



LEDBURY TOWN COUNCIL



20 September 2022

To: Ledbury Town Councillors

Dear Member

You are invited to attend a meeting of the **John Masefield Memorial Working Party on Friday, 23 September 2022 at 2.00 pm at Ledbury Town Council Offices, Ledbury**, for the purpose of transacting the business below.

Yours faithfully

Angela Price PSLCC, AICCM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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. Apologies for absence**
- 2. Declarations of Interests**

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)

3. **Draft Terms of Reference** (Pages 7-8)
4. **Election of non-council members to the John Masefield Memorial Working Party**
5. **To approve and sign the notes of the meeting of the Task & Finish Group held on 28 August 2022** (Pages 9-13)
6. **Update from University of London regarding any potential controversies relating to John Masefield** (Verbal update)
7. **Timescales & Provisional Project Budget** (Page 14)
8. **Revised Draft Notice of Intent** (Pages 15-16)
9. **Date of Next Meeting**

The date of the next John Masefield Memorial Working Party meeting to be held on Friday, 25 November 2022, at 10.00am, at Ledbury Town Council offices.