

16 MAR 2017

Report from the Events Working Party
Held at 7pm Tuesday 21st February 2017
in the Town Council Offices

Present: Cllrs E Fieldhouse (Chair), M Eager, A Crowe B Barnes, K Francis, A Manns & N Morris

Also: Allison Thomas, Andy Ward, Robert Waddington, Dee Knight, Tim Rae-Clarke, Helen Moody, Clive Jupp, Sally & Griff Holliday and Phillippa Slinger

1. **Apologies:**
Ben Lewis & Sara Bateman
2. **Interests:**
None were declared.
3. **Report of last Meeting:**
The report of the meeting held on 31st January was accepted.
4. **New Events: (this item was taken first as Andy & Helen had to leave early)**
 - a. April 23rd - St Georges Day celebrations in New Street with the Silurian Morris Dancers.
 - b. May 6th - Helen Moody announced that her shop was holding an Anne Stokes signing event with up to a 1000 people expected.
 - c. May 20th - Viking Day in New Street with a road closure in the afternoon.
 - d. 10th June - Ledbury Community Day.
 - e. Possible event planned in September with road closure in New St.

Helen stated that the Ledbury Focus will insert free of charge any up and coming events.

Discussion on Homend resurfacing due 5th – 7th June, Ledbury traders still to be notified of the road closure or any diversion details.

Keith reminded the group that Herefordshire Council was applying for Herefordshire County of Culture status where bids have to be submitted by the end of March.

The Great Ledbury Celebration

5. **Review Action Points:**
 - 5.1. **Members went through the task list of the Events Meeting held by Town Councillors on 13th February 2017.**
 - a. Road Closure High St & Church St agreed.
 - b. Contact Cadets for barrier manning.
 - c. First Aid post to be established in Town Council offices subject to insurance requirement, this will save approx £1000 if Red Cross are asked to provide cover
 - d. Car Parking – free in main car parks with JMHS overflow and possible Primary School. Request that free parking signs are put out and put on Pay & Display machines. Some debate as to whether stall holders require their own parking spaces.
 - e. Endeavour to get Bye Street public toilets open for the day.
 - f. Debate on suspending public drinking of alcohol in street ban, **decided not to pursue.**
 - g. Balfour Beatty to be notified re additional rubbish bins and collection. Carnival have spare bins if required.
 - h. Tours Guides - Further action by LTC.

- i. Advertising will be handled by the proposed sub group with a financial contribution by Ledbury Town Council (see expenditure) and grant applications by Ledbury Food Group that may help with First Aide cover, competition prizes and advertising.
Elaine Fieldhouse announced that she was in contact with a professional events advisor who will offer his advice for free.
Additional suggestion as to a cake “**Great Ledbury Bake-Off**” Competition, to be further pursued.
- j. Speller Metcalf need to be asked about specialist wood working displays.
- k. Bristol Boars discussed – to be contacted by LTC for stalls only, not re-enactment displays after the timetable has been further clarified.
- l. Members liked the idea of involving/inviting local craft groups and businesses.
- m. Griff assured the meeting that there would be plenty of food and drinks provision, disliked the idea of involving Tesco, but contact anyway as a possible source of free water or prize donation. Debate on seating (unresolved). Local Food Group will include local butchers in invitations to join the event
- n. Stall charging, Food Group will be charging but stalls invited by LTC will free.
- o. Childrens entertainment - face painters to be sourced including contacting local art groups (Martin), medieval bouncy castle suggested, but though it was obvious (to the writer) that many of those present were in favour, they were reluctant to show support , so this was dropped.
- p. Sub group to contact local churches, agreed that the Methodists & Mormon story needs making aware of and made a feature for the day.

5.2. Finance:

LTC (subject to ratification) allocated £975.00 to this event.

PA system now	£300.00 as Poetry offered to fund 50/50
Road Closure	£125.00 subject to price confirmation
Cadets	£150.00 to be confirmed
Signage	£100.00 to be confirmed
Advertising contribution	£300.00 taken from PA system original budget

5.2. Further Actions:

Griff Holliday and Phillippa Slinger had produced scenario and responsibility papers for the meeting (see attached) minor discussion as many points already covered, agreed to adopt both papers.

5.3. Executive Committee:

The meeting agreed to set up an Executive Committee to manage the event and report back to future full member meetings.

Executive Committee Members confirmed as... . and to meet before next full meeting

Cllr Elaine Fieldhouse (chair)
 Griff Holliday
 Phillippa Slinger
 Allison Thomas
 Ben Lewis (elected in his absence)
 Clive Jupp (as and when necessary)

Meeting Closed at 8.45pm

Next Meeting arranged for Tuesday 21st March 2017 at the Council Offices at 7pm

The Executive Committee are meeting on 14th March at 6pm at the Town Council offices.