

March  
2026

# MEMO

MID-EDEN MAGAZINE  
[www.midedenmemo.org.uk](http://www.midedenmemo.org.uk)

**Community  
Events,  
Trades &  
Services in**

Blencarn  
Culgaith  
Edenhall  
Gamblesby  
Glassonby  
Hunsonby  
Kirkland  
Langwathby  
Little Salkeld  
Melmerby  
Ousby  
Skirwith  
Winskill

**and the  
wider  
area**



## **MEMO Constitution and History**

Updated March 2026

# The MEMO

1. The Memo is a church and community magazine for all households in the Cross Fell Benefice (8 parishes which form the southern part of the East of Eden Mission Community) combined with an additional 5 parishes added to the distribution later. The villages covered by the Memo distribution area therefore now include Blencarn, Culgaith, Edenhall, Gamblesby, Glassonby, Hunsonby, Kirkland, Langwathby, Little Salkeld, Melmerby, Ousby, Skirwith and Winskill.  
  
The Memo publishes items of interest to the community within this group of villages.
2. The Memo includes details of the services to be held in the coming month in both the churches and Methodist chapels of the villages covered by the Memo distribution area.
3. The East of Eden Mission Community arrange for an introductory letter to be written each month by a member of the clergy or other person invited by them. The East of Eden Mission Community are responsible for organizing the rota of people who contribute these letters and ensuring that the letter is received by the editor by the copy date.
4. The Memo is delivered free to all households in the villages covered by the Memo distribution area. It is also available online at [www.midedenmemo.org.uk](http://www.midedenmemo.org.uk) and has a Facebook page @MidEdenMemo.
5. The Memo is produced by a team of volunteers which includes:  
Committee members, typists, proof-readers, cover artists and distributors.
6. The Memo is printed by a commercial printer. This is currently Penrith Posters, 20-21 Little Dockray, Penrith CA11 7HL
7. The Memo does not publish any material of a controversial or inflammatory nature, either political, religious or social. It is not a forum for discussion but for information.
8. Funds for the Memo are raised in a number of ways as follows:  
Church subscribers  
Community subscribers: parish councils, village halls/community centres / local groups/clubs  
Business subscribers: local and wider area businesses who wish to advertise in the Memo  
Other local groups / clubs and individuals who wish to include one-off advertisements  
Sponsors: currently Langwathby Stores, The VIC Culgaith, Tithe Cottage Furnishings, SP8 Physio Pilates, Culgaith, Hunsonby, Langwathby parish councils, PCC of Langwathby, Langwathby Methodist Chapel  
Donations from organisations and individuals
9. No article may take up more than one page of the Memo.
10. Items for publication are predominantly for events or businesses based within the Memo distribution area. However, from 2026 and after consultation with the readership, business adverts from outside the area are also accepted at a higher charge and printed in a separate section.
11. The Memo does not accept flyers. It is recognized that individual villages sometimes add their own newsletter or event notices but this is to be organized by them and must not delay the distribution of the Memo. Inserts should not violate point 7 above.
12. Any individuals aged under 16 wishing to take part in MEMO production and distribution activities must be accompanied by a family member or guardian aged 18+.

# Memo Organisation

## Production

The time line for production of each monthly issue of the Memo is designed to allow each issue to be delivered to all households in the distribution area by 1<sup>st</sup> of the issue month at the latest.

1. The Copy Date is the latest Friday in the month which will allow the timetable below and then 2 clear weekend days before 1<sup>st</sup> of the month for distribution taking into account any bank holidays.
2. All copy for the next issue should have been received by the editor by noon on the Copy Date. This can be received by email or as hard copy and includes the cover art, church service timetable for the next month and introduction letter.
3. The editor provides to the typist a draft breakdown on the Wednesday evening before the Copy Date and the final breakdown on the evening of the Copy Date along with all of the copy to be included in the body of the Memo to the typists inbox.
4. Typist completes typing of the body of the Memo by the Sunday lunchtime after the Copy Date and delivers this as hard copy to the proof-reader and by email to the editor.
5. Proof-reader completes proof-reading by the Monday evening after the Copy Date and emails any required amendments to the editor, copied to the typist.
6. The editor makes any amendments needed to the body file and creates the cover file. The files are then converted to PDFs and delivered to the printer by the Thursday morning after the Copy Date.
7. Printed copies are collected from the printer by the distribution coordinator by the following Tuesday evening.
8. The distribution coordinator bundles the printed copies for distributors and delivers them to St Peter's Church, Langwathby for Wednesday morning for distributors to collect.

## Committee

The Memo committee meet in February each year for the AGM and normally in October to discuss whether changes to charges for the following year are required. Other committee meetings and sub-committee meetings are arranged as required.

The current Memo committee is made up as follows:

Post	Current Postholder	Summary of Role
Chairperson / Editor	Jane Shields	Organise / chair committee meetings, contact for queries, editing of Memo
Co-Editor	Attracta Stewart	Editing of Memo, contact for content queries
Treasurer	Martin Stitch	Accounts and payments, arrange audit
Secretary	Lucy Streatfield	Meeting minutes, coordinate up to date contact details
Typist / Proof-reader Coordinator	Attracta Stewart	Typist / proofreader rota, recruitment and training
Cover Artist Coordinator	Nigel Faulkner	Recruitment of artists. Artists rota and ensure cover art available each month for copy date
Business Adverts Coordinator	Abi Holland	Annual subscription collection, contact point for queries and new business advertisers
Community Adverts Coordinator	Abi Holland	Annual subscription collection, contact point for queries and new community advertisers
Website / Facebook Coordinator	Amy Rowley	Upload of Memo issues and other communications to web site and Facebook
Distribution Coordinator	Lydia Gray	Coordination of distribution of the Memo and the volunteers who do this. Current postholder chooses not to be an attending committee member.

The following pages list the responsibilities of each committee member role in more detail.

## **Chairperson**

- Overall representative of and spokesperson for the Memo
- Overall responsibility for liaising with committee members and ensuring collaboration of committee members to help ensure the Memo continues to exist as a valuable community resource
- Call and plan committee meetings as necessary and chair these meetings including the AGM
- Ensure an AGM (usually in February) takes place annually and that the accounts are duly audited and presented.
- Coordinate the production of the Memo
- Uphold the ethos and see a high standard of production is maintained
- Signatory on Memo bank account (along with Treasurer and Secretary)

## **Editor**

- Overall responsibility for MEMO publication (print / website / Facebook)
- Maintain relationship with printing supplier (currently Penrith Posters) for production quality and pricing.
- Liaise with Treasurer, Business and Community Advert Coordinators to ensure that subscriptions and payments are received and are up to date and agree what action to take where payments are not up to date.
- Coordinate recruitment of new volunteers for Memo roles which become vacant.
- Work alongside co-editor to share MEMO production duties.
- Editor (or co-editor) leads MEMO production on copy week to ensure the collaboration between business advert coordinator, community advert coordinator, typists, proof-readers, artist coordinator and distribution coordinator runs to schedule.
- Editor (or co-editor) produces draft and final breakdowns for typist on rota.
- Editor (or co-editor) produces the cover file.
- Editor (or co-editor) performs final edit of issue ensuring all production standards are adhered to and submits final Memo PDF files to the printer.
- Editor (or co-editor) checks all items received for inclusion in the Memo to ensure they are within the criteria for publication in the Memo and refuses or edits material as required in agreement with the committee where necessary. Ensures that this caveat is printed in every issue of the Memo.
- Editor (or co-editor) responds to any queries on content which anyone wishes to have included in the Memo.

## **Typist / Proof-Reader Coordinator**

- Agree the typists and proof-readers rota with the typists and proof-readers each year.
- Ensure a typist is available to type the Memo each month.
- Assist with recruitment of new typists and proof-readers as necessary.
- Train new typists and proof-readers.
- Ensure all typists and proof-readers are aware of the Memo production standards e.g. fonts, font sizes, clip art rules etc. and receive refresher training as needed.
- Pass on feedback to typists from the editor / co-editor / proofreaders on any issues found while editing or proof-reading.

## **Treasurer**

- To keep an accurate record of Memo finances including money received and money paid out.
- Pay all invoices received
- Bank all monies received
- Provide receipts for payments received where requested
- Signatory on bank account (with chairperson and secretary). Ensure that bank account signatories are kept up to date so that people who should not have access to the bank account do not have access and that there are sufficient people available to make and authorize payments.
- Provide reports to the committee on Memo finances to assist with decisions on charges etc.
- Liaise with the Business Adverts Coordinator to ensure that all business subscriptions and business adverts have been paid for at the correct advertised rates and that all monies have been received and banked.
- Liaise with the Community Adverts Coordinator to ensure that all community subscriptions and community adverts have been paid for at the correct advertised rates and that all monies have been received and banked.
- Liaise with the Chairperson to review subscriptions / payments not received and decide on the appropriate action.
- Prepare a balance sheet to cover each accounting year from 1<sup>st</sup> January to 31<sup>st</sup> December.
- Have the accounts audited each year.
- Present the accounts at the AGM.
- Hold audited accounts for 7 years.

## **Secretary**

- Take minutes at committee meetings and agree and circulate those minutes after meetings.
- Liaise with committee members, Typists / Proof-readers Coordinator, Artist Coordinator and Distribution Coordinator to ensure up to date lists of contact details for all volunteers are available on the Memo shared drive.
- Signatory on Memo bank account (along with Chairperson and Treasurer)
- File and keep a copy of each issue of the Memo.

## **Business Adverts Coordinator**

- Once charges for the new Memo year have been agreed, normally at a committee meeting in October, send out renewal notices to
  - current business advertisers and
  - sponsors
- Record all advertisers and sponsors including their name and contact details, advert / subscription type and details, cost of adverts / subscriptions, payment amounts received and make this list available to Chairperson and Treasurer as required.
- Deal with queries and payments from new and existing advertisers and advertisers wishing to remove adverts throughout the year, recording them as above.
- Record updates as they are received. There is no charge for amending an advert.
- Notify the editor / typist and treasurer of any changes as required.
- Send any monies received to the Treasurer.
- Provide an up to date list of business adverts including size and type of advert which should be included in the Memo as requested by the editor, typists or proof-readers.
- Refuse requests for business adverts which do not meet the current Memo criteria.

## **Community Adverts Coordinator**

- Once charges for the new Memo year have been agreed, normally at a committee meeting in October, send out renewal notices to current community advert subscribers
- Record all community subscribers including their name and contact details, advert size details, cost of subscription, payment amounts received and make this list available to Chairperson and Treasurer as required.
- Deal with payment queries and payments from new and existing advertisers.
- Send any monies received to the Treasurer.
- Liaise with the editor for any queries on space required for requested adverts or eligibility of advert requests for inclusion in the Memo.

## **Artist Coordinator**

- Arrange the cover artists rota for the next year
- Liaise with Secretary to keep cover artist contact details list up to date on Memo shared drive.
- Ensure cover art is received from each artist in time for the Copy Date and make it available to the editor.
- Recruit new artists as necessary.

## **Website / Facebook Coordinator**

- Upload latest Memo body and cover files to the Memo web site.
- Upload latest Memo body and cover files to the Memo Facebook page.
- Upload other documents to the web site and Facebook page as requested by the Chairperson or Editor.
- Carry out online marketing of the Memo in agreement with the committee.

## **Distribution Coordinator**

- Pick up printed Memos from Penrith Posters by the Tuesday before the Wednesday pick up date advertised to distributors.
- Take Memos to Langwathby church and sort into labelled bundles for each distributor ready to be collected by noon on the Wednesday advertised in the previous Memo.
- Email distributors once copies are ready to be picked up.
- Post a copy of the printed Memo to Jeremy Godwin each month.
- Recruit new distribution volunteers as required
- Ensure distributor holiday or sickness is covered if the distributor has not done this
- Keep track of contact details for existing volunteers

The MEMO

History

1973 – 2026

**Church Newsletter to Parish News to Parish Magazine**

To

**The 'MEMO'**

**The start**

The Rev John Watson-Williams, Vicar of Culgaith, established a monthly newsletter in the parish, distributed by volunteers to households in Culgaith and Kirkland.

**The aim** of this newsletter was

- a) a means of obeying Christ's word to go out into the world and preach the Gospel and
- b) to try to foster a true feeling community and fellowship in the village by giving items of local interest and a diary of events for the future weeks.

The Rev John Watson-Williams (Culgaith) and the Vicar of Langwathby and Edenhall, The Rev Bereford Hope coincidentally retired at the same time

**Langwathby PCC** printed an A4 sheet during the interregnum giving details of services at the two churches of Langwathby and Edenhall.

**With the arrival of the Rev David King in 1972** the parishes of Langwathby/Edenhall and Culgaith/Kirkland were amalgamated.

David King was an enthusiast about the 'Church Newsletter' and in

**April 1973 the first copy of 'News from the Parishes'** was produced with the aims, as stated in the Culgaith sheet, transferred to this new publication. It was hoped that this would be a monthly newsletter and that parishioners would submit items.

These early Newsletters contained mainly an Editorial, a homily from the Vicar (David King) and also from the Manse (Alan Stephenson) also a Parish Diary of services, list of services at the Chapel and reports from W.I. meetings.

**The organising committee** was John Wood as Editor, Gwen Veitch (Treasurer), Dorothy Towler (Cover Artist) and Barbara Graham and Ken Westgarth. Items for publication went to David King at Edenhall Vicarage and were then typed by John Wood on a 'skin' and taken by Brenda Hom to Monkhouses who kindly printed them. There was then a 'folding session' at the vicarage and it was finally distributed by a pool of volunteers, originally organised by John Wood.

**The magazine was collected by the Vicar and arrived as single sheets.**

These all had to be folded by hand and then put together - in the correct order! - to form the magazine. The 'folding' sessions continued until printing was taken over by Imagen Press in the 1990's.

When David King left the parishes in March 1975 there was considerable concern as to whether the 'Parish News' would survive as he had been its' main driving force.

Public demand prevailed, and it continued until the arrival of **the Rev Phillip Canham who moved into the Vicarage at Little Salkeld in June 1975**. The parishes were in a state of flux and so Philip Canham was in fact Priest in Charge of Langwathby, Edenhall, Culgaith, and Addingham, which included the villages of Gamblesby and Glassonby.

Kirkland was not included as this was to be looked after by The Rev Vernon Clarke who would supply news from Kirkland to this publication but Kirkland households requested to receive a copy of the 'Parish News' as previously.

The '**Parish Leaflet**' Team was John Wood, Gwen Veitch - Langwathby, Alan Burne – Addingham, Des Youngman – Culgaith, Barbara Graham - Edenhall plus the Vicar. Phillip Canham believed in the 'Parish Leaflet' but didn't hesitate to criticise its' layout and 'wordiness' and obviously there were some inserts (flyers) being put in. In his words "**the prime function is to be an effective link with parishioners.....inserts obscure the real purpose**" and it "**should be comprehensive but brief; The more you give people to read the less they read it**"

From then onwards there appeared many interesting items: *local history, obituaries of local people, poems and observations of various kinds*. **Jeremy Godwin's** articles appear first in February 1976, but there were many local people, especially the **Dodd family** who contributed most *interesting articles of local history*.

**During the early months of 1976 readers were asked to suggest a name for the publication. Suggestions were** The Helm; The Helmet; Bar Cloud News; The Link; The Churches Link; Edenside News; Mid Eden Gazette; Edenvale Villages and, I believe, The Hallelujah Express!

**The suggestion by Jeremy Godwin was chosen**

Mid Eden Magazine O i.e. **MEMO**.

Originally this was printed in full on the cover, but gradually became reduced to the 'MEMO' we know today.

**About this time copy was collected in individual villages** - Des Youngman in Culgaith, Barbara Graham in Edenhall and John Wood in Langwathby.

**Until this date the cover artist had been Dorothy Towler of Langwathby**. Starting with quite ordinary and plain covers the designs developed and delightful pertinent pictures with a great sense of fun and humour became her trademark.

**In August 1975** Mr and Mrs Towler moved to Pooley Bridge, but Dorothy continued to illustrate the cover until September 1976.

**Until February 1977** there was no illustration and the Cover consisted of the title and the list of 'Events' for the month.

**In March 1977 Ken Westgarth began illustrations**. The design of the cover changed over the years to a rectangular space/box, to the 'clipboard' and now to the design of today.

**There is a nice note in the April 1977 issue from the 'Distribution Manager' (no name), firmly rebuking his 30 distributors for not getting the Memo into households by the first of the month.**

In Culgaith the Memo was distributed in the newspaper, but as some did not have a newspaper, Mrs Hindson kindly agreed to have copies available in the shop

**In August 1979 Philip Canham left and in 1980 Richard Glover** was appointed Vicar and Kirkland joined the 'Memo'.

**In 1985 Richard Moatt** was appointed Vicar;

in June 1998 the parishes of Melmerby, Ousby and Skirwith had joined and the Memo was now distributed to all eight parishes.

**Collection of material** was to Arnold Hom, typing was still being done by John Wood, but by now Monkhouses had closed and printing was done by Brenda Hom in Arnold's barn on the Roneo duplicator.

**Folding on a Tuesday night** now took place in various villages as indicated in the 'copy date' notice the previous month; Arnold Hom in Langwathby, Des Youngman in Culgaith, and Mrs Morton in Gamblesby.

**The duplicator became old** and money had to be raised to replace it. Requests for donations were put out, but Des Youngman (Culgaith) on the County Council managed to obtain a grant from one of the funding departments.

**John Wood** was one of the early people to have a computer at home, and he obviously enjoyed the facility it gave him to embellish the previously plain typing of the Memo. He even had a hand scanner and could put in pictures. He was a pivotal person in the production of the Memo from its' inception and shouldered more and more responsibility, eventually he was editing, typing and printing and also involved with distribution. With his sudden death in January 1993 there was some consternation, especially as Arnold Hom was unable to access any material on the computer as John had protected his material with passwords. The Committee decided that from henceforth no one person should hold all the organisational details and positions!

**As a result of John's death a pool of volunteer typists** was established; Sheila Orchard, John Dixon, Nicola Harvey, Michelle Frogatt, then later Sheila Ripper and Michelle Merry, and the publication became more varied in layout depending on the typist.

**It is likely that at this time the printing** was taken over by Mike Egan who had set up his printing business 'Imagen Printers' in the premises behind Langley House, Langwathby.

**In the Dec/Jan issue 2000, the cover design** was changed to the 'Clip Board' designed by Sheila Ripper. At this time, *local businesses began to advertise* and a section entitled 'Services' appeared. They were not charged for this facility.

**Because finances were running low** the Treasurer reluctantly agreed to some sponsorship and **Bibby's, Jim Peet Agriculture, Eden Ostrich Farm, Edenhall Country Hotel, K & R Johnston, Langwathby P.O and Stores** were the first to be approached and respond. By 2004 the only sponsors left were K & R Johnston, Langwathby Post Office and Stores, Jim Peet Agriculture and Eden Ostrich World. There were 20 businesses advertising, but the Treasurer maintained there was to be no charge as she considered the Memo a 'charity' and unable to charge.

## The 'Memo' was now in definite financial straits.

Typists had left or resigned and the remaining two, Michelle Hall (Merry) and Sheila Orchard, did a sterling job on alternate months in 2004.

**It was saved financially** by contributions from local people, notably a generous donation of £500.00 which enabled it to be printed for the next few months.

*It was mooted that the Memo should cease publication.*

Rob Orchard heard of this and submitted challenging articles in the 'Memo' alerting everyone to the situation.

**A meeting was held in November 2004** at White House, Langwathby for the new typists who had volunteered, and the offer of assistance from Fellside CDT with Mandy Trueman and Jackie Kitchen, was accepted.

**January 2005** A course was run at Fellside CDT for typists, and Sheila Ripper set up the format for the Memo and continued to be an invaluable 'helpline'. An email address was also set up at this time to run alongside items taken to Ken Westgarth.

## NEW COMMITTEE

A meeting was held at White House Langwathby on **8<sup>th</sup> December 2004** to form a new 'Memo' Committee. At this meeting Richard Moatt resigned and Gwen Veitch (Treasurer) submitted her resignation from 31 December, the end of the financial year. Ken Westgarth, (with Gwen) the only other member of the original Memo Committee, remained to be cover artist and collector of items for publication.

### The new Committee - December 2004

was Chairman Bridget Davey (Langwathby), Secretary Gordon Braithwaite (Ousby), Treasurer Irene Herety (Ousby), Distribution Kathleen Doidge Harrison (Little Salkeld), Fund Raising Pam Jago (Little Salkeld), Sponsorship Michael Frogatt, Andrew Morton (Kirkland and Blencarn), Cover/Layout/Typists Sheila Ripper (Langwathby), Cover Artist/ Collector Ken Westgarth (Langwathby).

**During 2005** Bridget Davey took on the job of Advertisements and Sponsorship and in **2006** definite charges were introduced for these and suggested donation for individual's items. In **2007** the Treasurer Irene Herety resigned and this was taken over by Bridget Davey.

As the circulation of the Memo increased so did its' complexity.

**A rota of proof readers** were introduced and Patricia Sweeney joined the Committee to oversee them and the typists.

After the death of Ken Westgarth in 2008 a

**Rota of cover artists** was established. In April 2009 the cover was changed. The design was by Janet Grindrod.

Since 2004 there have been changes of personnel on the Memo team:

Michael Froggatt had died; Resignations include Andrew Morton, Sheila Ripper, Gordon Braithwaite, Irene Herety, Arup Majhi, and Lucy Streatfield from the Committee, but Andrew remained as a key in the distribution network. Jenny Taylor (Typist). Diane McIlmoyle (Proof Reader) and Anne Paterson (artist)

### **At the 2012 AGM**

**Request for donations for individual items** were raised to £5.00, Business advertisements raised to a charge of £6.00 per month or £50.00 pa. Sponsorship to £65.00pa.

This increase was largely dictated by the retirement of Mike Egan of Imagen Press, who had been a loyal supporter of the 'Memo'. A new printing firm had to be found and the 'Herald' was the most cost effective and convenient and took over the printing in February 2012.

### **THE 'MEMO 'TEAM for 2013 was**

Chairman/ Coordinator - Bridget Davey

Treasurer - Michael Sweeney

Distribution - Kathleen Doidge -Harrison

Typists/Proof Reader Coordinator - Patricia Sweeney

Business Advertisements and Sponsorship - Bridget Davey

Typists - Fran Flower, Susan Graves, Janet Grindrod, Patricia Sweeney, Julia Watchman

Proof Readers -Judy Barnes, Margaret Bradney, Jan Coates, Shirley Dark, Audrey Jackson, Margaret Pearson

Artists - Peter Brown, Janis Young, Heather Young, Lucy Streatfield, Peter Koch Osborne, Barbara Hitch, Tina Wild

### **MEMO 40TH ANNIVERSARY 1973-2013**

Many helpers read through back copies of the Memo and compiled an exhibition of items showcasing the last 40 years in the area. The exhibition was held in St Peter's Church, Langwathby on 27<sup>th</sup> /28<sup>th</sup> April - 40 years after the publication of the first 'Memo'.

A 'Songs of Praise' Service was held on the Sunday evening at which the preacher was the Revd Canon David King, former vicar of the parish and founder of the 'Memo'. Items have been kept and Lydia Gray kindly compiled a disc - all ready for the 50<sup>th</sup> anniversary!

### **AGM 2014**

At the AGM in 2014 the Treasurer reported a deficit of £189.87. This was the first time a loss had been made since the new committee took over in December 2004.

Although most contributors were making a donation, the amount given was not covering the printing costs of the articles submitted, and some didn't contribute. It was decided that all articles would have a charge, and those not paying would be followed up. Charges for 2014 were agreed as follows: Individual items / Groups / Clubs / Education - £6 per item per month - no more than half a page. Business / Leisure / Commercial / Shops / Hotels / Pubs / Cafes - £6 per entry or £60 p.a. Max 40 words excluding title and contact details.

The Memo team was as in 2013, with Jeff Trueman taking over as Business Coordinator in October 2014. The circulation is now 1280 copies in the Benefice.

**From 2015**, Bridget Davey had resigned from the committee along with a number of other committee members. The Chairman / Editor role was taken on by Chris Forrester of Langwathby and he remained in this role for the next 10 years until February 2025. During this time Jeff Trueman remained Business Adverts Coordinator, Sheila Ripper and then Martin Stitch (from 2022) were Treasurer, Nigel Faulkner was Cover Artist Coordinator and Iain Broadway was Typist / Proofreader Coordinator.

**2020 / 2021 – COVID:** During the COVID outbreak, there were no social events to advertise but it was decided that MEMO should continue to be produced and distributed as a community service, with contact details of businesses and other helpful bodies such as emergency helplines and the Citizens' Advice Bureau. It was decided that no charges would be levied as long as there were funds to cover costs. Whilst this was very supportive to the community, it used up most of the MEMO financial reserves which had been built up, and left the MEMO in a financially precarious situation once again.

In order to maintain interest in the magazine and to support local residents during the COVID lockdown, general interest articles written by members of the community and edited by Iain Broadway were included in the MEMO to replace the missing community adverts. Topics included amongst others: a traditional recipe; shepherds' crooks; easy yoga exercises to do at home; restorative yoga to reduce anxiety; the Helm Wind; ways to improve mental health; summer avian migrants; Melmerby Hall; local rail stations.

### **MEMO 50TH ANNIVERSARY 1973-2023**

For the 50th Anniversary of MEMO in 2023, Nigel Faulkner and Iain Broadway met with Jeremy Godwin and presented him with a Caithness Glass paperweight to celebrate his years of service to MEMO and the community. Jeremy had won the original competition to name the "MEMO" and has submitted articles since January 1976, replacing the regular naturalist contributions that were written by Walter Howe. Jeremy's first contribution was reprinted along with an article in appreciation of his commitment.

A special anniversary illustration by Vicki Everatt was created and donated, which was framed by Nigel Faulkner and featured on the Anniversary Cover of MEMO. Iain Broadway organised a number of exhibitions in local villages, giving residents an opportunity to browse previous editions and discuss the policies and production of MEMO. Iain took the special illustration together with all past editions and set up a display in each venue. The displays were advertised in MEMO and timed to coincide with the end of Sunday Services or another social event. The weekly venues were: St John's Church, Melmerby; Langwathby Methodist Chapel; St Luke's Church, Ousby; The Vic Cafe, Culgaith; St John's Church, Skirwith. Each session lasted two hours.

**2023:** In 2023 it was decided to create a co-editor role to share the editor duties with Chris Forrester. Jane Shields volunteered for this role.

In September 2023 The Herald who had been printing the MEMO each month unexpectedly and at short notice advised that they would no longer be providing a printing service. They were passing their printing business to Penrith Posters and so the printing of the MEMO has been done by Penrith Posters since that time.

**AGM February 2024:** At the AGM in 2024 the committee consisted of  
Chairperson / Editor – Chris Forrester  
Co-Editor – Jane Shields  
Treasurer – Martin Stitch  
Business Adverts Coordinator – Jeff Trueman  
Typist / Proofreader Coordinator – Iain Broadway  
Cover Artist Coordinator – Nigel Faulkner  
Distribution Coordinator – Lydia Gray

At the February 2024 AGM a subcommittee was formed to look at revising the layout of the MEMO cover. The changes agreed by this sub-committee were put into effect in the Summer of 2024.

At a committee meeting in July 2024 Chris Forrester advised the committee of his intention to step down as Chair and Editor from the February 2025 AGM. Jane Shields advised that she did not want to take on all of the duties and responsibilities currently undertaken by Chris and for a while the future of the MEMO was in jeopardy again. This led to an appeal going out in the MEMO for new volunteers to allow the MEMO to continue.

By November 2024 a number of new volunteers had come forward. New roles on the committee were created to spread the workload that had been undertaken by Chris across a number of people. At a committee meeting in November 2024 the following new posts and postholders were agreed.  
New Co-Editor – Attracta Stewart  
Community Adverts Coordinator – Abi Holland  
Online Coordinator – Amy Rowley  
Secretary – Lucy Streatfield

**AGM February 2025:** The AGM in 2025 was Chris Forrester's last AGM and committee meeting. At the AGM Jane Shields agreed to take on the role of Chairperson and the committee was now:  
Chairperson / Editor – Jane Shields  
Co-Editor – Attracta Stewart  
Treasurer – Martin Stitch  
Business Adverts Coordinator – Jeff Trueman  
Community Adverts Coordinator – Abi Holland  
Typist / Proofreader Coordinator – Iain Broadway  
Cover Artist Coordinator – Nigel Faulkner  
Secretary – Lucy Streatfield  
Online Coordinator – Amy Rowley  
Distribution Coordinator – Lydia Gray

At the February 2025 AGM it was also agreed to form a sub-committee to look at whether the MEMO should now allow business adverts from out of area businesses. Slightly larger numbers of enquiries from out of area businesses were being received and the financial situation of the MEMO had still not recovered completely from the COVID years.

Also at the February 2025 AGM, Jeff Trueman passed an old paper copy of the MEMO constitution and history document to Jane Shields. This document had not been updated since 2014 and so Jane took on the job of bringing it up to date through 2025.

In April 2025 Iain Broadway resigned as Typist / Proofreader Coordinator although he stayed on as a typist until February 2026.

Also in April 2025 it was announced that Microsoft would be removing Publisher, the software currently used for creating the MEMO, from Office 365 in October 2026. This was the start of a project to find and agree an alternative and learn to produce the MEMO in different software. A meeting between the editors, typists and proofreaders in April 2025 agreed that Microsoft Word would be the software replacing Publisher for producing the MEMO.

The sub-committee looking at out of area business adverts met in June 2025 and recommended a consultation with the readers. So, in the August and September 2025 issues there was a notice asking for views on the inclusion of out of area business adverts. Only a few responses were received but all were positive about the idea and so from the October 2025 committee meeting it was agreed to amend the MEMO constitution to allow out of area business adverts to be accepted although at a slightly higher charge than local adverts and in a separate clearly marked section.

### **October 2025 Committee Meeting**

The Typist / Proofreader Coordinator role was taken on by Attracta Stewart at the committee meeting in October 2025 alongside her role as Co-Editor.

Jeff Trueman resigned as Business Adverts Coordinator from October 2025 and this role was taken over by Abi Holland alongside her existing role as Community Adverts Coordinator.

The October 2025 committee meeting also agreed to raise charges slightly so that they were now:

Community Adverts: £9 per 1/3 page

Business Adverts:

Standard: £10 per issue or £100 subscription

Premium: £14 per issue or £140 subscription

Out of Area Business Adverts:

Standard: £11 per issue or £110 subscription

Premium: £15 per issue or £150 subscription

From April 2025 several people had spent time looking at how to use Word to produce The MEMO. The first issue to be produced from Word was the March 2026 issue.

The update of the MEMO Constitution and History document from 2014 to 2026 was completed for consultation in time for the February 2026 AGM. The cover artwork was provided by Nigel Faulkner.

**AGM February 2026:** the committee is now:

Chairperson / Editor – Jane Shields

Co-Editor and Typist / Proofreader Coordinator – Attracta Stewart

Treasurer – Martin Stitch

Business and Community Adverts Coordinator – Abi Holland

Cover Artist Coordinator – Nigel Faulkner

Secretary – Lucy Streatfield

Online Coordinator – Amy Rowley

Distribution Coordinator – Lydia Gray

At the committee meeting following the AGM a new monthly quiz to be included in the MEMO was discussed. The first quiz was included in the April 2026 issue. It was also agreed that members of the committee would work to promote advertising in the MEMO to more local and out of area businesses. This would improve further the finances of the MEMO and perhaps allow the committee to look at including some unpaid for general interest articles in future issues.