

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE MASEFIELD MATTERS BOARD HELD ON 15 JANUARY 2025

PRESENT: Nick Morris (Chair), Emma Clowsley (Project Coordinator), Philip Errington (remotely), Amy Howard, Tim Keyes, Mark Lister, Caroline Magnus, Chris Noel, Justine Peberdy (Minute Taker) and Christine Tustin

ALSO PRESENT: Julia Lawrence (Deputy Town Clerk)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Stephen Furlonger and Dr John Holmes.

2 TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE JOHN MASEFIELD WORKING PARTY MEETING HELD ON 16 DECEMBER 2024

It was noted that there was a lack of clarity in JM185 Editorial offer and a need to ensure that actions are recorded as resolutions. Following a discussion about the illustration which Councillor Morris had presented at the previous meeting, it was agreed that Emma Clowsley would look into the use of the illustration for fundraising purposes for which any initial outlay could come from the marketing budget. It was agreed that fundraising should be on the agenda for the next meeting.

RESOLVED:

- 2.1 That any actions are listed under resolutions in the minutes.**
- 2.2 That Emma Clowsley look into the use of the illustration for fundraising purposes.**
- 2.3 That fundraising be included on the next agenda.**
- 2.4 That the minutes of the Masefield Matters Board meeting held on 16 December 2024 be approved and signed as a correct record.**

3 RECRUITMENT OF PROJECT INTERN

The Board unanimously agreed that the process for recruiting the Project Intern should proceed.

RESOLVED:

That Emma Clowsley should proceed with the process of recruiting for the Project Intern.

4 MASEFIELD MATTERS LAUNCH EVENT, 15 JANUARY 2025

A discussion took place regarding the launch event and the following plan was agreed:

- 3.00pm Guests arrive. Welcomed by Sophie and directed to Emma to sign in. Emma directs them to refreshments.
- 3.30pm Cllr Morris summons everyone to the main space
 - Sara-Jane - Poem
 - Cllr Morris – introductions
 - Caroline Magnus – 5 minutes on John Masefield
 - Tim Kayes – 5 mins on John Masefield/Ledbury
 - Justine Peberdy – 5 mins on NLHF
 - Cllr Morris – summing up
 - Questions from the floor (c.10mins)
 - Sara-Jane – Poem
- 4.00pm Mingle/network/informal opportunity for more 121 questions with Board members
- 4.30pm Discreetly check if there is a need for repeat of presentation (this may need to be without Sara-Jane)
- 5.00pm End and clear up

Amy Howard offered to take photographs. The Masefield Matters leaflets would be available. Tim Keyes suggested a separate event should be organised specifically for businesses.

Following a discussion about the role of the Board, it was recognised that the role has changed (from Working Party) now that a Project Coordinator has been appointed. It was discussed that it was important to enable Emma Clowsley to make decisions and take action within the scope of the project as described in the application to NLHF. It was noted that Emma Clowsley would have regular contact as required with LTC (Town Clerk), NLHF (Relationship Manager) and the Masefield Matters Board (Chair). The Board members would provide support as requested by Emma Clowsley and would receive updates and offer feedback and suggestions at a regular bi-monthly (every 2 months) meeting.

RESOLVED:

That it was agreed that Emma Clowsley would undertake her role within the scope of the project and remit set by the NLHF but would seek help and assistance from Board members as and when necessary.

5 SOCIAL MEDIA, WEBSITE AND BLOG

It was noted that Emma Clowsley has a plan for regular updates and posts and this will be explored more at the next meeting.

RESOLVED:

That the website and other marketing material shall be addressed at the next meeting.

6 DATE OF NEXT MEETINGS

RESOLVED

That the date of the next meetings will be held on Wednesday, 5 March 2025 at 11.00am and Wednesday, 7 May 2025 at 11.00am.

The meeting ended at

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