

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Wednesday 26<sup>th</sup> September 2018 commencing at 11:30am in the Stable Gallery, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Thomas (Chair), Bartlett, Lacey, Norman, Rumsey and Sutcliffe.

**OFFICERS PRESENT:** Town Clerk, TIC Manager and the Markets Officer.

**CE22/18 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**CE23/18 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**CE24/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**CE25/18 QUESTIONS FROM THE PUBLIC**

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

**CE26/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 25<sup>th</sup> July 2018 be agreed and signed as a correct record.

**CE27/18 CLERK'S REPORT**

Committee noted the following report:

- (a) **Proposed Charity Event** – Committee noted that a request had been made to hold a market for charities and support services in Corn Square. Following consideration Committee **REOLVED:**
- To support a charity event in Corn Square to be held on Saturday 2<sup>nd</sup> March 2019;
  - To seek clarification from Herefordshire Council regarding any funding that might be available to help support the event;
  - To establish whether the charities and support organisations wished to use their own gazebos rather than traditional market stalls.
- (b) **Corn Square Licence** – Committee noted that an off-sales and entertainment licence had been applied for in respect of Corn Square.

**CE28/18 MARKET OFFICER'S REPORT**

The Market Officer presented a report updating Committee on the Leominster markets. Following discussion, it was **RESOLVED:**

- That the report be noted;
- That the revised layout of the market would take some time to implement due to trader concerns regarding pitch recognition;
- A seasonal upturn was expected following the drop in attendance over summer;
- An additional Christmas Market on Christmas Eve was expected to take place.

Committee noted that the Victorian Street Market would be held on Saturday 8<sup>th</sup> December 2018. Over 90 stalls were expected.

#### **CE29/18 TOURIST INFORMATION CENTRE**

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

- That the report be noted;
- To welcome the revised Leominster Country leaflet being funded by the Tourism Association;
- To reduce the frequency of the current stock taking requirements from four times a year to twice a year due to the staffing capacity required.

#### **CE30/18 COMMITTEE UPDATE REPORT**

The Committee received the update report and, following discussion, **RESOLVED:**

- That the report be noted;
- To review the current tourism brown sign provision, and develop a proposal to provide additional brown signage to complement and improve the existing signage;
- To support Small Business Saturday by funding free car parking for the day, subject to requesting local businesses for relevant data to enable the Town Council to assess the impact free car parking has on local businesses and footfall;
- To fund the cost of free car parking from the grants budget. Total cost would be £1,079 + VAT;
- To request the Leominster Business Group to contribute towards the provision of additional festive lighting and infrastructure at the top of West Street.

#### **CE31/18 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Committee would be held on Wednesday 21<sup>st</sup> November 2018 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 12:45pm.

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**CHAIR:**

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**DATE:**