

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 12<sup>th</sup> May 2020 commencing at 11:30am remotely via Zoom.

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**MEMBERS PRESENT:** Councillors Rumsey (Chair), Murdoch (Vice-Chair), Smith-Winnard (11.38), Sutcliffe (11.34) and Thomas.

**OFFICERS PRESENT:** Town Clerk, Market Officer, TIC Manager, Grants and Projects Officer (11.42).

**CE01/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**CE02/20 DECLARATIONS OF INTEREST**

Cllr. Smith-Winnard – Leominster in Bloom  
Cllr. Sutcliffe – Farmer's Market

**CE03/20 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**CE04/20 QUESTIONS FROM THE PUBLIC**

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

**CE05/20 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 10<sup>th</sup> March 2020 be agreed and signed as a correct record when the social distancing restrictions are lifted by central government.

**CE06/20 CLERK'S REPORT**

The clerk had nothing to report.

**CE07/20 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;
- That the Friday Market should reopen on Friday 15<sup>th</sup> May 2020. This was proposed by Cllr. Thomas, seconded by Cllr. Murdoch and the committee voted unanimously to reopen the Friday Market.
- That the market would be limited to 3-4 essential item traders, Fish, Fruit and Vegetables, Cheese/butter/pies and possibly pet food, and that a barrier system should be put in place accompanied by large advisory signage regarding social distancing.
- Toilet and handwashing facilities for traders would be provided at 11 Corn Square.
- Opening hours for the Market would be reduced to 8am-2pm.

- To note that the Market Officer would be on site for the duration and that a Police Officer and a member of the Herefordshire Council Environmental Health Team would be on site at some point during the day.
- To note that the Market Manager would liaise with the organiser of the Farmer's Market regarding the June market.

The Market Manager left the meeting at 11.40am.

#### **CE08/20 TOURIST INFORMATION CENTRE**

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

- To note the report;
- That refunds for the bookings of the holiday let and the gallery had to be made if rebooking wasn't an option;
- That a local tourism app was to be investigated by TIC staff;
- To note that the Leominster in Bloom Front Garden Competition would still go ahead later in the year and that volunteers were currently emptying planters in line with social distancing guidelines;

#### **CE09/20 COMMUNICATIONS & EVENTS UPDATE**

Committee received an update from the Town Clerk.

The Grants and Projects Officer presented an update on the LEADER signage project. The interpretation signage was now a priority, with one last permission to be obtained. A draft design of the visitor information signage had been received and the pedestrian signage was currently in production, but a delivery date had not been finalised. The Welcome Signage had been delivered to the installation contractor and STAT plans from Balfour Beatty were being chased so that installation could commence as soon as possible.

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

- To note the reports;
- To note that funding would not be needed from the Town Council for a COVID-19 support services bookmark, as this had been funded by a grant from the National Emergencies Trust through the Herefordshire Community Foundation;
- To note that a verbal report had been given by Cllr. Thomas, Mayor of Leominster and that a decision regarding the Party in the Park event scheduled for August 2020 would be made shortly;
- That the Town Clerk would contact the Christmas Light Contractor to discuss Christmas 2020 plans;

**CE 10/20 DATE OF NEXT MEETING**

Committee noted that the next Communication and Events meeting would 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 social distancing restrictions being lifted by central government.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 12:11pm.

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**CHAIR:**

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**DATE:**

DRAFT