

LEDBURY TOWN COUNCIL

**MINUTES OF JOHN MASEFIELD MEMORIAL WORKING PARTY
HELD ON FRIDAY, 12 MAY 2023**

PRESENT: **In Person:** Councillor Morris, Mark Lister/Chair of Civic Society, Chris Noel/John Masefield Society, Caroline Magnus/Great Niece of John Masefield and Member of John Masefield Society, Councillor l'Anson/Town Mayor, and Councillor Howells

Via Zoom: Councillor Briggs and Dr Philip Errington

ALSO PRESENT: Angela Price –Town Clerk
Riah Pryor- Project Manager
Olivia Trueman – Community Development Officer

JM60 APOLOGIES FOR ABSENCE

Councillor Chowns, Christine Tustin/Ledbury & District Civic Society, Andy Collard/John Masefield High School, Lesley Ingram, and Justine Peberdy/Hellens Manor and Tim Keyes.

JM61 DECLARATIONS OF INTEREST

No declarations of interest were received.

JM62 ELECTION OF CHAIR

RESOLVED: That Councillor Morris be elected as Chair of the John Masefield Memorial Working Party for the 2023/24 Municipal year.

JM63 ELECTION OF NON-COUNCIL MEMBERS TO THE JOHN MASEFIELD MEMORIAL WORKING PARTY

Councillor Morris asked that this item be removed from future agendas.

RESOLVED: That this item be removed from all future agendas.

JM64 TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE JOHN MASEFIELD WORKING PARTY HELD ON 31 MARCH 2023

RESOLVED:

That the minutes of the meeting of The John Masefield Working Party held on 31 March 2023 be reviewed by Members with any suggestions for amendments being provided to the Clerk for consideration again in time for next meeting and that the minutes be resubmitted

JM64 OPTIONS APPRAISAL FOR EVENT

Riah reminded the group of a task from the previous meeting, requesting options for the 1 June event. The event had previously been conceived as a launch of a community programme but as the pros and cons [namely timelines] had been discussed, the idea of a more focused stakeholder event focused on getting people together, rather than it being a larger scale community project, was considered. The committee asked Riah to pull together an options appraisal which she presented to Councillor Morris, and the Town Clerk on 19th of April [attached Agenda Item 6]. One was for the original plan, quite a big event, and the other, a smaller, focused, stakeholder and press event.

As there was a need to proceed with planning prior to the next Working Party meeting, Councillor Morris and the Town Clerk had met with Riah to discuss this and had agreed to proceed with option B (a smaller, focused stakeholder event). Riah had presented the paper at the meeting, so the Working Party was clear on the reasoning behind that decision-making process and, as an update.

RESOLVED: That the Working Party receive and note the update.

JM65 1 JUNE PROVISIONAL EVENT PLAN

Riah talked through an event plan which was drawn up around the preferred option. A set of objectives were identified raising awareness of John Masefield generally and the awareness of the project, more specifically. There was a desire to obtain positive press coverage on the intent of the project, but also to start attracting interest for the mailing list and engage with potential stakeholders and funders. Because timescales are tight, members were advised that the Burgage Hall had been booked from 5pm until 6.15pm and that limited refreshments were being organised. Riah had spoken to Sarah-Jane Arbury/Red Earth Arts about a potential performance/reading at the event and the latest an invitation could go out was Monday, 15 or Tuesday, 16 May. A provisional invite list has been drafted utilising the information from the stakeholder matrix, which requires further input from members of the group.

The Town Clerk confirmed that the team had already gone through a lot of the names on the list to check consent, in terms of GDPR and added that information on businesses would be publicly available.

Caroline Magnus expressed disappointment that Riah was attending this meeting via Zoom, as it was a meeting close to the event. She also wished to discuss what messages would need to go into the short introduction speech being proposed at the event.

Riah advised that the Project Manager role was agreed at three days a month and the reason she had not attended in person was that it would result in funds for the project being used for her time, rather than the project.

Riah outlined that in the allocated three days in May she had needed to outline the event, work with cultural partners to begin fundraising planning for engagement programme and draft a website. She reiterated that the 1 June event schedule was tight but was a date which had been set a long time ago and that she had scaled down the mass engagement event proposed, in order to make it achievable (if there was sufficient support from this).

Philip Errington confirmed his understanding that Caroline and himself would offer an introduction to Masefield as a person in the speeches, and requested Councillor Morris address the event about the project

RESOLVED:

Councillor Morris would be second speaker, Riah to write notes for speech. Philip and Caroline to discuss speech.

JM66 INVITE LIST FOR SIGN OFF AND ACCOMPANYING COVER NOTE

Councillor Morris noted the list of invitees as strange, requesting more representatives from businesses in and around town, serious contributors who may have a budget for corporate or community involvement.

Riah confirmed the list had been drawn up from the stakeholders provided by the committee and the Clerk outlined challenges in providing additional information of individual's names in the timeframe. Riah added that a further round of invites could be sent, but the majority needed to go out on 15 May for the event to be feasible.

Councillor Morris confirmed that the committee's task would be to get any additional names across to the Clerk over the weekend and to work up the invite template (from pre-existing flyer design).

The Clerk added that if confirming the caterers and additional staff required for the event, it may have to go through the Chair of Finance, dependant on value.

RESOLVED:

- 1. Working Party members to send in additional names and help finalise invitees over the weekend.**
- 2. Councillor Morris to work on invite design.**
- 3. Town Council to confirm RSVP resourcing and process, noting that the CDO would be responsible for this element of the process.**
- 4. Press release to be drafted by RP.**

JM67 FUTURE OF JOHN MASEFIELD MEMORIAL WORKING PARTY

The Clerk updated Members that since this report was prepared, she had met with Councillor Morris to discuss the remit of the Council in the project and whether it was too much to take on.

Riah added that if this project is supported by the Committee and all are realistic with the Council resources available, it is achievable. However, she had concerns about capacity of the council team and resources, when stretched.

Councillor Morris proposed that for the next six months, the project should stick with the Working Party within the council with a review at the end of the year.

RESOLVED:

That no changes be made to where the Working Party sits at the current time, but that this be reviewed at the end of the year, with a recommendation to council on how to proceed.

JM68 DRAFT WEBSITE

Riah presented an update on the website page and some draft content to help outline the structure of the webpage and request for committee members to contribute editing preferences (via email) and blog contributions. Emphasis will be on pushing the newsletter banner, to encourage sign up to mailing list.

Caroline asked that full names and titles be included on the landing page.

RESOLVED:

- 1. Committee members to send in any edits/additions/changes to the draft content (be advised that they are in wrong order, Clerk will circulate in correct order next week)**
- 2. Once the website is laid out a link to be sent to committee members, prior to its going live.**
- 3. Press release to be circulated only after website up.**
- 4. Riah to write article for Journal.**
- 5. Committee members to send in possible images for the site, preferably to include some of engagement activities with young people.**

JM69 DATE OF NEXT MEETING

RESOLVED:

That it be noted that the dates of the next two meetings are 9 June and 4 August 2023.

Signed **Dated**

DRAFT