



LEOMINSTER TOWN COUNCIL

COMMUNICATION & EVENTS COMMITTEE

Tuesday 7th January 2020

To: All Members of the Communications & Events Committee:
Councillors Rumsey (Chair), Murdoch (Vice Chair), Smith-Winnard, Sutcliffe
and Thomas.
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Communications & Events Committee** to be held on **Tuesday 14th January 2020** commencing at **11:30am** in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 3. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders.
- 5. MINUTES OF PREVIOUS MEETING**
To receive and approve as a correct record the minutes of the Communications & Events Committee meeting held on 12th November 2019.
- 6. CLERK'S REPORT**
To receive the Clerk's Report on matters outstanding that may not appear on the agenda.



LEOMINSTER TOWN COUNCIL

COMMUNICATION & EVENTS COMMITTEE

7. MARKET OFFICER'S REPORT

To receive a report from the Market Officer.

8. TOURIST INFORMATION CENTRE

To receive a report from the TIC Manager.

9. COMMUNICATIONS & EVENTS UPDATE

Please see the attached report.

10. DATE OF NEXT MEETING

The next meeting of the Committee will be held on Tuesday 10th March 2020 at 11:30am in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 12th November 2019 commencing at 11:30am in the Stable Gallery, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk, Market Officer and TIC Manager

CE33/18 APOLOGIES FOR ABSENCE

All Members were present.

CE34/19 DECLARATIONS OF INTEREST

There were no declarations of Interest made.

CE35/19 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE36/19 QUESTIONS FROM THE PUBLIC

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

CE37/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 17th September 2019 be agreed and signed as a correct record.

CE38/19 CLERK'S REPORT

Committee noted that the proposed events leaflet would be discussed under the Committee report.

CE39/19 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 attendance had been poor in recent months due to the inclement weather and illness. Attendance had started to improve on the run up to Christmas;
- To note that no market would be held on Friday 27th December 2019;
- To note that there would be free car parking on 7th and 14th December 2019 in Leominster. This would be promoted by the Tourist Information centre.

Committee noted that the Victorian Street Market event would need to be reviewed in the New Year following the passing of its Chair earlier in the year. It was not a Town Council event but additional support might be required to enable the event to continue.

CE40/19 TOURIST INFORMATION CENTRE

The Centre report was presented by the TIC Manager, Mrs Ding. Following discussion, it was **RESOLVED:**

- To note the report;
- To ensure that the Leominster mini-guide and map was produced as soon as possible;
- To continue to try to identify any new B&B outlets in Leominster;
- To note the initiative being delivered in Longtown under “sustainable tourism for sustainable churches”;
- To fully support the proposal to reopen and create a new walking route using the old Leominster to Worcester railway line.

CE41/19 COMMUNICATIONS & EVENTS UPDATE

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

- To note the report;
- To note the update presented regarding the signage project;
- To offer the old entrance signs to interested parties. It was noted that one would be donated to the Leominster Museum;
- To develop and produce a Leominster Events Leaflet for 2020.

Committee reviewed the proposed new entrance sign and, following discussion, agreed:

- To remove the illustration of the sun;
- To reduce the number of hills and create a linear town with hills on either side;
- To try to include the significant buildings in Leominster more prominently;
- Replace the trees with flower designs;
- Replace the bicycle with walking boots.

CE 42/19 DATE OF NEXT MEETING

Committee noted that the next meeting of the Committee would be held on Tuesday 14th January 2020 at 11:30am in the Old 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 12:50pm.

CHAIR:

DATE:

TIC MANAGER'S REPORT

To be presented at the meeting.



Communications & Events Committee

Date:	14th January 2020
Title:	Communications & Events Update Report
Purpose of the Report:	To provide Members with an update relating to the communications and events projects currently being developed.
Contact Officers:	Paul Russell

1. RECOMMENDATION

1.1 That the report be noted.

2. BACKGROUND

2.1 The Committee's main responsibilities are as follows. These are included in the Terms of Reference and are not exhaustive:

- Markets and Fairs;
- The Tourist Information Centre;
- Council events;
- Council communication;
- Local Events supported by Leominster Town Council.

2.2 This report provides background information to Committee on progress events and communications projects and initiatives currently being developed, and identifies actions required.

3. MARKETS

3.1 The following road closures are in place for the 2020 Farmers Markets and other market related events. Roads that can be closed are Corn Square, Corn Street and Victoria Street between the hours of 6am to 9pm:

- 11th January
- 8th February
- 7th, 14th and 21st March
- 11th and 18th April
- 9th and 23rd May
- 6th, 13th and 27th June
- 11th and 25th July
- 8th and 29th August
- 5th, 12th and 26th September
- 10th, 17th, 24th and 31st October

- 14th, 21st and 28th November
- 5th, 12th, 19th, 21st and 23rd December

4. COMMITTEE MATTERS

Party in the Park

- 4.1 To note that Party in the Park is going to take place on Saturday 8th August 2020. A further update will be provided at the meeting.

Christmas Lights

- 4.2 There were some issues with the Christmas Lights that will need to be addressed. Funding will be required to improve the electrical infrastructure for the 2020 display. Further discussion is required.

Market Towns Forum

- 4.3 No further update has been received regarding the Forum.

Signage

- 4.4 An update will be provided at the meeting.

5. EVENTS UPDATE

Through the Wardrobe

- 5.1 The annual Christmas “Through the Wardrobe” Event was successful with around 550 visitors being recorded. A debrief is being undertaken and a report will be submitted in due course outlining ideas for future events.

6. COMMUNICATIONS

Leominster News

- 6.1 The Town Council continues to submit a monthly column to Leominster. The submission date for editorial is normally around the 19th of each month. If members wish to have any item included, please contact the office.