

## **LEDBURY TOWN COUNCIL**

### **MINUTES OF AN EXTRAORDINARY MEETING OF THE MASEFIELD MATTERS PROJECT BOARD HELD ON 25 JUNE 2025**

**PRESENT:** Dr Philip Errington (PE), Amy Howard (AH), Tim Keyes (TK) (remotely), Caroline Magnus (CM), Nick Morris (NM), Justine Peberdy (JP)

**ALSO PRESENT:** Isabel Lewis (IL) (Project Assistant Intern), Angela Price (AP) (Town Clerk)

#### **1. TO ELECT A CHAIRMAN OF THE MASEFIELD MATTERS BOARD FOR THE 2025/26 MUNICIPAL YEAR**

PE nominated NM. CM seconded this. NM accepted the nomination and was elected unanimously.

The order of the agenda items was altered to elect the Chairman first, apologies for absence, reviewing the terms of reference, ending with the election of Deputy Chairman and lead roles.

#### **2. APOLOGIES FOR ABSENCE**

Apologies were received from Stephen Furlonger, Dr John Holmes, Chris Noel and Christine Tustin.

#### **3. TO REVIEW AND APPROVE THE DRAFT TERMS OF REFERENCE FOR THE 2025/26 MUNICIPAL YEAR**

CM suggested that Board members review the Terms of Reference in the meeting but not adopt them. A conversation was had regarding previous draft Terms of Reference documents and the need to review them. It was decided to review the draft Terms of Reference in the meeting.

A range of small alterations were suggested by NM and TK. TK suggested alternative wording in Section 7 and that the role of subcommittees be made clear. AP briefly explained the Nolan Principles, as some Board members were unfamiliar with these, and agreed to send these to members. \*

AH asked why Emma, as Project Co-ordinator, was not present. NM said this may be a conflict of interest and he would elaborate later in the meeting. AH asked how the role of Project Co-ordinator could have conflicting interest with a meeting of the project's Board.

A lengthy conversation was held surrounding the issue of communication between the project staff and Board members. The key points raised in this was the extent of Board involvement in day-to-day running of the project, the importance of implementing the subcommittee structure in improving communication and the

importance of Board members to be familiar with the project plan (in particular that agreed with the NLHF).

NM expressed he would like to be copied in to every communication from the project staff.

TK recommended a meeting was needed between the Chairman of the Board, the Town Clerk, the Project Co-ordinator and a fourth party to discuss the management of the project. AH raised concerns that this meeting of the Board was being held without the Project Co-ordinator being present. NM asked TK if he would be the extra person in the meeting upon his return to Ledbury, to which he agreed.

AP affirmed need for some level of autonomy. There was a discussion between members as to the autonomy of the role of the Project Co-ordinator and the roles of the Board members and the decision making process, with varying viewpoints.

The Board members reaffirmed issues with communication but otherwise were very happy with the work of the Project Co-ordinator. JP suggested that losing the Project Co-ordinator is the biggest risk to the project.

CM reaffirmed the need to keep John Masefield at the heart of the project. JP pointed out the Board should always refer to the project plan. AP recommended the Board not to arrange activities additionally to those on the project plan in order to manage workload.

NM criticised lack of funds raised. AP advised that the responsibility of fundraising sits with the Board.

AP noted that the Terms of Reference would be re-sent with the changes recommended.

CM asked how technical support in the project will be handled in the subcommittees. It was determined it would fit into the Communications and Risk. This will be included in the Terms of Reference.

CM noted that the John Masefield Society had applied for Gift Aid and would be registered very soon.

#### **4. TO ELECT A DEPUTY CHAIRMAN OF THE MASEFIELD MATTERS BOARD FOR THE 2025/26 MUNICIPAL YEAR**

CM nominated TK and NM seconded.  
AH nominated JP and TK seconded.

TK said he would accept the nomination, though it would be with some reluctance. JP says she has time to fulfil the role and would be happy to do it.

NM said that Cllr Harvey, the Chairman of Ledbury Town Council, had asked him not to run as Chairman. AP suggested that JP could be Chairman and NM Deputy Chairman, which AH agreed. TK also suggested this as an alternative option. JP said

it was for NM to decide if he was able to fulfil the requirements of the role. It was determined that JP is to become Deputy Chairman and NM to be Chairman.

**5. TO APPOINT THE FOLLOWING PROJECT LEADS: FUNDING, COMMUNICATIONS AND SOCIAL MEDIA, RISK**

**Funding**

TK was appointed Funding Lead, with JP and NM as other members of the group.

**Communication**

CM expressed she would like to be involved but not lead. It was noted that Stephen Furlonger would be a potential candidate for the Communication Lead role. PE also expressed an interest in this subcommittee.

No Communication Lead was selected.

TK recommended JP arranged for Stephen Furlonger to restate their role within the project. It was recommended the Board seek another member, noting that around the time of the Poetry Festival would be a good opportunity for this.

**Risk**

AH volunteered as Risk Lead, noting that it is currently planned for Chloe Garner to resume her role as Director of Ledbury Poetry in October.

It was noted that JH would have relevant skills in this area, and that AP, as the Town Clerk, would also be involved in risk management.

AH left at 15:26

It was determined that familiarisation events would fall under the Communications subcommittee.

PE asked TK if remote connection was good, TK confirmed that the connection worked well and he had been able to participate effectively. It was agreed that future Board meetings would take place in the Master's House.

**6. DATE OF NEXT TWO MEETINGS**

Wednesday 13 August 11am

The meeting ended at 15:35.

Signed.....

Dated.....14-10-2025

