



LEDBURY TOWN COUNCIL



10th July 2026

To: Dr Philip Errington, Dr John Holmes, Amy Howard, Tim Keyes, Caroline Magnus, Nick Morris, Justine Peberdy, and Christine Tustin

Dear Board Member,

You are invited to attend a meeting of the **Masefield Matters Board on Thursday, 16th July 2026 at 11am - 1pm 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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A G E N D A

- | | | | |
|----|---|----------------|---------------|
| 1. | Apologies for absence | 5 mins | |
| 2. | To approve and sign the notes of meetings (All) of the Masefield Matters Board held on 5 th May 2026 | 10 mins | (Pages 3-8) |
| 3. | To receive and note the Action Sheet (All) | 10 mins | (Pages 13-19) |

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|----|---|----------|----------------|
| 4. | Financial regulations and procedures | (AP) | 10 mins |
| 4. | Phase 3 progress update | (EC) | 10 mins |
| 5. | To discuss the role of each board member now and in the future including support for Project Co-ordinator. To include discussion about new Board members. | (AP) | 20 mins |
| 6. | To Receive and Note Sub Group Updates: | | 30 mins |
| | 6.1. Fundraising | (TK) | |
| | 6.2. Communications | (CM, CT) | |
| | 6.3. Risk | (EC, AP) | |

Appendix A: The minutes of a meeting of the Fundraising Sub Group on 14/05/2026
Minutes of meeting on 15/07/2026 to follow.

(Pages 20-24)

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|----|---------------------------|-------|---------------|
| 7. | Date of next two meetings | (All) | 5 mins |
|----|---------------------------|-------|---------------|

Thursday 14th August at 11am in the Committee Room

Friday 11 September 11am in the Committee Room

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE MASEFIELD MATTERS PROJECT BOARD

HELD ON 19 MAY 2026

PRESENT: Philip Errington (PE), Tim Keyes (TK), John Holmes (JH), Amy Howard (AH), Caroline Magnus (CM), Nick Morris (NM), Justine Peberdy (JP) (Chair), Christine Tustin (CT)

ALSO PRESENT: Emma Clowsley (EC) (Project Coordinator), Angela Price (AP) (Town Clerk), Honor Holton (HH) (Minute Taker)

69. APOLOGIES FOR ABSENCE

None were received.

70. TO APPROVE AND SIGN THE NOTES OF MEETINGS OF (ALL) THE MASEFIELD MATTERS BOARD HELD ON 24 MARCH AND 21 APRIL 2026

NM brought forward an amendment on the 21 April 2026 minutes, minute number 57, that “Visitors to come down Church Lane” be amended to “Visitors to come down Chapel Alley.”

RESOLVED:

That the minutes of the Masefield Matters Board Meetings on 24 March and 21 April be approved and signed, subject to the amendment.

71. TO RECEIVE AND NOTE THE ACTION SHEET

JP noted on action 25/MM23(5) that this is an ongoing project, she also made the board aware that this action is something that JP is constantly advertising and pushing out and encouraging other board members to do the same. TK suggested that in March for the upcoming school event, an element could be Masfield's life in Sea Shanties.

25/MM25.2(2) That this item be picked up by the Comms Subgroup AH to investigate whether anyone has picked up from Bethan and is leading on the project.

25/MM29 NM and JP spoke on this item planning to return to this item when it is agreed to, perhaps with board members to come with suggestions to this item. That the Board Meeting date of October be updated to October 2025.

25/MM37(2) JP spoke that the Comms Group is to add this onto their agenda for the next meeting, to decide whether to wait until the commission is awarded or whether there is a use for the leaflet to hand out sooner in which case an update, so it becomes valid now. CT enquired about a cost, which is around £30. AH suggested that if this was completed by the Poetry Festival then more leaflets could be circulated. JP suggested that the leaflet be completed by 26 June 2026. Comms Group to tweak the text for leaflet and EC to turn into a PDF and sent to print.

25/MM38.2(1) JP noted that a response has still not been received. AP suggested using Ledbury Town Council contact lists, as well as Herefordshire BID, for national coverage. JP noted that AH will give the board time of the new marketing and communications role who will also provide support on this. That this item be put on hold and to be reviewed. AP noted that a board discussion will need to be brought to Council. EC to update schedule and to ensure that Ledbury Town Council, Council Meetings will not cause a delay on this. AP suggested that an extraordinary meeting can be made, if necessary, with the Chairman's permission, to avoid delaying for three weeks.

25/MM38.2(2) EC and HH to spend time to post and publish more Masefield Matters Events on the Ledbury Town Council website.

25/MM44(1) AP provided an update on this, she recently spoke to Ian Wilson (Treasurer of JMS), there is currently around £8,000 in the JMS bank account. Ian Wilson is to let AP know the exact figure of donations received, LTC to invoice JMS and JMS will pay that invoice to LTC, the gift aid is to be worked out through a similar invoice process towards the end of the year. CT spoke that Ian Wilson will need to know who the donations are from, as one or more are not available for gift aid so this will not apply, AP assured that this will be made clear in the application.

25/MM44(3) JP noted to bring a draft to the next fundraising meeting to be addressed.

25/MM44(6) JP suggested to place on hold until some marketing expertise are sort.

25/MM44(9) TK asked JH how often something could be sent out to parents. JH spoke that he emails parents every two weeks, JH has written to parents about joining the Masefield Matters board, JP spoke that responses have been received from this. JH proposed it is better to talk to children directly; the offer is open whenever the board requires it to send out information. That this item be removed from the action sheet.

25/MM45(2) JP has received a response back, JH sent this out to parents, JP has sent out information about what the board does and the dates for the next three meetings, unfortunately they are not able to attend the next three meeting dates, however they are still open to joining later. TK suggested that once a person is approved, they can go straight onto a subcommittee. JP spoke that the process would be the candidate sends in a short CV to be shared with board members, members would have opportunity to meet them before they are approved. TK spoke that they would be interest in further support of the project, and then the board can consult the division, with information sent to everyone, with a further engagement being set.

JP to put together a communication to the core consultation group, which only invites ongoing support following the end of their official role to start. NM, spoke on this, congratulating EC on finding the core group of individuals, suggesting that perhaps the board could embrace them and involve them more within the project.

A social event was suggested to get to know members more, with more engagement and group feeling, but to wait until their role has ended first. For this be discussed further on 18 July, to ensure enough time to communicate before their role ends. AH suggested an event in early September. TK proposed Friday 11 September at 6pm, in the Ledbury Town Council offices, with a further meeting proposed in October by AH. JP and EC to create a formal invitation with help from Ledbury Town Council staff.

25/MM59(1) CT, that it is agreed Burgage Hall will be open on Saturdays. EC enquired if space in the Market House could be utilised, of which AP has agreed to.

25/MM61.1 This item has been passed onto NM, EC asked TK if he could scan or photocopy a copy of the paper version on the Ledbury Town Council printer and provide a copy to NM.

25/MM61.2(1) EC has shared some designs with the Comms Group and has received some fantastic feedback from AH. AH spoke that the designs EC has presented are fantastic.

72. PHASE 3 PROGRESS UPDATE

EC spoke on this item, she is working on a draft commissioning brief, which is going to be sent to JP on Tuesday 19 May 2026, ready for the board to review. The evaluation is still underway; Janine and Andrew are speaking with member involved in the project and getting feedback, as well as ensuring the timeline is on track. Upcoming Engagement events include, Community Day 6 June, Celebration Day 5 July, Masefield Marathon 4 July,

Shakespeare Birthplace Trust 1 June, taking 20 GCSE and A Level students to this event, one other school is getting involved in the Clay Memorial Plaque making in Colwall and an upcoming Carnival event on 31 August.

NM asked TK if Masefield could do a flyer for the Masefield Marathon that could go into the website, put into shops and windows for advertising, EC is updating the flyer that went out to possible participants, now to advertise it to the public. JP suggested that JMS members would be interested to hear about this too.

CM commented that she does not have email distribution facilities or unlimited funds to do mail outs, a newsletter was sent out recently, with a journal coming out in the next couple of months. The JMS has an annual general meeting on 1 June 7pm at the Masters House, after which CM will be giving a talk about Masefield's son Lewis. AH, to corral some poets, Simon Armitage and other poets if they are around on the day. TK to provide other items, a theme for each hour. AH - Simon will not be arriving until early afternoon.

JH to plan an email to parents, provided by the board, AH suggested an update from MM with upcoming events to avoid parents becoming desensitised to Masefield, this email to include the Marathon, talk, theatre show and event in March 2027 and for TK to put this together for JH.

Actions:

MM72 (1) JH to plan an email to parents, provided by the board. TK to put this together for JH.

73. TO DISCUSS THE ROLE OF EACH BOARD MEMBER ONCE THE PROJECT STAFF CONTRACTS ARE COMPLETE

JP pointed out that there are another two years or more of this project, and a new phase has been reached lead by EC in getting the brief together. TK is leading on forthcoming big events this year. Redefining what MM role is and how to contribute, how the board maintains momentum, publicity volunteers etc. JP in leading up to 2028, is to ensure that the Three Choirs Festival are focusing in JM settings in 2028 happening in Hereford for the 300 year anniversary, JP to work on this and continue to update the board

with progress, JP to ensure the new director, CEO etc are informed of this coming up.

AH to try and enquire about this to the Hay Festival, AH to have a meeting with their CEO and artistic planner to ensure they are aware of this project, with possibility they will not get involved in this project. EC has recently been in contact with the Quilter Association, for each member building a square for when the memorial is unveiled and would be beneficial if the board could contribute to this as another piece of engagement around the project, to be stored in the Market House with designs still being drawn up. JP noted that this project will be ongoing after EC has left and is encouraging other board members to become a liaison for these projects. JP on NM suggestion investigating who does toppers for post boxes, and for these to be Masefield themes by 2028, art groups to be contacting, number of large events upcoming, finding connects with other people and driving this forward is essential, CM to focus on more talks around Ledbury about Masefield.

CT spoke on the Civic Society, about upcoming events, this is advertised through newsletter and talk in New Year. JP spoke on how Civic Society can tie into Masefield Celebrations and themes, particular in 2028. CT spoke that the Civic Society is a small organisation, under a great deal of pressure, CT can push forward on Masefield with newsletter and talks, 2028 as many organisations however they can to celebrate Masefield. JH to focus on Masefield in the 2028 academic year.

TK has various contact lists from past events, to be ready to mobilise these lists as well as other board members personal contact lists in preparation for events first starting the Masefield Marathon.

Actions:

MM73 (1) JP is to ensure that the Three Choirs Festival are focusing in JM settings in 2028 happening in Hereford for the 300 year anniversary, and continue to update the board with progress.

MM73 (2) AH to make Hay Festival aware of the Masefield Matters project and to enquire about possible involvement in the festival.

MM73 (3) Board members to become a liaison for smaller engagement projects running after EC has left. All Board members to consider which they could assist with.

MM73 (4) Board to investigate who does toppers for post boxes, and to enquire about Masefield themes for 2028.

MM73 (5) CM to focus on more talks around Ledbury about Masefield.

74.

TO RECEIVE AND NOTE SUB GROUP UPDATES:

6.1. FUNDRAISING

6.2. COMMUNICATIONS

6.3. RISK

6.1. APPENDIX A: THE MINUTES OF A MEETING OF FUNDRAISING SUB GROUP ON 14/05/2026

TK spoke about fundraising, some discussions with Emma Russell Trust, who support ongoing education training for young people aged 16-25 in the Ledbury area, TK to encourage them to align with idea for annual scholarship, creative writing or arts course aimed at John Masefield.

A date for JH event at JM High school, 23 March which is now confirmed. TK congratulated JP over Bosbury House which has resulted in a expanded contact list.

One idea is to put on a Masefield reading event in Ledbury to get more people involved. AH suggested that there is a group that meet at the courtyard to read plays, AH to approach them to ask if they would make a Masefield play to access a new group who may not currently be aware of Masefield. PE and TK both suggested that they perform a play such around Easter time in the church.

TK has made contact with people in regard to theatre events, with a group of people working on this, and has been in contact with the Market Theatre with early progress being made. TK is very happy to be part of the planning for the upcoming school event in March 2027, however he is out of the country in January/ February and has asked if others could come forward and be part of a group with JH to put together a programme, which includes Primary schools, JH spoke that the best way to engage with Primary Schools is to specifically tell them how many children are needed and what they will need to do.

AH informed that a Winter Poetry Festival will not be held this year, AH is happy to be part of this group and become involved as previously mentioned about Toni Cook AH informed that the board will need to be direct in asking what events she is needed for, to also be noted that Toni Cook charges £300 a day. TK proposed meeting in early Autumn to provide more progress JP to join this group. AP, with EC leaving in January CEO Olivia Trueman may be a good fit for this group.

EC to work on gifting donors something at the end of the project about what has taken place over the years, any ideas for prompting generosity would be welcome. CM possibility of special edition of Masefield poems for donors, PE spoke on special edition or press, for this a limited number of books to be gifted to donors. NM to speak with Tilley's printing press about creating a special edition book, which would be their contribution to the Town and project.

6.2.

CM spoke on the communications update, firstly that it is clear the board will benefit when Ledbury Poetry's marketing person can support. CM congratulated everyone on their efforts. In regard to the brief, the board will

need to work with what they have which at the moment is £60,000. Deadline for advertising commission is 5 June, expressions of interest to be extended to the end of July, Core Consultation Group create the long list in the first week of August and the board to shortlist in mid-August. £1,000 budget for advertising to note and £1,000 more available as more job applications are to be advertised yet. All members of the Comms to help with publicity and responsibility to write press releases in the short term, AP to assist with this.

6.3. EC and AP reviewed the risk register, with one new risk added, with no significant risks to be mentioned at the meeting.

Actions:

MM74 (6.1) 1) AH to approach them to ask if they would make a Masefield play to access a new group who may not currently be aware of Masefield.

MM74 (6.1) 2) PE and TK to explore performing a play around Easter time in the church.

MM74 (6.1) 3) Group to be established to support upcoming school event in March 2027. TK to set a date in early Autumn to provide more progress. JP to join this group.

MM74 (6.1) 4) NM to speak with Tilley's printing press about creating a special edition book, which would be their contribution to the Town and project.

MM74 (6.2) 1) All members of the Comms to help with publicity and responsibility to write press releases in the short term, AP to assist with this.

Next board meeting: Friday 11 September 11am

**Next meeting for longlist: to be an online meeting Friday 14 August
10:30am**

The meeting ended at 3:30pm

Signed..... Dated.....

DRAFT

Outstanding actions as at July 2026:

Minute No.	Action	To be actioned by	Deadline to close action or provide update	Date actioned	Update	Board Meeting	Status
25/MM23(5)	IL to write press releases for the sea shanty (with the support of the Comms team).	IL		27/01/2026	May 26: JP noted on action 25/MM23(5) that this is an ongoing project, she also made the board aware that this action is something that JP is constantly advertising and pushing out and encouraging other board members to do the same. TK suggested that in March for the upcoming school event, an element could be Masefield's life in Sea Shanties.	Oct-25	In progress
25/MM25.2(2)	Communications sub group to consider interpretation board text.	COMMS		27/01/2026	UDPATE: Deadline for requested information was missed, so this action is no longer relevant. 19.05.26 That this item be picked up by the Comms Subgroup AH to investigate whether anyone has picked up from Bethan and is leading on the project. 13/02: Bethan from LCH requested interpretation text, IL drafted and shared with comms team	Oct-25	Propose resolved
25/MM29	All members to read merchandising reports and provide feedback.	ALL			19.05.26 NM and JP spoke on this item planning to return to this item when it is agreed to, perhaps with board members to come with suggestions to this item. That the Board Meeting date of October be updated to October 2025.	Oct-25	On Hold

					No feedback received as of 28/11. Merchandising is currently on hold as of 27/01/26		
25/MM37(2)	To raise update to leaflet with Comms group	COMMS		27/01/2026	16.05.2026 JP spoke that the Comms Group is to add this onto their agenda for the next meeting, to decide whether to wait until the commission is awarded or whether there is a use for the leaflet to hand out sooner in which case an update, so it becomes valid now. CT enquired about a cost, which is around £30. AH suggested that if this was completed by the Poetry Festival then more leaflets could be circulated. JP suggested that the leaflet be completed by 26 June 2026. Comms Group to tweak the text for leaflet and EC to turn into a PDF and sent to print.	Dec-25	In progress
25/MM38.2(1)	All to send any press contacts they have to the Comms team	ALL		27/01/2026	19.05.2026 JP noted that a response has still not been received. AP suggested using Ledbury Town Council contact lists, as well as Herefordshire BID, for national coverage. JP noted that AH will give the board time of the new marketing and communications role who will also provide support on this. That this item be put on hold and to be reviewed. AP noted that a board discussion will need to be brought to Council. EC to update schedule and to ensure that Ledbury Town Council, Council Meetings will note	Dec-25	In progress

					cause a delay on this. AP suggested that an extraordinary meeting can be made, if necessary, with the Chairman's permission, to avoid delaying for three weeks. None received as of 27/01		
25/MM38.2(2)	The Comms group to discuss the website	COMMS		27/01/2026	19.05.2026 EC and HH to spend time to post and publish more Masefield Matters Events on the Ledbury Town Council website Meeting in March, website not discussed	Dec-25	In progress
26/MM44(1)	AP to arrange a meeting between herself and Ian Wilson (Treasurer of JMS) to discuss the transfer of funds.	AP		24/03/2026	19/05/2026 AP provided an update on this, she recently spoke to Ian Wilson (Treasurer of JMS), there is currently around £8,000 in the JMS bank account. Ian Wilson is to let AP know the exact figure of donations received, LTC to invoice JMS and JMS will pay that invoice to LTC, the gift aid is to be worked out through a similar invoice process towards the end of the year. CT spoke that Ian Wilson will need to know who the donations are from, as one or more are not available for gift aid so this will not apply, AP assured that this will be made clear in the application.	Jan-26	In progress
26/MM44(3)	To develop a fundraising policy.	JP		24/03/2026	19.05.2026 JP noted to bring a draft to the next fundraising meeting to be addressed.	Jan-26	In progress

26/MM44 (6)	Comms group to consider a longer-term communications strategy.	COMMS		24/03/2026	19.05.2026 JP suggested to place on hold until some marketing expertise are sort.	Jan-26	In progress
26/MM45 (2)	IL to post advertisement for Board Members to website and social media specifying skills required.	JP/EC		24/03/2026	19.05.2026 JP to put together a communication to the core consultation group, which only invites ongoing support following the end of their official role to start. NM, spoke on this, congratulating EC on finding the core group of individuals, suggesting that perhaps the board could embrace them and involve them more within the project. A social event was suggested to get to know members more, with more engagement and group feeling, but to wait until their role has ended first. Friday 11 September at 6pm, in the Ledbury Town Council offices.	Jan-26	In progress
26/MM59 (1)	CT to send dates that Civic society are running HODS events	CT			19.05.2026 CT, that it is agreed Burgage Hall will be open on Saturdays. EC enquired if space in the Market House could be utilised, of which AP has agreed to. 05/26 - CT I don't have dates to hand but Civic Society is only opening Burgage Hall on the two Saturdays and Sundays with some special displays but these have not been decided yet...	Mar-26	In Progress
26/MM61.1 (1)	IL to compile a list of businesses that the council has received funding from	NM			This item has been passed onto NM, EC asked TK if he could scan or photocopy a copy of the paper version on the Ledbury	Mar-26	In Progress

					Town Council printer and provide a copy to NM.		
26/MM61.2 (1)	EC to design and purchase beer mats with AH (as they will be shared with Ledbury Poetry Festival)	EC/AH			EC has shared some designs with the Comms Group and has received some fantastic feedback from AH. AH spoke that the designs EC has presented are fantastic.	Mar-26	In Progress
26/MM72 (1)	JH to plan an email to parents, provided by the board, to include upcoming events e.g. talk, theatre show and event in March 2027.	TK / JH	16/07/2026			May 26	In Progress
26/MM73 (1)	JP is to ensure that the Three Choirs Festival are focusing in JM settings in 2028 happening in Hereford for the 300 year anniversary, and continue to update the board with progress.	JP	16/07/2026			May 26	In Progress
26/MM73 (2)	AH to make Hay Festival aware of the Masefield Matters project and to enquire about possible involvement in the festival.	AH	16/07/2026			May 26	In Progress
26/MM73 (3)	Board members to become a liaison for smaller engagement projects running after EC has left. All Board members to consider which they could assist with.	ALL	16/07/2026			May 26	In Progress
26/MM73 (5)	CM to focus on more talks around Ledbury about Masefield.	CT	16/07/2026			May 26	In Progress

MM74 (6.1) 1)	AH to approach them to ask if they would make a Masefield play to access a new group who may not currently be aware of Masefield.	AH	16/07/2026			May 26	In Progress
MM74 (6.1) 2)	PE and TK to explore performing a play around Easter time in the church.	PE / TK	16/07/2026			May 26	In Progress
MM74 (6.1) 3)	Group to be established to support upcoming school event in March 2027. TK to set a date in early Autumn to provide more progress. JP to join this group.	TK / JP	16/07/2026			May 26	In Progress
MM74 (6.1) 4)	NM to speak with Tilley's printing press about creating a special edition book, which would be their contribution to the Town and project.	NM	16/07/2026			May 26	In Progress
MM74 (6.2) 1)	All members of the Comms to help with publicity and responsibility to write press releases in the short term, AP to assist with this.	ALL / AP	16/07/2026			May 26	In Progress

Actions resolved since March 21st Board meeting:

Minute No.	Action	To be actioned by	Date actioned	Update	Board Meeting	Status
26/MM59 (2)	EC to ask Janine and Andrew to present memorial recommendation to Full Council.	EC	07/05/2026	Complete. JP presented memorial recommendations to FC.	Mar-26	Resolved
26/MM59 (3)	EC to prepare a report for Full Council to recommend a memorial idea, once this has been determined.	EC	07/05/2026	Report presented by JP and approved by FC	Mar-26	Resolved
26/MM61.2 (2)	EC to share the NLHF communications requirements with the Communications Subgroup	EC	07/05/2026		Mar-26	Resolved
26/MM73 (4)	Board to investigate who does toppers for post boxes, and to enquire about Masfield themes for 2028.	ALL	16/07/2026	Actioned - JP	May 26	Resolved

Masefield Matters

A Meeting of the Fundraising subcommittee

Wed 13th May 2026 at 14.00 to 15.30 pm (11 Bank Crescent)

Present: Tim Keyes (Chair), Justine Peberdy, Nick Morris, Emma Clowsley

Apologies: Caroline Magnus

Minutes

1. Minutes of last meeting (Wed 11th March)

Accepted.

2. Matters arising:

Action list

Action List	
WHO	WHAT
NM	Let Tim have names and contact details of Emma Russell Trustees <i>Good progress on this – a meeting with the Trustees, and a subsequent proposal which has been sent.</i>
	Ask hay Wines for bubbly for the 27 th March event <i>They did not provide in the end.</i>
	Look through donor pack documents and suggest how the content can be trimmed <i>To be discussed later. NM to work on the list of businesses so that contacts (phone/email) are in place for the approaches to begin in due course.</i>
TK	Conclude negotiations with Warwick School on concert date <i>Not looking likely. Many approaches but no decision. We have an alternative plan.</i>
	Confirm date of JMHS event with John Holmes <i>March 23rd (Tuesday) 2027</i>
	Publicise Masefield Marathon through board members: <i>done at last meeting.</i>
	Contact board members once more about contacting donors: <i>done at last board meeting.</i>
EC	Consider appropriate events for the Celebration Day (5 th July) <i>Space in St Katherine's Square. Zoe Brooks will be a story teller at the event (10 mins). Could have some Masefield Moments at a mike.</i>
CM	Chase Ian Wilson about how she can have access to the JMS account and so be able to tell us promptly of new gifts. <i>No recent notification. We need to ask Caroline about this. We need to invoice the JMS for funds (none paid over yet).</i>
EC/IL	Prepare "handbook" for the time when we shall no longer have them with us.

	<i>Isabel left a useful handover sheet. Emma will have this matter in mind throughout the remainder of the project.</i>
	<i>Design a beer mat to advertise the Masefield Marathon (inviting people to take part or just attend) Tim to send Emma a few words for this.</i>

3. Donations update (JP / EC)

Angie should be the person to ask Ian Wilson for regular updates

4. Events: dates and planning (TK/JP)

- Bosbury House (JP)

Great evening and extended our supporter group. Excellent venue (which we could use again). Should we write to all those who came and tell them about future events. James H-B would be happy to host an event at Eastnor Castle. We would need to be sure that we have the manpower to organise this. Would JH-B be happy to take the lead on inviting people?

Excellent team who had fun.

It would be useful to work out the admin support (and time) needed.

- Masefield Marathon (TK)

- *Content complete*
- *Readers list almost complete*
- *Email about to go out to all participants*
- *People in the church will be asked to help with welcome and refreshments*
- *Beer mat*
- *Programme (Joyce) – NM to warn her and TK to make the approach*
- *Slip asking for people to leave details if they want future involvement in the project (EC)*
- *Card reader (EC)*
- *Recording / video / live stream (EC)*
- *Refreshments (tea / coffee / soup?)*
- *Funds go towards the memorial*

- Theatre event (TK)

- *We need to get both schools (JMHS and LPS committed)*
- *Three people writing and others advising*
- *Need to arrange refreshments*
- *Can we display the memorial designs in the foyer (and get feedback with stickers or a jar)?*
- *Programme needed*
- *Opportunity to advertise multiple sponsorship (give this as a challenge to the designers – add this to the brief)*

- John Masefield HS event

- Needs to be planned in the autumn – ask trustees who would be willing to help. Toni Cook (involved in the Young People’s Survey) would be great to have on board – AH is our best contact.
 - Could this be seen as part of the Poetry Festival Winter Festival (TK ask AH)
 - Esther Kay involvement will be very helpful – JP to contact
 - Confirm date
 - We need a meeting with Heads of Music, Drama and English (and Art – Pump Track) – TK to talk with JH
 - Can pupils at the school write raps based on JM themes?
 - Pauntley Court event (JP)
 - Refugium will do “The Wanderer”. We need a conductor (SP?)
 - Or approach John Frith who might be prepared to conduct his own piece.
 - For the other half programme: readings / solo pieces / David Cowell (Colwall School) pieces: “A land of shadows” (15 short Masefield Settings) could be done by Esther’s choir at JMHS (JP to talk with Esther)
 - Agree a date with Mark and Melissa
 - Find a different use for Warwick School
5. Progress with trust and other applications (JP/NM/TK)
- GJW Turner Trust
 - Addison Trust
 - Tesco (ask at the Board Meeting)
6. Working with the Communications Group
- They need to plan meetings ahead (and agree the next date at the end of each meeting). Next meeting planned (Monday 18th). JP and EC will be there.
 - We need their help in promoting the Marathon
 - Promoting Philip’s talk at the Festival
 - Shakespeare trip (JMHS)
 - Review beer mats
 - Assist with next newsletter
 - Contribute to commission brief promotion (of advert)
 - Press releases: we still do not have a contact list
 - Ensure that JMS has sent a press release about the memorial to members
7. What help we need from the Communications Group (in publicity etc)
- How to make best use of the announcement of the memorial
 - Promoting the Marathon and theatre events
8. Review fundraising timeline and plan for approaches to businesses (TK)
- *For next meeting (TK to update)*
9. Talks to groups

- Civic Society / Probus / U3A / where else? Promote this at the next board meeting
- Tim can re-do his Blossomtime talk. Justine considering a talk. Caroline and Philip.

10. Key upcoming dates in the project (EC)

- Priority is the commission brief
- Shakespeare trip
- Poetry festival

11. Progress with Pump Track (JP)

- Nothing to report at the moment

12. AOB

- We all need to be really upbeat about the memorial and its promotion
- We can come up with a whole menu of activities which board members and others can pick up and run with (there is some money in the budget)
- Visual arts event (incl Masefield paintings and Judith's illustration) using our contacts (Amanda Wright, Sue Embrey, Jane Pountney)
- Pillar box (Alice Unthank) might be approached to get something Masefield related
- Community Quilt idea (Jane)
- Poetry / play readings in people's homes
- Talks (Nov 26th slot with Civic Soc) – TK check with Civic Soc. Tk has talked to Probus about a date.
- Newsletters and update emails to all friends of the project
- Souvenir book will need planning sometime soon so that we have an idea about content (pictures and text). Who would be good to get involved in this?
- There will be a home for exhibiting things in the top of the Market House

13. Date of next meeting

- 15th July 2026, 2.00 pm at 11 Bank Crescent

Action List		
Who	What	By when
TK	Send words for the beer mats and the flyer to Emma	At once
	Ask Joyce if she could do a simple programme for the Marathon	At once
	Complete arrangements for the Marathon (contact readers / allocate readings / arrange refreshments and ask for contributions / liaise with the church over sound etc	At once
	Agree with LPS and JMHS their involvement in the theatre event	End of June
	Ask AH if JMHS event could be part of the Ledbury Poetry Winter Festival	End of June
	Arrange a meeting with the HoDs at JMHS	End of June
	Approach Ian Stainburn re Ian Addison Trust	End of June

	Contact CM about promotion of the Marathon	At once
	Talk with Christine T about Civic Society talk	At once
NM	Work on a list of businesses to contact along with phone numbers and emails, ready for when the approaches begin (later this year or early 2027)	End of July
	Talk further with James H-B to thank him for his offer and ask what input he might be prepared to have into staging an event at Eastnor Castle	End of June
JP	Get permission from the theatre to display the trail designs in the lobby during the theatre event	End of June
	Arrange (with EC) for including a sponsorship element in the design brief for the memorial	At once
	Ask board members who would be prepared to help with the JMHS event (planning and delivery)	At meeting
	Contact Mark and Melissa to agree a suitable date for Pauntley Court event	At once
	Consider who might be approached to be the conductor for the Pauntley Court concert: John Frith? Simon P?	End of June
	Contact Esther Kay about involvement of JMHS ("Land of Shadows"?) at Pauntley Court event	End of June
	Consider Tesco application (and delegate this?)	End of June
	Promote the giving of talks at the next board meeting	At meeting
	Consider who should start planning for the souvenir book	End of June
EC	Refine ideas for Celebration Day (5 th July)	End of May
	Keep adding material to the "handbook"	
	Estimate (for future reference) the amount of admin time needed for the Bosbury event so that we can factor that into plans for future events (esp when Emma is no longer with us)	End of June
	Produce a slip for all visitors to the Marathon asking if they would like to be involved in any way in the project (and giving boxes to tick and contact details)	End of May
	Consider how the Marathon might be live-streamed	End of May
	Provide card reader for Marathon, and teach others how to use it	
	Take forward the idea of a visual arts event and also pillar box decoration and community quilt	End of July
AP	Contact Ian Wilson to agree how updates on donations and other funds will be passed on	ASAP
CM	Confirm whether she has arranged with Ian Wilson to have access to the JMS account	ASAP
AH	Contact Toni Cook to see if she would like to be involved in the JMHS event	End of July