Ukrainian support group are planning to hold an English course from 6-7pm weekly for a set number of weeks and have asked the Town Council for support. The clerk will check whether any grant funding is available to support the group. If funding is not available, the clerk will liaise with the Community Centre manager regarding the provision of a room, free of charge, at either the Town Council Offices or the Community Centre. The clerk will also advise the group that they can apply for a grant from the Town Council.

**CE19/22 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 live streaming and / or photographing the Ale taster event at the Food Fayre;
- To consider reviewing market rents in 2023. It was suggested that rents are calculated on the basis of the length of each pitch and to consider including an electricity charge;
- To contact Herefordshire Council to negotiate the relocation of the market whilst the HSHAZ works in Corn Square are undertaken;
- To note that the Rankin Club are due to have scaffolding erected in order that works can be undertaken on the building. The clerk will find out how far the scaffolding will encroach onto the pavement and to consider requesting the closure of Corn Street and Victoria Street, to make more space for the markets, whilst the works are undertaken.

**CE20/22 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 confirm that seating in the TIC is suitable for the new volunteers;
- To note that a final quote has been received for the purchase of 1000 tea towels at a cost of £3.95 per unit (the RRP will be £10 - £12). The TIC Manager will be sent 3 samples for approval. The designer will also be charging a design fee of £150;
- To consider producing a promotional event leaflet listing all Leominster events to be held in 2023. The clerk will contact Leominster Festival and other event organisers to confirm events and dates;
- To send a letter of congratulations from the Town Council to Leominster in Bloom for this year's display.

**CE21/22 COMMUNICATIONS & EVENTS UPDATE REPORT**

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

- To note the report;

- To note the following verbal update, provided by the clerk, regarding the High Street Heritage Action Zone and Cultural Consortium:
  - Conservation Area appraisal – the final version of the document has been completed but requires amendment. A public consultation on the document will run from 15<sup>th</sup> August – 26<sup>th</sup> September 2022. Two webinars will be held and there will be two in-person events - one at a Friday market and the other at a room in the Council Offices at 11 Corn Square – dates to be confirmed. A press release will be issued shortly to promote the consultation;
  - Public Realm – the public consultation has finished and the designs are being produced;
  - Children’s Trail – copies of the passport, crayons and the brass signs have been received. The clerk will ask the Grounds Team to install the brass signs onto the legs of the lecterns;
  - Youth Engagement: A local historic buildings artist has completed workshops with students from Westfield School and Earl Mortimer College. The pictures have been made into a collage and will be displayed on bus shelters in Leominster bus station when the wraps have been received;
  - Wi-Fi in the town centre – installation of Wi-Fi on buildings – other than the Council offices at 11 Corn Square – is awaiting planning consent;
  - Cultural Consortium - the 9-foot-tall lion puppet was in attendance at the Leominster in Bloom judging day. A payment was made to Fetch Theatre Company to operate the lion as there were insufficient volunteers available. It was suggested that the Cultural Consortium set up a protocol advising how much it would cost for the lion to appear at events and to consider whether funding is required to train more volunteers. Committee noted there may be funding available to book the lion to appear at events around the town such as the Food Fayre, Victorian Street Market and Light Switch On Event.
    - The Programme Officer has received an iPad and an iPen to help them with their work.
- To note the following appointments attended by the Mayor:
  - Sunday 22<sup>nd</sup> May – Civic thanksgiving service, Hereford
  - Wednesday 25<sup>th</sup> May – Ludlow Mayor making ceremony
  - Friday 27<sup>th</sup> May - Jubilee lunch & run, Earl Mortimer College
  - Tuesday 31<sup>st</sup> May - Cream tea at Norfolk house
  - Thursday 2<sup>nd</sup> June - Waverley house jubilee event
  - Saturday 4<sup>th</sup> June – Echo Colour run, Bridge Street
  - Saturday 4<sup>th</sup> June - Greeting the Leominster Lion, Kyiv, at the Leominster Festival Fun day in the Grange
  - Saturday 4<sup>th</sup> June - Leominster Museum 50<sup>th</sup> Birthday tea
  - Sunday 5<sup>th</sup> June – Birmingham Philharmonic Orchestra concert at the Priory

## MINUTES

- Wednesday 8<sup>th</sup> June – TIC Volunteers tea party in the Secret Garden
- Friday 17<sup>th</sup> June - Herefordshire Trail walk send offs in both directions plus tea with TIC on return
- Sunday 19<sup>th</sup> June – Mike Thornhill memorial celebration and civic award event at Grange Court
- Monday 20<sup>th</sup> June - Armed Forces Flag Raising, Hereford
- Thursday 23<sup>rd</sup> June - Reopening preview of Herefordshire Light Brigade Museum
- Saturday 25<sup>th</sup> June – Hereford Symphony Orchestra summer concert at the Priory
- Wednesday 29<sup>th</sup> June - NMITE skills breakfast in the Lion ballroom
- Saturday 2<sup>nd</sup> July - Herefordshire hoard outreach at Leominster Community Centre
- Saturday 2<sup>nd</sup> July - Leominster Priory fete dog show judging
- Sunday 3<sup>rd</sup> July - HALO Community thank you event
- Tuesday 5<sup>th</sup> July - Farewell to Martin & Nico Baines event at Grange Court
- Friday 8<sup>th</sup> July - Welcoming Leominster in Bloom judges
- Friday 8<sup>th</sup> July - Save the Lugg Mayoral charity day
- Saturday 9<sup>th</sup> July - Leominster Brownies 100th Birthday event at Leominster Community Centre
- Saturday 9<sup>th</sup> July - Ivington Church Fete opening
- Saturday 9<sup>th</sup> July - Romanian healing service at Stretford
- Sunday 10<sup>th</sup> July - Leominster triathlon sprint start
- Sunday 10<sup>th</sup> July - Re-Opening of Violette Szabo museum
- To note that an application has been received for one of the Civic Officer vacancies and will be discussed at the next Full Council meeting on Monday 25<sup>th</sup> July 2022;
- To note that a request has been made to Herefordshire Council to ask if some of the old Hereford Market gazebos are available. If they are not, Committee **RESOLVED** to purchase 3 robust Market gazebos and weights, that could be rented for events.  
(Proposed: Cllr Thomas; Seconded: Cllr Sutcliffe Unanimous);
- To note that signage is being prepared to advertise the 'Party in the Park' event on the 'Welcome to Leominster' signage boards and that the event is being promoted on Facebook;
- To note that the Town Council will be receiving a small number of complimentary tickets for the 'Party in the Park' event. The clerk will request nominations for individuals who deserve the tickets;
- To consider holding a 'bear hunting trail' event for children in October;
- To note that following discussion regarding the licensing requirements for Corn Square, the clerk advised that a Temporary Event Notice, for Leominster Food Fayre, would be applied for if required;
- To consider preparations for the Light Switch On Event;

- To liaise with Leominster Festival regarding using their volunteers at Town Council events and to look at ways of building up a team of volunteers. The clerk will approach ATC cadets to find out if they would be interested in providing volunteers;
- To note that Earl Mortimer College have expressed an interest in being involved in the Victorian Street Market. The clerk will include the college in the invitations which are due to be sent out in August;
- To contact Jo Cockcroft at Hinton's to find out if she would like to be involved in the Victorian Street Market;
- To note that there will be availability for shopkeepers to erect stalls outside their shops at the Victorian Street Market;
- To publish details of the Conservation Area appraisal in Leominster News;
- To publish 'before and after' photographs of the Ginhall Green wildflower meadow in Leominster News;
- To invite youth organisations to the Civic Service at the Priory on 23<sup>rd</sup> October 2022;
- To set up a Mayoral page on the Town Council website. Councillors to send any information to be included on the page to the Tourism & Media Assistant;
- To note that the Tourism & Media Assistant is undertaking a weekly check on the Town Council website and is updating pictures on the website. Cllr Jacquet is available to take current photographs if required;
- To consider holding a celebration event (including a Leominster Independents Day) when the public realm works in Corn Square have been completed.

**CE22/22 DATE OF NEXT MEETING**

Committee noted that the next Communication and Events meeting would be held on Tuesday 20<sup>th</sup> September 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 13.15 hours.

**CHAIR:**

**DATE:**