



## LEOMINSTER TOWN COUNCIL

### COMMUNICATION & EVENTS COMMITTEE

Tuesday 5<sup>th</sup> May 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 12<sup>th</sup> May 2020** commencing at **11:30am** remotely via Zoom.

**Meeting ID:** 867 9841 3487

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [townclerk@leominstertowncouncil.gov.uk](mailto:townclerk@leominstertowncouncil.gov.uk) in advance for the meeting password.

Julie Debbage  
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.



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**5. MINUTES OF PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the Communications & Events Committee meeting held on Tuesday 10<sup>th</sup> March 2020.

**6. CLERK'S REPORT**

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

**7. MARKET OFFICER'S REPORT**

To receive the attached report from the Market Officer.

**8. TOURIST INFORMATION CENTRE**

To receive the attached report from the TIC Manager.

**9. COMMUNICATIONS & EVENTS UPDATE**

To receive the attached report from the Town Clerk.

**10. DATE OF NEXT MEETING**

The next meeting of the Committee will be held on Tuesday 14<sup>th</sup> July 2020 at 11:30am, either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the central government social distancing restrictions being lifted.



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Minutes of the Communications & Events Committee meeting held on Tuesday 10<sup>th</sup> March 2020 commencing at 11:30am in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Rumsey (Chair), Murdoch (Vice-Chair), and Thomas.

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

**CE53/19 APOLOGIES FOR ABSENCE**

Cllr. Smith-Winnard, Cllr. Sutcliffe.

**CE54/19 DECLARATIONS OF INTEREST**

There were no declarations of Interest made.

**CE55/19 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**CE56/19 QUESTIONS FROM THE PUBLIC**

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

**CE57/19 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 14<sup>th</sup> January 2020 be agreed and signed as a correct record.

**CE58/19 CLERK'S REPORT**

The Town Clerk Designate presented a verbal report. Following discussion, it was **RESOLVED**

- To note the report;
- To promote the new television series called History Hunters, featuring a military memorabilia specialist shop in Leominster. It will be aired on 17<sup>th</sup> March at 8pm on the Yesterday channel;
- That the Town Clerk Designate should investigate an alternative to VE day banners for the lighting columns. There is a commemorative bench available from David Ogilvie;
- To investigate a new website ahead of the new accessibility regulations that come into force in September 2020;

**CE59/19 MARKET OFFICER'S REPORT**

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



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- To note the report;
- To acknowledge again that the stormy weather had caused a major issue for traders but the traders were grateful that the market had not been cancelled as with other market venues. Permission is always granted for the traders to leave the site if conditions become a concern but the traders are well seasoned and come well prepared;
- To acknowledge that the condition of Corn Square continues to be a concern for traders and customers;
- To note the following market venue changes;  
**Friday 10<sup>th</sup> April** for a Good Friday Presentation by Churches Together – Relocated to Etnam Street Car Park  
**Friday May 1<sup>st</sup>** for the May Fair – relocated to Etnam Street Car Park
- To note that other markets include VE Day Bank Holiday Friday 8<sup>th</sup> May and LTC Festival Market Saturday 6<sup>th</sup> June;
- To note that the Market Officer was to meet with David Griffiths, Farmer's Market organiser on Saturday 14<sup>th</sup> March.
- To note that the Market Officer has been asked by a number of traders if there are plans to close the market due to the COVID 19 Virus. The Market Officer replied that any orders from the Chief Medical Officer and HM Government/NHS will be relayed immediately and likewise, any order that originates from Leominster Town Council or Herefordshire Council. The National Association of British Market Authorities are acting as an information point and the Market Officer, via the Community Centre, has access to up to date information released by NHS and HM Government including appropriate information posters and handouts.

#### CE60/19 TOURIST INFORMATION CENTRE

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

- To note the report;
- To note that a branded advert has been published in Welcome to Herefordshire, The Coach Drivers Manual and Eat, Sleep, Live;
- To note that an events list had been circulated;
- To note that an App for the Black and White Village Trail was being investigated;
- To note that a promotional video of The Servants Quarters has been made by Jaimie and distributed on social media;

#### CE61/19 COMMUNICATIONS & EVENTS UPDATE

Committee received an update from Rob Parker regarding the preparations for Party in the Park on 8<sup>th</sup> August. The event was held successfully last year and a number of changes and improvements were



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outlined by Rob including increased toilet facilities, increased security and testing for compliance every 30 minutes.

The Mayor updated the committee on s106 and flooding signage issues discussed at the Market Towns Forum meeting on 6<sup>th</sup> March.

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

- To note the report;
- To agree additional work by Millennium Quest to remove old lighting from the trees in West Street, Corn Square and Broad Street and carry out checks to the infrastructure at a cost of £1020.00+VAT;
- To thank Grants and Projects Officer, Liz Womack, for her work on the LEADER signage project and the update provided for the meeting.
- To set a budget of £300 for the Teddy Bears Picnic inclusive event to be organised in the Secret Garden in the Summer.

#### **CE 62/19 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Committee would be held on Tuesday 12<sup>th</sup> May 2020 at 11:30am in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 13:01pm.

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**CHAIR:**

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**DATE:**