LEDBURY TOWN COUNCIL

ARMED FORCES COVENANT

12th May 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 Tuesday, 19th May 2026 at 2.00 pm 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

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		**5 mins**	
2.	To approve and sign the notes of meetings of the Masefield Matters Board held on 24 March and 21 April 2026	(All)	**10 mins**	(Pages 3-8)

3.	To receive and note the Action Sheet	(All)	**10 mins**	(Pages 13-15)
4.	Phase 3 progress update	(EC)	**10 mins**	
5.	To discuss the role of each board member once the project staff contracts are complete. (bring ideas about how you can contribute to maintaining engagement and momentum up until 2028)	(JP)	**20 mins**	
6.	To Receive and Note Sub Group Updates: 6.1. Fundraising 6.2. Communications 6.3. Risk Appendix A: The minutes of a meeting of the Fundraising Sub Group on 14/05/2026	 (TK) (CM, CT) (EC, AP)	**30 mins**	
7.	Date of next two meetings	(All)	**5 mins**	

Thursday 16th July at 11am in the Committee Room.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE MASEFIELD MATTERS PROJECT BOARD HELD ON 24 MARCH 2026

PRESENT:	Philip Errington (PE), Tim Keyes (TK), Caroline Magnus (CM), Nick Morris (NM), Justine Peberdy (JP) (Chair), Christine Tustin (CT)
ALSO PRESENT:	Emma Clowsley (EC) (Project Coordinator), Isabel Lewis (IL) (Project Assistant Intern), Angela Price (AP) (Town Clerk), Elizabeth Harvey (Chairman of Ledbury Town Council)(EH).

42. APOLOGIES FOR ABSENCE

Apologies for absence were received from John Holmes, Amy Howard and Chris Noel.

43. TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE MASEFIELD MATTERS BOARD HELD ON 27 JANUARY 2026

TK asked about the status of the risk register, noting it was a standing item. EC said this will be included from the next meeting onwards since the Risk subgroup had now met.

RESOLVED:
That the minutes of the Masefield Matters Board Meeting held on 27 January be approved and signed as a correct record.

44. TO RECEIVE AND NOTE THE ACTION SHEET

The programme for the Bosbury House Concert has been completed; action 25/MM25.2(2) can be marked as resolved. CT noted that she is able to contribute ideas and words to communications if requested by the Communications Subgroup.

JP noted that the donor packs have been sent out by the fundraising team; action 25/MM38.1(2) can be resolved. CM noted that the role of this pack will be changed after the form of the memorial has been chosen.

JP noted that the John Masefield Society (JMS) has sent a list of donations and donors. CM will check how this is progressing. The Town Council will then invoice the JMS. The Gift Aid application must be made by Ian Wilson himself. JP suggested that the Gift Aid application is done in one go at the end of the project. TK suggested including the value of the gift aid in summaries of funds raised in the meantime.

EC will adapt the LTC fundraising policy for use by Masefield Matters by the next Board Meeting. The National Lottery Heritage Fund may also have guidelines on fundraising policies.

JP noted that AH has offered some free hours of work from Ledbury Poetry's incoming communications manager that will help Masefield Matters develop the longer-term strategy referenced in action 25/MM44(6).

Action 25/MM(9) is resolved. Action 25/MM45(2) has been discussed by JP and IL, and the advert can be made ready to circulate soon. TK noted that we must understand the changing role of board members across the project.

It was asked that an item be added to the May agenda to discuss the role of each board member once the project staff contracts are complete.

JP and EC will meet to discuss action 25/MM48.

ACTION:
MM53 EC to forward donor spreadsheet from JMS to AP.

45. BOARD MEMBER BEST PRACTICE AND TO RECEIVE AND NOTE THE NOLAN PRINCIPLES

JP suggested this was an opportunity for Members to remind themselves what is required of them and what their responsibilities are. AP said members should regularly remind themselves of the Nolan Principles. JP summarised that Members have a responsibility to represent the project as collectively agreed upon when representing the Board.

46. TO RECEIVE AND NOTE THE DRAFT PATRON AGREEMENT

TK suggested that the third paragraph should read 'patrons' not 'funders'. CM noted it does not feature a mention of John Masefield. EC will amend this. CM also suggested that Patrons ought to have some knowledge of John Masefield. CT asked that fundraising be minimised in the Patron agreement. JP argued that patrons need not have all the pre-requisites, just one, so need not necessarily have an impact on fundraising. EC suggested reordering the paragraphs so that fundraising was not the first item on the list.

CM noted that the form of the memorial will impact the kind of person willing to provide patronage.

ACTION:
MM55 EC to make amendments and add JM into the patron agreement.

47. AN UPDATE ON THE MEETING WITH THE NATIONAL LOTTERY HERITAGE FUND RELATIONSHIP MANAGER

EC noted that the National Lottery Heritage Fund Relationship Manager was happy with the project's reporting and progress. Key actions that have arisen as a result of that meeting are:

- Collating invoices (EC and AP are in progress with this)
- Any marketing or press releases that mention the National Heritage Lottery Fund must be sent to them for approval first. This must be considered in the

Communications Subgroup planning. EC will find out more information about what they would like to see and forward that to the Communications Subgroup.

- AP noted that the project must soon ask for the next 30 percent of the funding.

48. THE MEMORIAL CONSULTATION AND DECISION-MAKING PROCESSES

EC detailed the core consultation group decision making process and the next steps. She explained that there were a range of people representing different communities across Ledbury involved in the core consultation group. The core group chose between ten broad themes to arrive at three ideas that will be presented to the Board at the next Board meeting. She noted that the three ideas selected and the write up will be made available before the decision-making meeting in April.

TK noted that the core consultation group would be an obvious source for board members. The advert can be specifically sent to them.

JP and EC noted that there are several ideas (especially those that only require a comparatively small budget compared with that of the main memorial) that can be pursued alongside the memorial but not part of it, or separately from the project.

NM asked for a report on the core group consultation visits. JP noted that the blog page was useful as an overview and featured this activity.

49. AN UPDATE ON THE END OF FAMILIARISATION EVENT

Emma shared the details of the event, noting that it would include an exhibition, poetry reading, zine making workshops and refreshments.
EH suggested asking LCH filmmakers to make a short film of the event.

ACTION:
MM58 IL to circulate a PDF of the poster to board members

50. TO AGREE DATES FOR THE SPECIAL VIEWING FOR LOTTERY PLAYERS AND THE EXHIBITION/EVENT TO SHARE IDEAS AND DESIGNS OF THREE SHORTLISTED MAKERS

PE left the meeting at 12:28.

EC suggested that the special viewing for lottery players and the exhibition to showcase designs takes place in August or September, as suggested in the project plan. EC noted that the date needs to be chosen so as to invite representatives of the National Heritage Lottery Fund. JP asked if there was another event to tie in with it. EC suggested Heritage Open Days in September.

JP asked if the civic society are running events in that week, CT will send dates.

EH noted that by August, it must be known how much money is available for the memorial so the artists can design accordingly. A discussion was had about the fundraising strategy and what fundraising at different times during the project will achieve.

AP noted that there are procurement rules that will impact how the artist is commissioned. JP suggested that an expert may need to be consulted in writing the artist brief. EH also asked that it be made clear to the Town Council what impact they can have over the creation of the memorial and it must be clear that Councillors will not be deciding on the form the memorial will take. She also noted that the process must be made clear to Council. EC suggested that Janine and Andrew attend a meeting with councillors to make clear the process that has taken place.

Justine summarised the procedure for moving forward. EC will ask Janine and Andrew to present the recommendation to Full Council. A brief for artists to design the memorial will be drawn up, which we may need expert help in. Three artists will be commissioned in time to present their design at Heritage Open Days.
Commission three artists in time for HODs

A discussion was had on the choice of artists and how they will be found.

ACTION:

MM59 (1)	**CT to send dates that Civic society are running HODS events.**
MM59 (2)	**EC to ask Janine and Andrew to present memorial recommendation to Full Council.**
MM59 (3)	**EC to prepare a report for Full Council to recommend a memorial idea, once this has been determined.**

51. RESOURCES AFTER END OF MMPA ROLE

EC noted that IL's last day would be 24th April. She then reiterated the social media support offered by Ledbury Poetry and support available from LTC. EC noted she and the board will have to absorb some of the workload.

EC suggested that some of the funding put aside for this role will be available for some limited support if required.

52. TO RECEIVE AND NOTE SUBGROUP UPDATES:

61.1. FUNDRAISING

TK gave an update on the progress of the Fundraising Subgroup. He noted that businesses will be approached for donations later in the project. To facilitate this, IL is to compile a list of businesses that the council has received funding from.

TK suggested that there is a need to make a decision on how the Board decides on what to include alongside the memorial, noting too that some Masefield related activities will be organised by other groups.

He also noted that the Bosbury House fundraising event will take place on Friday 27th March and that the Pauntley Court fundraising event has been moved to next year when there is more capacity for this. TK asked for support for Masefield Marathon; several members responded. So far, the Masefield Marathon has had 30 people volunteer to read. This event will be in the Ledbury Poetry Festival programme.

TK and JH will meet after this meeting to shape the school's future fundraising event. TK updated Members on the progress of the Market Theatre event, sharing that there are two people interested in assisting with this. LADS have volunteered to help with the event.

The next fundraising meeting will take place on 13th May.

ACTIONS:

MM61.1(1) IL to compile a list of businesses that the council has received funding from.

61.2. COMMUNICATIONS

CM thanked AH for the marketing support offered on behalf of Ledbury Poetry. CM asked CT if she was willing to draft press releases, which CT agreed to. The promotional beer mats were discussed and will be prepared for the Masefield Marathon event within Ledbury Poetry Festival.

CM suggested that the Communications Subgroup meet soon to discuss in progress actions.

ACTIONS:

MM61.2(1) **EC to design and purchase beermats with AH (as they will be shared with Ledbury Poetry Festival)**

MM61.2(2) **EC to share the NLHF communications requirements with the Communications Subgroup**

61.3. RISK

The Risk Subgroup had met on the morning of the 24th March and had drafted a complete risk register. They had not identified anything currently posing a major risk to the project. It was confirmed that the Board will be updated on risk in future meetings.

53. DATE OF NEXT TWO MEETINGS

Tuesday 21st April at 9:30am in the Committee Room (additional meeting to select the form of the memorial to John Masefield)
Tuesday 19th May at 2pm in the Committee Room.
Thursday 16th July at 11am in the Committee Room.

The meeting ended at 13:21

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

LEDBURY TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE MASEFIELD MATTERS PROJECT BOARD
HELD ON 21 APRIL 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), Isabel Lewis (IL) (Project Assistant Intern), Andrew Meredith (AM) (Consultation Specialist), Angela Price (AP) (Town Clerk), Janine Rusby (JR) (Consultation Specialist)

54. APOLOGIES FOR ABSENCE

It was noted that TK would be joining the meeting online shortly.

55. A PRESENTATION FROM JANINE RUSBY AND ANDREW MEREDITH ABOUT THE CONSULTATION PROCESS

JR and AM gave a brief presentation overviewing the plans for the memorial agreed to by the NLHF in the original application. They outlined the next steps of the commissioning process and outlined what had occurred in the consultation process.

(TK joined the meeting at 9:44)

NM mentioned that the consultation trips to Monmouth and Cardiff were beneficial and inspiring, it was a shame that only a small number of the core group came. He noted the core group seemed generally constructive and well informed.

JR shared list of the top ten public survey responses and then shared how these were ranked by the core group. She then reiterated the aims of the project and the Lottery guidelines.

56. AN OPPORTUNITY TO ASK QUESTIONS ABOUT THE REPORT

CT asked if the memorials visited in Cardiff and Monmouth had similar budgets to the Masefield memorial. JR and IL replied that some had much larger budgets, but there were a range of budgets represented in the memorials visited.

CM asked if any funds above the match funding had been raised, JP replied that so far no extra had been raised, but match funding had been reached.

EC noted that she and JP would have a subsequent meeting with Hywel Pontin, a member of the core consultation group who had extensive experience with commissioning public art. He would be able to advise on the commissioning process.

57. TO REVIEW THE FINAL THREE PROPOSED MEMORIALS PROVIDED BY THE CORE CONSULTATION GROUP

It was decided that each Board Member would share their thoughts on the form of the memorial in turn.

Christine Tustin:
CT felt that tourism was an important part of the town's economy and would like to highlight Ledbury's alleys within the memorial. She shared an idea for a central creative artwork surrounded by interpretation. She highlighted the importance of including Masefield's words within the memorial. She suggested that the courtyard of the Burgage Hall would be near the centre of town but also encourage visitors to come down Church Lane. Another advantage of this location is that it can be locked at night to reduce the risk of vandalism.

John Holmes:

JH noted that it is important we think about what the community has asked for and what can realistically be achieved within the budget. He suggested that creating something people will meaningfully engage with is important. He raised concerns that a dedicated space may be difficult to maintain. He would prefer a mixture of aspects as suggested by CT that builds in memorials that are already in Ledbury. JR noted that most existing local walks do not feature Masefield.

Amy Howard:
AH highlighted the need for inclusivity and that the memorial is an opportunity to work with a range of local voices. She noted that Queenswood has a trail of boards that have wind-up speakers that read poetry. She suggested that a trail ending with a sculpture or bench would be appropriate. She suggested that Ledbury already had plenty of indoor spaces, but there may be more potential in an outdoor space.

Nick Morris:
NM stressed the need to involve local people, especially young people. He also felt that there was a need to make the memorial engaging.

Caroline Magnus:
CM expressed interest in the idea of a sculpture or dedicated outdoor space (but this must be near the town centre). She agreed with CT's idea of a memorial with a trail leading to it. She suggested that the impact on the local economy and tourism be considered. CM was concerned with durability and sustainability, and that the memorial remains focussed on Masefield. She reiterated that interpretation surrounding the memorial is important.

Tim Keyes:
TK suggested that Masefield led a fascinating life, and this should be celebrated alongside what he wrote. He also stressed the importance of including enough

information alongside the memorial to encourage people to find out more. He suggested that a trail could tie different places already related to John Masefield around Ledbury together well but does not think that need necessarily end with a dedicated space or central statue.

Philip Errington:

PE raised concerns about ongoing maintenance. He noted there are already dedicated spaces to Masefield in Ledbury, including the John Masefield Society Archive and their display cabinet. He mentioned the screen in the Master's House that is currently not functioning, noting that this, and other Masefield spaces, could form part of the memorial should it be repaired. PE stressed the need for the memorial to be appropriate to Masefield and raised concerns about properties connected to Masefield being on a trail, as they are still occupied by private individuals. He reiterated the idea of the trail ending in a focal artwork, noting the green space in front of the Master's House may be appropriate. JR noted that the core consultation group supported repairing the digital display

Justine Peberdy:

JP noted that there is a commitment from LTC to maintain the memorial. The choice of materials could impact the longevity of the memorial, and artists will have to address the issue of maintenance and longevity in their plans. She saw the memorial as an opportunity to capitalize and enhance the assets the town already has. She noted the submissions often mention the Box of Delights, and that drawing on this work could boost the appeal of the memorial, as could reference to Masefield's life story. She also noted that any statue must not be representative of John Masefield himself.

PE asked if the National Lottery Heritage Fund categorically would not fund a statue of John Masefield. It was noted that it is not specifically disallowed, but this idea had not been endorsed by the consultation process.

CM asked why a traditional statue had moved from ranked second in the public survey to fifth by the core consultation group. AM and JR explained the overall consultation process and the criteria the ideas were judged against.

In response to discussion of location and maintenance of the memorial, AP noted that LTC owns very little land, with most land in the town owned by Herefordshire Council. She noted that LTC manages st Katherine's Square and currently is responsible for maintaining the Town Trail and has staff to carry out maintenance. She also noted that QR codes are a form of interpretation that are easy to replace if needed.

JR noted that lottery require digital maintenance for five years.

PE suggested that a figurative statue of wolves running be considered as a centrepiece to a trail.

58. TO VOTE BY BALLOT ON THE FORM OF THE MEMORIAL

A ballot was held to vote on the focus of the memorial. 5 voted for a trail, 3 for a non-traditional sculpture, and 0 for a dedicated space.

RESOLVED:
The focus of the memorial will be a trail.

JP noted that this decision will be passed as a recommendation to Full Council on the 7th May. She and EC will draft a brief for artists, which will go back to the board for suggestions.

It was noted that the Communications Subgroup will meet soon. EC noted that any press releases need to be sent to the NLHF a week in advance for approval.

The Board thanked Isabel Lewis for her hard work and dedication to the project and wished her luck in her new role.

59. DATE OF NEXT TWO MEETINGS

Tuesday 19th May at 2pm in the Committee Room.
Thursday 16th July at 11am in the Committee Room.

The meeting ended at 11:01

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

Outstanding actions as at May 2026:

Minute No.	Action	To be actioned by	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		October	In progress
25/MM25.2(2)	Communications sub group to consider interpretation board text.	COMMS	27/01/2026	13/02: Bethan from LCH requested interpretation text, IL drafted and shared with comms team. Next steps???	October	In progress
25/MM29	All members to read merchandising reports and provide feedback.	ALL		No feedback received as of 28/11. Merchandising is currently on hold as of 27/01/26	October	On Hold
25/MM37(2)	To raise update to leaflet with Comms group	COMMS	27/01/2026		December	In progress
25/MM38.2(1)	All to send any press contacts they have to the Comms team	ALL	27/01/2026	None received as of 27/01. 05/26 – this is still outstanding.	December	In progress
25/MM38.2(2)	The Comms group to discuss the website	COMMS	27/01/2026		December	In progress
25/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		January	In progress
25/MM44 (3)	To develop a fundraising policy.	FUNDS/EC	24/03/2026	EC will adapt the LTC policy for Masefield Matters and check National Lottery Guidelines.	January	In progress
25/MM44 (6)	Comms group to consider a longer-term communications strategy.	COMMS	24/03/2026		January	In progress
25/MM44 (9)	TK to send CT's newsletter item to JMS	TK	24/03/2026		January	In progress

25/MM45 (2)	IL to post advertisement for Board Members to website and social media specifying skills required.	IL	24/03/2026	There is a post and a caption ready for social media. Has this been approved?	January	In progress
25/MM59 (1)	CT to send dates that Civic society are running HODS events	CT		13/05 CT - Civic Society is only opening Burgage Hall on the two Saturdays and Sundays with some special displays but these have not been decided yet.	March	In progress
25/MM61.1 (1)	IL to compile a list of businesses that the council has received funding from	IL		14/05 Tim Keyes has a paper copy of this. EC trying to locate the electronic version.	March	In progress
25/MM61.2 (1)	EC to design and purchase beermats with AH (as they will be shared with Ledbury Poetry Festival)	EC/AH		We have a design for one side of the beermat - to be signed off by comms team	March	In progress

Actions resolved since March 21st Board meeting:

Minute No.	Action	To be actioned by	Date actioned	Update	Board Meeting	Status
25/MM23(4)	EC to suggest to the company of HMS Ledbury that they may wish to contribute a verse to the sea shanty and/or perform a Masefield Moment.	EC	27/01/2026	This will also be suggested to representatives of Stromstad's Twinning Association. UPDATE: Stromstad TA made a reel of a Masefield Moment which was posted on our social media. Propose close this.	October	Resolved?
25/MM46	The Communications Team to consider Masefield Matters within the Ledbury Poetry programme.	COMMS	24/03/2026	Masefield Matters has two events in the programme. Propose close.	January	Resolved
25/MM48	JP and EC to meet to discuss the exhibition and special viewing for Lottery players.	JP and EC	24/03/2026	This meeting has taken place and a timeline has been drafted and shared with the Board	January	Resolved

25/MM53	EC to forward donor spreadsheet from JMS to AP.	EC		EC to attach to May agenda	March	Resolved
25/MM55	EC to make amendments and add JM into the patron agreement.	EC	13/05/2026	Complete. This will be an attachment to accompany the agenda for May BM	March	Resolved
25/MM58	IL to circulate a PDF of the poster to board members	IL	24/03/2026	Complete	March	Resolved
25/MM59 (2)	EC to ask Janine and Andrew to present memorial recommendation to Full Council.	EC		Complete. JP presented memorial recommendations to FC.	March	Resolved
25/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	March	Resolved
25/MM61.2 (2)	EC to share the NLHF communications requirements with the Communications Subgroup	EC		Email sent 22/04. Reminder given before press release.	March	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 *Good progress on this – a meeting with the Trustees, and a subsequent proposal which has been sent.*
	Ask hay Wines for bubbly for the 27th March event *They did not provide in the end.*
	Look through donor pack documents and suggest how the content can be trimmed *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.*
TK	Conclude negotiations with Warwick School on concert date *Not looking likely. Many approaches but no decision. We have an alternative plan.*
	Confirm date of JMHS event with John Holmes *March 23rd (Tuesday) 2027*
	Publicise Masefield Marathon through board members: *done at last meeting.*

	Contact board members once more about contacting donors: *done at last board meeting.*
EC	Consider appropriate events for the Celebration Day (5th July) *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.*
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. *No recent notification. We need to ask Caroline about this. We need to invoice the JMS for funds (none paid over yet).*
EC/IL	Prepare "handbook" for the time when we shall no longer have them with us. *Isabel left a useful handover sheet. Emma will have this matter in mind throughout the remainder of the project.*
	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.*

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 Cresent

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 (5th 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