

World War 1 Commemoration Working Group
Record of Meeting
Held On Wednesday 17 January 2018 at 18.15
At Frodsham Library, Princeway, Frodsham



Present: Geoff Abnett Ken Crouch Jenny Evans Kath Hewitt Heather Powling
 Pammi Taylor Betty Rutter (St Laurence Church)

Apologies: Ros Caldwell Sara Wakefield Allen Wales Peter Vickery (CPAC, Ex-officio)
 Kim Horton (CPAC Manager)

Observer: Dennis Taylor

Meeting 8

ACTION

53. **Declarations of Interest:** None

54. **Record of Meeting Held on 15 November 2017**

54.1. *Acceptance:* Agreed as true & accurate.

54.2. *Matters Arising:* It was noted that:

- i. *Item 49.3.iv – OHMF Memorial Steps:* Request for cleaning the steps before Remembrance Service in 2018 had been submitted to Hazel Catt, FTC Town Clerk.
- ii. *Item: 49.5 – Commemorative Tree:* Liz Kenny, FTC Administrative Officer had been notified of the Group's decision not to proceed with a memorial tree for Zeebrugge commemoration.

55. **Finance**

55.1. *Budget 2017-18:* Pammi had spoken to Sharon Marshall (Localities Officer, CWaC) and was told that a cheque for £1,500 was sent to CPAC in Nov. Confirmation from Kim was awaited. [**NOTE:** Kim has confirmed (email of 18 Jan) that CPAC had received £1,500 from CWaC via BACS on 5 Dec '17.] See Annex for updated Income & Expenditure Record.

55.2. *Estimates for 2018-19:* The Town Clerk had confirmed (email of 8 Jan) that the Group's request for funds would be considered by FTC at the Council's Budget setting meeting. [**NOTE:** Hazel has confirmed that FTC had approved the Group's Estimate (£1,800).]

56. **Review of Actions & Progress**

56.1. *St Laurence Church War Memorial Renovation*

i. *Meeting Between Mark (Rawsons memorials) & Betty (Church Warden)*

- Betty informed members that following the Church Architects inspection of the Memorial, it had become evident that the task was bigger than originally envisaged. The inspection report had highlighted Health & Safety issues relating to access (uneven path & lack of handrail) in addition to the need for renovation of the Memorial. She also emphasised the necessity of any works conforming to legal requirements and being in keeping with the Grade 1 Listed status of the Church and its surroundings.
- Betty had consulted Clare (CWaC) with regard to the H&S aspects and it was expected that CWaC would fund the remedial work.
- The Church Fabric Committee was considering options for type of handrail (permanent fixture or one that can be erected for periods as required).
- Betty had spoken to Mark and invited him, along with other stonemasons, to tender for the renovation in accordance with the inspection report's requirements. Three quotations had been received (Rawsons had not tendered).
- The approved tender was for £3,900 + VAT, inclusive of all works.

ii. *Ward Cllrs' Contribution:* See Item 55.1.

56.2. *Commemoration of Zeebrugge Campaign (23 Apr '18)*

i. Work on design of leaflet for distribution & poster for display was in progress.

KC

ii. It was agreed to lay a wreath at the grave of Leading Seaman Leonard Ellams at St Laurence Churchyard,

56.3. *Information Board at OHMF for Missing Names & Cross References to Other Memorials*

i. Members considered the draft layout. Outcome of discussion:

- *List of Missing Names:* It was agreed to complete verification by the February meeting. Allen would be contacted to inform him of the decision.

PT

- *Sites of Memorials in Frodsham*: It was agreed to include pictures of the three Memorials and the one Memorial Plaque together with their addresses on the noticeboard to make it 'inviting'.
- ii. *FTC approval for Erecting the Board*: Details of procedure for getting approval had been requested from the Town Clerk (Pammi's email of 16 Jan).

56.4. *Peace Celebrations (19 Jul '19)*

- i. *Contact with Schools*: Members agreed to ask Weaver Vale Primary School (in view of their offer to host the event) to take the lead and arrange a meeting to initiate the plan for the inter-school sports event. Representatives of the four Primary Schools & WW1 WG would be invited. **PT**
- ii. *Contact with Residential Homes*: It was agreed to defer making contact till nearer the time.

56.5. *Events & Activities by Historical Promotions & Events Management*: The programme for 2018 was noted. It was agreed to contact the company to find out whether or not they were planning events for 2019 to co-incide with Peace Celebrations. **PT**

56.6. *First World War Memorial Programme – Invitation to Free Event in Stockport (7 Feb '18)*: Details were noted. Copy of Anna Wilson's email of 14 Dec '17 would be copied to Geoff. **PT**

56.7. *Group's Archive*: Kath informed members that she would be standing down from the post of F&D History Society's Archivist next May and that no decision had been made for filling the post yet. She offered to take the Group's material that was ready to be archived. Pammi would prepare and hand-over suitable documents as soon as she could.

56.8. *Use of Any Remaining Funds on Disbandment of Group*: C/F in Peter's absence.

56.9. *Other Events / Activities*

- i. *Battles Over*: News Release & Logo had been received from Bruno Peek (Pageantmaster).
 - *News Release*: Noted.
 - *Logo*: Members considered possible usage and agreed to include it in the design for Remembrance Day poster.
 - *Bell Ringing*: Participation in the National Bell Ringing Event was considered and it was agreed to approach St Laurence Church with a request to take part in 'ringing out for peace' at 7.05pm on 11 Nov. If agreed, the Church would need to register at www.brunopeek.co.uk and complete the Entry Form by 31 Jul '18. **HP**

57. Any Other Business

57.1. Jenny had received a request from a member of the public for information on Regimental details for Charles Hopley, who had served in the Great War and had lived in Main Street. Heather agreed to investigate. **HP**

57.2. Kath informed the Group that Frodsham Players were planning a WW1 commemorative production including scenes from plays, poetry and music.

58. **Next Meeting** will be held on Wednesday 14 February 2018 at 18.15 at Frodsham Library, Princeway, Frodsham.

59. Items for Future Agendas

- 59.1. Exhibition at CPAC (18 Sep – 1 Nov '18)
- 59.2. Future of Poppy Cascade (Sep / Oct '18)
- 59.3. Beacons of Light (11 Nov '18)
- 59.4. Books - On-line Publishing (2018-19)
- 59.5. Documents Relating to Staff Nurse Ethel Saxon – Follow-up

Meeting Closed at 19.40

**World War 1 Commemoration Working Group
Income & Expenditure Record
September 2017 – July 2019**



| Income [Cost Code 2104] | | | |
|--------------------------------|--|------------------|---|
| Date | Description | Income | Comments |
| 23 Sep '17 | Amount Transferred by Frodsham Town Council to Castle Park Arts Centre Trust (includes £500 donated by Cllr Mallie Poulton – ring-fenced for contribution to cost of renovation of St Laurence War memorial) | £2,850.00 | Ref: Email dated 23 Sep '17 from Kim (CPAC Manager) |
| 18 Jan '18 | CWaC Ward Cllrs' Contribution to St Laurence Memorial Renovation | £1,500.00 | Email of 18 Jan '18 from Kim Horton, CPAC Manager |
| | | | |
| | | | |
| Total | | £4,350.00 | |

| Expenditure [Cost Code 2105] | | | | | |
|-------------------------------------|---|--------------------------------------|------------------------------------|-------------------------|--|
| Date Approved | Item | Estimated Expenditure (Gross) | Actual Expenditure (Ex-VAT) | VAT ¹ | Comments |
| See Comment | Domain name renewal for website http://www.greatwar-frodsham.info/ | £26.90 | £26.90 | £00.00 | Previously approved by FTC (Minutes of meeting held on 23 Sep 2013, Item 117.6) |
| 17 May '17 | Renovation of St Laurence Church War memorial | £2,460.00 | | | Agreed by WW1 WG & recommended approval by FTC (Record of meeting, Item 70.3) Includes £500 donated by Cllr Mallie Poulton from Mayor's Fund |
| 10 Oct '17 | 2 x Wreaths for Remembrance Services | £34.00 | £34.00 | £0.00 | Agreement via emails from RC, KC, JE, KH, HP, SW, AW & PT + Tel call to GA (7-10 Oct '17) |
| 21 Oct '17 | Expenses to Paul Knight, Lecturer on "Reminiscences of WW1" on Scanning Day | £50.00 | £50.00 | £0.00 | Record of meeting held on 18 Oct '17, Item 43.1.iii. Kim's email of 26 Oct '17 |
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| Total | | £2,570.90 | £110.90 | £00.00 | |

¹ VAT is refundable