



LEDBURY TOWN COUNCIL



1 November 2024

To: Ledbury Town Councillors
Non-Council Members – Catriona Cole, Phillip Errington, Amy Howard, Lesley Ingram, Tim Keyes, Jessica Locke, Caroline Magnus, Dr Jane Mee, Chris Noel, Justine Peberdy and Christine Tustin

Dear Member

You are invited to attend a meeting of the **John Masefield Memorial Working Party on Wednesday, 6 November 2024 at 3.00 pm in the Committee Room, Council Offices, Church Lane, Ledbury, HR8 1DL** for the purpose of transacting the business below.

Yours faithfully

Angela Price PSLCC, AICCM
Town Clerk

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Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

A G E N D A

1. **Election of Chair for 2024/25 Municipal Year**
2. **Apologies for absence**
3. **Declarations of Interests (Councillors only)**

To receive any declarations of interest and written requests for dispensations.
(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011)

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

4. **To approve and sign the notes of the meeting of the John Masefield Working Party held on 10 June 2024** (Pages 249 - 253)
5. **To review Terms of Reference** (Pages 255 - 259)
6. **Outcome of Council meeting held on 31 October 2024 and NLHF requirements going forward** (Pages 261 - 262)
7. **Jane Mee – going forward** (Verbal)
8. **Project Plan and Risk Register** (Pages 263 - 264)
9. **Recruitment** (Pages 265 - 274)
 - Job Descriptions
 - Advert content and where to advertise
 - Deadline for applications
 - Date for shortlisting
 - Date for Interviews
 - Interview Panel make-up
 - Anticipated start date
10. **Update from Communications Steering Group and items for consideration** (Pages 275 - 277)
 - i. Notes of a meeting held on 10 October 2024
 - ii. Marketing
 - iii. Database and website
 - iv. Press release
 - v. Fund raising
11. **Date of Launch event – 15 January 2025**
12. **Date of Next Meeting**

Distribution: All Councillors
Non-Council Members as listed above plus Non-Members:
Sue Mosley, Chloe Limbrick, Mark Lister, Nina Shields
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