

**Frodsham Town Council**  
**World War 1 Commemoration Working Group**  
**Record of Meeting**  
**Held On Wednesday 16 November 2016 at 18.15**  
**At Frodsham Library, Princeway, Frodsham**



**Present:** Alan Oulten (Chair) Geoff Abnett Ken Crouch Kath Hewitt Jenny Evans Pammi Taylor  
**Observer:** Dennis Taylor  
**Apologies:** Heather Powling Sara Wakefield Allen Wales

**Meeting 17**

**Action**

**Part A**

Before the start of the meeting, members welcomed Cllr Alan Oulten – attending his first meeting as the FTC Representative – and thanked him for acceding to their request to accept the Chairmanship of the Group.

116. **Declarations of Interest:** None.

117. **Record of Meeting Held on 12 October 2016**

117.1. *Acceptance:* Agreed as true & accurate subject to the following corrections:

*Item 112.1.ii 1<sup>st</sup> Bullet:* Insert “and Richard Hewitt” after “Sue Lorimer”

*Item 114.1:* Replace “Missing Names Plaque for OHMF Memorial” with “Missing Name from Trinity Memorial at Frodsham Methodist Church”.

*Item 114.8:* Replace “KH has a 1919 celebrations programme which we have to refer to” with “Referring to the 1919 celebrations programme, previously copied to members, would be useful”.

*Item 115:* Replace “27 October” with “26 October” [**NOTE:** In the event, the meeting did not take place.]

117.2. *Matters Arising:* None.

118. **Finance**

118.1. *Budget 2016-17*

i. See Annex 1 for transactions to-date.

ii. Other payments made on behalf of the Group, including any to local primary schools for materials purchased for poppy-making, were to be verified with the Responsible Finance Officer. **AO**

118.2. *Budget 2017-18*

i. See Annex 2 for WW1 WG's Proposal for Revenue & Capital Costs for Financial Year 2017/18

ii. Members discussed the matter of renovation of the St Laurence Church Memorial and recommended that FTC allocate a suitable sum of money for contribution to the renovation fund in its budget for FY 2017-18. **[R1]**

119. **Membership – FTC Representation**

119.1. Pammi had written to the Town Clerk in respect of lack of FTC representation on the Group and asked her to bring the issues to the notice of the Council. Alan's appointment was not as a result of the letter as the letter was due to be presented to the Council at its next meeting.

119.2. Alan was asked to confirm whether or not the former FTC representatives (Cllrs Caroline Ashton, Linda Brown & Fran Sutton) wish to remain on the Group's circulation list. **AO**

120. **Review of Actions & Progress**

120.1. *Battle of the Somme Commemoration (Jul – Nov 2016)*

i. *Cascade of Poppies*

• *Construction, Erection & Opening Ceremony*

.The Cascade had taken 67 man-hours (thanks to Group members Kath & Geoff and volunteers Richard Hewitt & Sue Lorimer) – excluding the time spent by the Schools on making the poppies – to assemble & erect.

.The opening ceremony at the Princeway Health Centre was attended by 60+ people including representatives of Royal British Legion, Primary Schools, Health Centre Management,

Frodsham Library & FTC and Brenda Frodsham & Jill Gleave, descendants of Lance Corporal William Jeffs, who died in France on 18 May 1916. Brenda Frodsham cut the ribbon and was presented with a WW1 plaque awarded to William Jeffs (found by Wilf Cotgreave in 1948).

.Richard Hewitt had refused payment for the souvenir programmes that he had produced but had asked that the Group make a donation of £20 to the Royal British legion. Members agreed to make the donation. Town Clerk to make the payment under Executive Powers. [EP1]

.Members recorded their heartfelt thanks to the Schools, Health Centre Management & volunteers who made the project a success.

- *Displaying the Cascade at Other Venues*: The Cascade has proved it to be unsuitable - on account of its size for:

.*St Laurence Church*: Email of 13 Nov '16 from Heather

.*Riverside Museum, County Hall*: The venue was suggested by David Joyce (Email of 3 Nov '16). Following Kath's discussion with Roger Whiteley of the Museum, the suggestion has had to be rejected.

.It was agreed to check with Paul Smith how long can the Cascade stay at the Health Centre and whether or not the Centre can store it for future use. **PT**

- *Publicity*: A 'press release' about the opening ceremony was sent to local newspapers. (The Chronicle ignored us - again!)

ii. *Artwork from schools*: Jenny is content for the artwork to remain at the Library till after Christmas. In the meantime, efforts will be made to find alternative venue(s).

120.2. *Remembrance Services*: Both Services (at OHMF & at St Laurence Church) were well attended. It was noted that the approaches at both sites need to be made safe for the avoidance of hazards. Geoff's offer of organising safety measures next year was accepted with thanks.

120.3. *Trinity Memorial – Missing Name*: Response from Rawsons Memorials was awaited.

120.4. *Missing Names Plaque for OHMF Memorial*: Ken & Heather were continuing with research and making steady progress.

120.5. *Notices for Cross References to Other Memorials*: C/F for discussion at the next meeting.

120.6. *Sundial at St Laurence Church – Update on Church's 5-Yearly Review*: The Quinquennial Report on the church building was under discussion. Heather would raise the matter of the Sundial at the next PCC meeting (Email of 13 Nov '16 from Heather).

120.7. *"Revealing Gallipoli" DVD*: After due consideration, members recommended that FTC approve the donation of DVDs (including "Revealing Gallipoli") - after their screening – to Frodsham Library for access by the public. [R2]

120.8. *Poppy Bed in Castle Park*: The current state of progress was not known and needed to be verified with the Town Clerk. **AO**

120.9. *Memorial Field – Reference(s) in Parish Magazine*: Work in-progress.

120.10. *Other Events / Activities*: None

## 121. Any Other Business

121.1. *OHMF War Memorial Condition Survey* (Email of 2 May '16 from Martin Meredith, Civic Voice): It was noted that the Town Clerk is communication with Civic Voice.

121.2. *Condition Survey of Other War Memorials*: After an in-depth discussion members agreed not to participate in this project – firstly, because all Frodsham's memorials are already on the War Memorial Trust's & other data bases and secondly, because our small group of volunteers does not have the time/resources to do the job effectively. The outcome of the discussion would be notified to Martin Meredith. **PT**

121.3. *Poppies left over from the Cascade*: Geoff will deliver the poppies to Jenny for displaying in the Library. He also offered to collect & retain the wreaths from St Laurence Church for future use.

121.4. *St Laurence Church War Memorial*: Agreed to get estimates for renovation of the Memorial. **PT/HP/Town Clerk**

121.5. *Publicity for Future Events*: It was noted that a facility to advertise in the 'rotunda' in Main Street was available by application to FTC and at the Health Centre via its screen by application to the Health Centre Management. Details would be confirmed with Paul Smith.

121.6. *Town Mayor's Email of 29 October 2016 to the Group's Chair*. Members expressed their disquiet about the Mayor's manner of writing, which was regarded as being aggressive and inappropriate in the circumstances.

121.7. *Parish Magazine – Nov 2016*: Kath read out an interesting article about the origins of the 2-minute silence on 11 November.

## 122. **Items for Future Meetings**

122.1. Passchendaele (21 Jul – 10 Dec 1917) (2017)

122.2. Scanning Day (2017)

122.3. Zeebrugge Campaign - Frodsham's Hero (Isaac Lawless/Leonard Ellams) (2018)

122.4. Exhibition at CPAC (2018)

122.5. Peace Celebrations (Church Service, Participation in Festival in the Park Re-enactment/Tea Party – Refer to 1919 celebrations programme) (2019)

122.6. Books – Progress

i. *Commemorative Book*

ii. *Historical Record of WW1 WG's Work*

123. **Next Meeting** will be held on Wednesday 18 January 2017 at 18.15 at Frodsham Library, Princeway, Frodsham.

**Meeting Closed at 19.45pm**

## **Recommendations** (Subject to Approval by FTC)

Following due consideration, the Group recommended that FTC:

**R1**: Allocate a suitable sum of money for contribution to the renovation fund in its budget for FY 2017-18. [*Item 118.2.ii*]

**R2**: Approve donation of DVDs (including "Revealing Gallipoli") - after their screening – to Frodsham Library for access by the public. [*Item 120.7*]

## **Recommendations** (Subject to Executive Powers delegated to Town Clerk)

**EP1**: Make a donation of £20 to Royal British Legion in lieu of payment for souvenir programmes produced by Richard Hewitt. [*Item 120.1.i, 1<sup>st</sup> Bullet, 3<sup>rd</sup> sub-Bullet*]

**Frodsham Town Council**  
**World War 1 Commemoration Working Group**  
**Income & Expenditure Record**  
**FY 2016-17**



<b>Income</b>			
<b>Date</b>	<b>Description</b>	<b>Income</b>	<b>Comments</b>
Jan 2016	Budget Allocation	£2,500.00	
Jul 2016	1 x 'From Battlefield to Blighty' @ £10.99 each	£10.99	Cash
Jul 2016	1 x Commemorative Bookmarks @ £1 each	£1.00	Cash
30 Oct '16	1 x 'From Battlefield to Blighty' @ £10.99 each	£10.99	Cash
	<b>Total</b>	<b>£2,511.99</b>	

<b>Expenditure</b> (Authority to spend delegated by FTC to Town Clerk on 27 May 2014 (NOTE: EP = Executive Powers))					
<b>Date Approved By FTC</b>	<b>Item</b>	<b>Estimated Expenditure</b>	<b>Actual Expenditure (Ex-VAT)</b>	<b>VAT<sup>1</sup></b>	<b>Comments</b>
EP 16 May '16	Church of England PS - Art Supplies	£150.00	£105.73	0.00	T4969 Cheque 206162
EP 30 Jun '16	St Luke's PS – Art Supplies	£150.00	£112.12	0.00	T5023 Cheque 206514
EP 9 Sep '16	Battle of the Somme DVD	£20.00	£36.78	0.00	T5102 Cheque 206566
	The Somme Map	£20.00			
EP 10 Oct '16	Invoice - W H Smith (Expense incurred on display materials by Ken Crouch)	£20.00	19.95	0.00	T5139 Cheque 206583
	Donation to RBL (In lieu of payment for souvenir programmes for the opening of the Cascade)	£20.00			
	Manor House PS – Art Supplies	£150.00			
<b>Total</b>		<b>£530.00</b>	<b>£274.58</b>	<b>0.00</b>	

<sup>1</sup> VAT is refundable

Frodsham Town Council  
**World War 1 Commemoration Working Group**  
**Proposal for Revenue & Capital Costs**  
**For Financial Year 2017/18**



Item		Estimated Expenditure	Comments
1	Trinity Memorial – Engraving of Missing Name	£200.00	Missing name identified as “Ethel Saxon (Nurse)”
2	OHMF Memorial - Missing Names Plaque(s)	£1,000.00	Work is continuing on identifying the missing names
3	Notices for Cross References to Other Memorials	£200.00	To be erected at OHMF near the Memorial
4	Passchendaele	£50.00	Exhibition/Scanning Day
5	Poppy Bed in Castle Park	£50.00	Preparation of Bed & Purchase of wild-flower seeds etc
6	Sundial at St Laurence Church	£500.00	
7	Venue booking for screening of film	£50.00	4 x DVDs purchased in 2014 for screening one per year
8	Expenses for experts/lecturers	£100.00	
9	WWII Commemorative Seat	£500.00	50%
10	Publicity	£200.00	Flyers & Posters
11	Miscellaneous Items / Contingency	£250.00	
<b>Total</b>		<b>£3,100.00</b>	