



LEOMINSTER TOWN COUNCIL

COMMUNICATION & EVENTS COMMITTEE

Thursday 10th May 2018

To: All Members of the Communications & Events Committee:
(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 **Wednesday 16th May 2018** commencing at **11:30am** in the Council Offices, 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 March 2018.
- 6. CLERK'S REPORT**
To receive the Clerk's Report on matters outstanding that may not appear on the agenda.



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- 7. TOURIST INFORMATION CENTRE**
To receive a report from the TIC Manager.
- 8. HEREFORDSHIRE ARMED FORCES DAY**
To receive an update on the development of Armed Forces Day and the action plan.
- 9. COMMITTEE UPDATE REPORT**
To receive a verbal update on events and communication plans for 2018/19.
- 10. DATE OF NEXT MEETING**
The next meeting will be subject to the consideration of the Committee Review report but will be held in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Monday 12th March 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Norman (Chair), Bartlett, Lacey, Herschy, R Pendleton, Rumsey and Thomas.

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

CE27/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies, A Pendleton and Rosser.

CE28/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

CE29/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE30/17 QUESTIONS FROM THE PUBLIC

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

CE31/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 9th October 2017 be agreed and signed as a correct record.

CE32/17 CLERK'S REPORT

Committee noted the following report:

- (a) **Rescheduled Meeting with the Royal British Legion** – Committee noted that the Herefordshire Armed Forces Day (HAFD) meeting with the Royal British Legion Leominster Branch had been rescheduled to take place on Wednesday 21st March 2018 at 7pm in the Council Chamber.
- (b) **Swan Brewery** – Committee considered the proposal to commission a bottled beer to commemorate Leominster hosting the HAFD from Swan Brewery. Following consideration it was proposed by Cllr Lacey, seconded by Cllr R Pendleton and **RESOLVED** to order 100 cases of Hero's Ale at a cost of £1,695 + VAT. A bespoke neck label would be designed and was included in the cost.
- (c) **Taster Days in Leominster** – Committee noted that Ignite and Wildplay were planning a Taster Day in Leominster on Saturday 24th March, 10 -12 at Ridgemoor and 1-3pm at Barons Cross.

CE33/17 2017-18 WORK PROGRAMME

Committee considered the Committee Work Programme for 2017/18 which had been developed in line with the recently adopted Corporate Strategy. Committee discussed the Work programme in some detail and, following consideration, **RESOLVED:**

- That the Work Plan be noted;
- That a full LEADER application would be developed for interpretation and signage now the Expression of Interest had been successful.

CE34/17 FRIDAY MARKET

The Market Officer presented his report on the development of the Markets. Following discussion it was **RESOLVED:**

- That the report be noted;
- That NAMBA be contacted to carry out a free market audit check following the decline in uptake of vacant pitches;
- That a meeting with the Traders be organised to discuss outstanding issues including a revised layout of the market;
- That a new set of guidelines be distributed to all traders regarding waste management and disposal
- That the “Celebration of Leominster Markets” be promoted as part of the Leominster Festival. This will include pop up stalls and a Panier Market.

CE35/17 TOURIST INFORMATION CENTRE (TIC)

The TIC Manager presented a report relating to the Tourist Information Centre. Following discussion it was **RESOLVED:**

- That the report be noted;
- That the amended date for Leominster in Bloom judging of Friday 6th July 2018 be noted;
- That the new Black & White Trail leaflet be reprinted funded mainly from advertising
- That the positive comments from both local businesses and visitors be noted regarding the newly refurbished TIC
- That the update of the website continue and that a new website platform be investigated.

CE36/17 HEREFORDSHIRE ARMED FORCES DAY

Committee noted the Project Plan for the development of the day which had been distributed to all Members. An initial meeting had been held with the Royal British Legion on Tuesday 6th March 2018 but had been abandoned as Cllr Davies had been taken ill. Following discussion it was **RESOLVED:**

- That the report be noted;
- That the Task & Finish Group meet on a regular basis up until 30th June 2018 to help oversee the event
- That the schools be encouraged to be involved;
- That investigation into securing a band continues.

CE37/17 COMMITTEE UPDATE REPORT

The Committee update report outlining Committee responsibilities and projects was presented. Following discussion it was **RESOLVED:**

- That the report be noted;
- That a sum of £355 be allocated to an H-Art advertisement;
- That the branding guidelines be formally adopted;
- That the new logo be used on the Street Ambassador uniforms;
- That Council investigates the provision of a touch screen device to promote events in and around Leominster;
- That a sign indicating that 11 Corn Square was the Town Hall be commissioned and erected.

It was noted that a similar touch screen device had been installed at Yarpole and it was agreed to obtain information regarding the system and the costs.

CE38/17 COMMITTEE REVIEW REPORT

The Committee considered the report outlining a review of the way the Committee functioned and, following discussion it was **RESOLVED:**

- That the report be noted;
- That meetings of the Communications & Events Committee be held on the third or fourth Wednesday of every second month at 11:30am;
- That the meetings are held in the Council Chamber and are open to the public;
- That the number of Members serving on the Committee remained at 7 plus the Mayor and Deputy Mayor;
- That the existing Terms of Reference and Schemed of Delegation be retained;
- That the first Meeting of the Committee takes place on Wednesday 16th May 2018 at 11.30am;
- That the revised timings be trialled for a period of one year
- That feedback be encouraged from Members who are both able and unable to attend.

CE39/17 CONFIDENTIAL ITEMS

There were no confidential items to be considered.

CE40/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Wednesday 16th May 2018 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 8:42pm.

CHAIR:

DATE: