



LEDBURY TOWN COUNCIL

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14 June 2024

TO: Councillors Furlonger, Harvey, Howells, Hughes, and Morris (Chair)

Please find attached the To Follow items in respect of the **Planning, Economy & Tourism Committee Meeting** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Thursday, 20 June 2024 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

pp

Angela Price
Clerk

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A G E N D A

19. John Masefield Memorial Working Party

- i. **Minutes of a meeting of the John Masefield Working Party held on 10 June 2024** (Pages 851 - 855)

Distribution: Full agenda to: - Committee Members (8)
File Copy (1)
Full agenda excluding confidential papers to:
Press (2)
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LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON MONDAY 10 JUNE 2024

PRESENT: Councillor Morris (Chair), Councillor Furlonger
Non-Council Members: Dr Jane Mee (Funding Co-ordinator), Chris Noel (JM Society), Justine Peberdy (Ward Councillor and minute taker), Christine Tustin (Ledbury Civic Society), Tim Keyes (Tower Captain church bell ringers) Caroline Magnus (Great niece of John Masefield, JM Society), Dr Philip Errington (JM Society)

ALSO PRESENT: Angela Price (Town Clerk)
Jacob (Work Experience Student from Hereford 6th Form College)

JM154 ELECTION OF CHAIR FOR 2024/25 MUNICIPAL YEAR

That Councillor Morris be elected as Chair of the John Masefield Memorial Working Party for the 2024/25 municipal year.

(PROPOSED Caroline Magnus, SECONDED Dr Phillip Errington, PASSED unanimously)

JM155 APOLOGIES FOR ABSENCE

Apologies for absence were received from Amy Howard & Councillor Chowns

JM156 DECLARATIONS OF INTEREST

There were no declarations of interest

JM157 TO APPROVE AND SIGN THE NOTES FOR THE JOHN MASEFIELD MEMORIAL WORKING PARTY MEETING HELD ON 1 MAY 2024

p. 194 - it was clarified that 'this is not a heritage project' relates to the John Masefield theatre facilities.

p. 193 JM134(1) Mark Richards suggested 3 – 5 sculptors paid £3000 each

p. 194 JM134(4) Barbara Baylis should read Barbara Davis

RESOLVED:

That the notes of the meeting of the John Masefield Memorial Working Party meeting held on 1 May 2024 be approved and signed as a correct record, subject to the above amendments.

(PROPOSED Councillor Morris, SECONDED Councillor Furlonger, PASSED unanimously)

JM158 TO REVIEW THE ACTION SHEET

This is the link to the Action Sheet -

<https://docs.google.com/spreadsheets/d/1wZkeJMaaDBkPrkJBa9uyiL-8uR4kWo36TrlcO6k48hc/edit?usp=sharing>

The Working Party went through the Action Sheet item by item and updates were recorded.

JM136 –The Town Clerk provided feedback from Full Council.

- The Council were happy to approve submission of application, maintenance costs, and request for £5000 in principle.
- Concerns were expressed and reassurance sought that funding for the 2 project staff would be provided by NLHF and that the Council would not commit to employing project staff before the grant is determined. Is it necessary for the staff to be employed or could they submit invoices? Further clarification was requested.
- An extraordinary meeting of Council will be required to approve the final draft of the application before submission.

RESOLVED:

- 1. That the Town Clerk provide details of the Council's concerns**
- 2. That JMMWP respond in writing to the Council's concerns**
- 3. That the Town Clerk look into IR35**
- 4. That a Funding Sub-committee meets to discuss match funding**
- 5. That notes of the meeting are shared with the Town Clerk**
- 6. That the WP provide further contributions to the list of stakeholders**

Dr. Philip Errington left the meeting.

JM159 TO RECEIVE AND NOTE TERMS OF REFERENCE

The terms of reference were received and noted.

JM160 NATIONAL LOTTERY HERITAGE FUNDING DRAFT APPLICATION

Justine Peberdy suggested that the commissioning process should specify 'designs' rather than 'maquettes' so as not to limit the scope of the memorial.

p.223 some duplication of text

p.223 Dr Jane Mee agreed to check eligibility of volunteer time and in kind donations as match funding

p.210 Last paragraph should read John Masefield Society instead of Association

Caroline Magnus offered a suggestion of someone to lead on the thumb sticks activity, and details on a visit to a wolf sanctuary as a further engagement activity.

Tim Keyes highlighted a possible lack of clarity over whether the memorial might be a digital work. Tim Keyes recognised the challenge of engaging with target groups who may not be readers. Dr Jane Mee acknowledged that the engagement would be with the heritage associated with John Masefield rather than directly with his poetry.

Dr Jane Mee raised that consideration must be given to how NLHF is acknowledged in the final work.

To meet NLHF requirement, Dr Jane Mee suggested a special viewing of the proposed memorial design for Lottery players. Tim Keyes suggested promoting this event at lottery ticket outlets.

The WP discussed how much priority LTC can give this project in the event of successful funding. The Town Clerk raised concerns about the time she has available. It was agreed that if funding were received then the project will require sufficient attention from Council staff and Councillors in order to satisfy NLHF of LTC's commitment.

RESOLVED:

- 1. That Dr Jane Mee check eligibility of volunteer time and in kind donations as match funding**
- 2. That Justine Peberdy follow up with HCC re: multi-agency office**
- 3. That Dr Jane Mee look at digital requirements**

Caroline Magnus left the meeting.

JM161 RISK REGISTER

Possible changes arising as a result of the forthcoming election and new government were discussed.

JM162 DRAFT JOB DESCRIPTIONS

Dr Jane Mee stressed the importance of recruiting a project manager with the right experience. The Town Clerk agreed to put the job descriptions into standard LTC format with LTC logo. Dr Jane Mee informed the WP that she has written a job profile for a volunteer archivist to work with the JM Society.

JM163 UPDATE FROM COMMUNICATIONS STEERING GROUP AND ITEMS FOR CONSIDERATION

Councillor Morris gave an update covering:
Design and literature
Funding subcommittee

Community Day - Acorns charity shop has a box of Masefield books. It was agreed that the WP should acquire the box of books for use as display items, possible prizes, etc.

RESOLVED:

1. That Chris Noel receive list of books from Acorns and take steps to acquire them
2. That Councillor Furlonger pick up the books for the quiz prize
3. That Councillor Morris arrange for Caroline Magnus to sign the quiz prize books
4. That the Town Clerk contact the entrant of the quiz and inform her that she has won the competition
5. That the results of the competition be promoted through the website

JM164 FINAL UNVEILING

To be further discussed through Communications Steering Group

JM165 WEBSITE

Inclusion of the logo on LTC home page could be seen as evidence of LTC commitment to the project, for the sake of the application. It was suggested that a member of the WP could make a presentation to Full Council about the project if that were helpful.

RESOLVED:

1. That Councillor Morris send details to the Town Clerk of links to be included on webpage
2. That the Town Clerk include the Masefield Matters logo on the LTC home page

JM166 NEXT STEPS

RESOLVED:

1. That Dr Jane Mee send request for photos to the Town Clerk
2. That the Town Clerk look for suitable photos
3. That the Town Clerk investigate a suitable date for an Extraordinary Meeting of Full Council to approve submission of application

JM167 DATE OF NEXT MEETING

TBC

The meeting ended at 3.56pm.

Signed

Dated

DRAFT