



LEDBURY TOWN COUNCIL



12 December 2022

To: Ledbury Town Councillors
Caroline Magnus, Charles Masefield, Robert Vaughan, Phillip Ellington, Christine Tustin, Tim Keys, Chloe Gardner, Andy Collard, Catriona Cole

Dear Member

You are invited to attend a meeting of the **John Masefield Memorial Working Party on Friday, 16 December 2022 at 2.00 pm at Council Offices, Church Lane, Ledbury, HR8 1DL** for the purpose of transacting the business below.

Yours faithfully

Angela Price PSLCC, AICCM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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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. Election of non-council members to the John Masefield Memorial Working Party
4. To approve and sign the notes of the meeting of the John Masefield Working Party held on 11 November 2022 (Pages 1-3)
5. Action Sheet (Pages 4-5)
6. Progress Report (To follow)
7. Charitable Status (Pages 6-8)
8. Project timeline (To follow)
9. Date of Next Meeting

To consider dates for the next two meetings of the Working Party

LEDBURY TOWN COUNCIL
MINUTES OF JOHN MASEFIELD MEMORIAL WORKING PARTY
HELD ON FRIDAY, 25 NOVEMBER 2022

PRESENT: Councillors Morris, Beddoes-Davis, Chowns, Hughes

ALSO PRESENT: Angela Price –Town Clerk
Emma Jackson – Community Development Officer
Caroline Magnus, Chris Noel, Dr Philip Errington and Robert Vaughan - John Masefield Society
Christine Tustin – Ledbury & District Civic Society and Ledbury Places
Chloe Garner – Ledbury Poetry [Festival]
Catriona Cole – Ledbury Primary School

JM22 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Simms, Tim Keys, and Charles Masefield

JM23 DECLARATIONS OF INTEREST

No declarations of interest were received

JM24 TERMS OF REFERENCE

RESOLVED:

That the Terms of reference be recommended to the environment & Leisure Committee for approval.

JM25 ELECTION OF NON-COUNCIL MEMBERS TO THE JM WORKING PARTY

Excluding Chloe Garner (who will attend meetings but not become a member) and Catriona Cole (who was not present at this point of the meeting), all non-council attendees agreed to become non-council members of the working party.

RESOLVED:

That all non-councillors present at the meeting with the exception of Chloe Garner, and Christine Tustine, be elected as non-council members of the Working Party.

JM26 TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE JM WORKING PARTY HELD ON 23 SEPTEMBER 2022

RESOLVED:

That the minutes of the meeting of the John Masefield Working Party held on 23 September be approved and signed as a correct record.

JM27 ACTION SHEET

RESOLVED:

That the action sheet be received and noted.

JM28 DRAFT NOTICE OF INTENT

Members discussed the possibility of a PDF to encourage philanthropy. Discussion of overall fundraising target across three years, currently assuming this will be £75,000-£100,000.

Discussion of concepts for memorial including figurative sculpture as suggested by Caroline Mangus. Dr Errington pointed out the option of a ships masthead relating to nautical themes on Masefield's writing. Councillor Beddoes-Davis mentioned concerns of quality in figurative art and Dr Errington highlighted the story of a poor likeness of Masefield on the John Masefield pub sign in The Wirral.

Christine Tustin suggested the Poetry House as a site for a plaque to John Masefield as the building was opened by him in 1983.

RESOLVED

That officers create a sponsorship PDF to encourage philanthropy.

JM29 PROGRESS REPORT

Discussion was held in respect of the draft Project Manager role specification, and it was agreed that the fundraising experience should be included in the essential criteria.

Councillor Beddoes-Davis advised that the day rate suggested was low for this type of work and the overall budget should either be increased or less days contracted to ensure candidates of a suitable calibre apply.

RECOMMENDED

- 1. That Full Council grant approval of the Person Specification with the amendment of fundraising experience being added to essential criteria and the day rate revised to at least £250.**

2. That a recommendation be submitted to council that £15,000 be approved in respect of the costs for phase one of the project, £6,000 of this being funded from within the 2022/2023 budget and the remaining £9,000 being allocated within 2023/2024 budget.

JM30

TO DISCUSS ACTION POINTS RAISED BY CHAIR

RESOLVED:

1. A soft launch be held in the 2nd week of January, making use of scheduled posts due to annual leave around this period.
2. Community Development Officer(s) to take on work of arranging early workshops before the appointment of Project Manager.
3. Project Manager to lead on marketing, publicity & fundraising once in post. Community Development Officer(s) will take this on until then.
4. Monthly meetings agreed. Clerk to arrange.
5. Project Manager to lead on marketing, publicity & fundraising once in post. Community Development Officer(s) will take this on until then.

RECOMMENDED

That the Clerk investigate the setting up of a separate bank account to the council and a charitable trust to enable gift aid and increase trust in charitable donations as part of phase 1 of project.

JM31

DATE OF NEXT MEETING

RESOLVED:

That the next meeting of the John Masefield working Party be scheduled for 2.00 pm on Friday, 16 December 2022.

ACTION SHEET
JOHN MASEFIELD

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
JM19(05)	That the project is soft-launched at Christmas Lights Switch-on event subject to availability of 2 Faced Dance Company; that the Clerk writes back to the WP on feasibility of this timescale	TC		2Faced do not have this in current repertoire so unlikely to be available. Possibility of soft launching alongside another marketing opportunity which CDO is investigating	Propose to approach for performance to assist in the future plans
JM19 (09)	That the Clerk provides E&P with a plan for marketing this project	TC	Dec-22		In Progress
JM19 (10)	That E&P instructs Clerk to seek quotes from the specialist organisations and/or individuals who could help facilitate and advise on community workshops	TC / CDO	Dec-22	Approved by council 01.12.2022 - awaiting suggestions on where to advertise	In Progress
JM19 (12)	That E&P allocates a budget with a ceiling figure of £15k to phase one of this project	DTC		Report to be included on FC agenda 02.12.2022 - approved for 2022/23 budget consideration	In Progress
JM 24	That the Terms of Reference be recommended to the Environment and Leisure Committee for approval	DC/ CDO		To be included on E & L on 19 January In Progress	In Progress
JM28	That officers create a sponsorship PDF to encourage philanthropy	DTC/CDO		Clarification on this to be sought at next meeting	
JM29(1)	That a recommendation be submitted to FC to approve the specification in respect of the project manager role	TC	01.12.2022	Approved at Council awaiting information on where best to advertise	In Progress
JM29(2)	That a recommendation be submitted to council that £15,000 be approved in respect of the costs for phase one of the project, £6,000 of this being funded from within the 2022/2023 budget and the remaining £9,000 being allocated within 2023/2024 budget.	TC	01.12.2022	Approved at Council awaiting further consideration to be given at budget setting	In Progress

JM30

That a recommendation be submitted to council that the Clerk investigate the setting up of a separate bank account to the council and a charitable trust to enable gift aid and increase trust in charitable donations as part of phase 1 of project.

TC	01.12.2022	Approved at full council - a report with further information on this process to be considered at meeting on 16 December	In Progress
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JOHN MASEFIELD WORKING PARTY	16 DECEMBER 2022	AGENDA ITEM: 7
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Report prepared by Angela Price – Town Clerk

CHARITABLE STATUS

Purpose of report

The purpose of this report is to provide Members of the John Masefield Working Party with information on the steps required to set up a charity and to ask them to consider inviting the John Masefield Society to act as a Charity on behalf of Ledbury, as they are already a fully established Charity.

Detailed Information

At the meeting of the John Masefield Working Party held on 11 November 2022 the Clerk was asked to investigate the setting up of a Charity for the John Masefield Memorial.

There are a number of steps required to set up a Charity and these are detailed below.

1. Recruiting Trustees
2. Agreeing and writing the Charitable purpose – The Charity must have “Charitable Purposes” that help the public, these can include:
 - Relieving poverty
 - Education
 - Religion
 - Health
 - Saving lives
 - Citizenship or community development
 - The arts
 - Amateur sport
 - Human rights
 - Religious or racial harmony
 - The protection of the environment
 - Animal welfare
 - The efficiency of the armed forces, police, fire, or ambulance services
3. Name your Charity
4. Structures – You must choose a structure for your charity, which will affect things such as:
 - Who will run the charity
 - How will the charity be run

- What the charity can do, for example employ people

The charitable company will have to be limited by guarantees rather than shares when registering. Trustees have limited or no liability for a charitable company's debts or liabilities.

You will need to decide what Charity structures you will be setting your charity up as:

- Corporate Structure
 - Charities with a wider membership
5. Governing Document – You must create a “governing document” for your charity that explains how your charity is run.

Your governing document lets trustees and other interested parties find out:

- Your charity's purpose
- Who runs it and how they run it
- How trustees will be appointed
- Rules about trustees' expenses
- Rules about payments to trustees
- How to close the charity

The type of governing document required is dependent on the charity structure.

6. Register your charity - Once all of the above have been completed then you should be ready to register your charity. You MUST register your charity if:
- Its income is at least £5,000 per year or it's a charitable incorporated organisation.
 - It's based in England or Wales

More information on how to set up a charity can be found at the following link:

<https://www.gov.uk/setting-up-charity>

Currently, there is not the capacity within the council resources to find the time to set up a charity and therefore the Working Party need to consider the following options:

1. Once the project manager role has been filled, the setting up of the charity becomes their priority – however this may mean additional hours or mean that the project timeline will need to be pushed back.
2. That the Working Party invite the John Masefield Society, an established charity, to consider including the John Masefield Memorial Project as part of their charity's purpose.

Recommendation

That Members of the Working Party consider the aforementioned information and consider how they wish to proceed in respect of the John Masefield Memorial charity status.

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