

World War 1 Commemoration Working Group

Record of Meeting

Held On Wednesday 20 September 2017 at 18.15

At Frodsham Library, Princeway, Frodsham



Present: Geoff Abnett Kath Hewitt Heather Powling Pammi Taylor
Apologies: Ros Caldwell Ken Crouch Jenny Evans Kim Horton (CPAC Manager)
 Don Rustage Peter Vickery (CPAC, Ex-officio) Sara Wakefield Allen Wales
Observer: Dennis Taylor

Meeting 5

ACTION

31. **Declarations of Interest:** None

32. **Record of Meeting Held on 30 August 2017**

32.1. *Acceptance:* Agreed as true & accurate subject to the following amendment:

Item 28.2 – Display at FCC: Delete “Kath”.

32.2. *Matters Arising:* None.

33. **Finance**

33.1. *Budget 2017-18:* See Annex for Income & Expenditure Record.

33.2. *Estimates for 2018-19:* Pammi had sought advice from the Town Clerk and been informed (Email of 18 Sep '17) that the Group should submit Estimates of Costs together with an Action Plan for FY 2018/19 for consideration by FTC. Members discussed costing of the following planned events / activities:

- i. *Commemoration of Zeebrugge Campaign (23 Apr '18):* Members considered the pros & cons of options, including planting / adopting a tree, a plaque on a seat or by the grave of Leading Seaman Leonard Ellams at St Laurence Churchyard, a commemorative leaflet and a church or graveside service, and agreed to hold a Service & produce a leaflet. Prospective cost = Nil.
- ii. *Exhibition at CPAC (18 Sep – 1 Nov '18):* It was noted that CPAC Trust had offered the café / foyer free of charge. Necessary stationery would cost approximately £5.00.
- iii. *Beacons of Light (11 Nov '18):* It was noted that FTC had a beacon and that the lighting, clearing up & marshalling etc would be done by volunteers. The cost of hiring a gas cylinder was £85 + VAT approximately. The Group's share of the cost (assuming 50%, rounded) = £45.00.
- iv. *Peace Celebrations (19 Jul '19)*
 - Advice from the Town Clerk (Email of 18/9) was to include the event(s) in the Action Plan and ask for funds from the 2019/20 budget.
 - After due consideration, members agreed to limit the event(s) / activities to those that would involve residents of care homes, school children, army cadets, scouts and guides, and to keep events simple with no 'junketing'. It was noted that Robert Crowther (Cake Studio) had kindly offered to either donate one 12” square cake free-of-charge or four cakes at 50% discount (cost £58.75 less 50% = £29.37 each) for parties at residential homes and that F&D Choral Society & Frodsham Sings had expressed their interest in performing at the event(s). Geoff offered the use of bunting that he had. Schools would be approached to assess their interest in an inter-school sports event replicating 'old fashioned' games & races and youth groups asked for their interest in participation. PT
- v. *Missing Names Plaque(s) for OHMF Memorial (2018-19):* FTC had approved £1,000 for the current financial year. As the work to identify the names was still in progress, the money was being used to renovate the St Laurence War Memorial (see item 36.4). It was noted that the cost would depend on the size & material – not yet determined. Members agreed to request the same amount for 2018/19.
- vi. *Notice(s) for Cross References to Other Memorials (2018-19):* FTC had approved £200 for the current financial year. The project had been deferred and the money was being used to renovate the St Laurence War Memorial (see item 36.4). Members agreed to request the same amount for 2018/19.
- vii. *Group's Archive (2018-19):* Stationery, including binders, paper, plastic wallets etc, was needed. Prospective cost = £100.
- viii. *Books (2018-19) - On-line publishing:* Two publishers had been identified: The item would be discussed further at the next meeting (see also Item 34.2).
- ix. *Publicity:* The cost of flyers & posters was estimated at £200.
- x. *Miscellaneous / Contingency:* Members agreed to request £150.

34. **Future of the Group – Outstanding Matters**

- 34.1. *Joint (FTC, CPAC & WW1 WG) Press Release*: The subject had not been discussed by FTC (TC's email of 18/9). The Group decided not to proceed with a press release in view of the elapsed time since transfer of its sponsorship.
- 34.2. *Use of ISBNs for WW1 WG's Books*: The Town Clerk had confirmed that the Group would be able to use the ISBNs registered by FTC. (See also Item 33.2.viii)
- 34.3. *Disbandment*: Following due consideration of the optional dates (18 Nov 2018 & 19 Jul 2019), it was agreed to disband after the 100th anniversary of Peace Celebrations in July 2019.
35. **Terms of Reference**: Members reviewed the draft and adopted the Terms subject to insertion of "including from on-line suppliers where appropriate" after "Obtain quotations" in para 4.2.ii. (See attached ToR)
36. **Review of Actions & Progress**
- 36.1. *Passchendaele Commemoration (21 Jul – 10 Dec 2017)*
- i. *Exhibition at Frodsham Community Centre (13 Sep – 25 Oct '17)*: The Poppy Cascade had been transported from Frodsham Health Centre and erected at FCC. Stories of men of Frodsham who died during the 3rd Battle of Ypres were displayed alongside the Cascade. Many compliments on the display (mounted by Allen, Geoff, Ken & Ros with an explanatory notice produced by Kath, Heather & Richard Hewitt) had been received from viewers. Thanks were recorded:
 - To FTC staff for help with printing & laminating the 'stories' and with transportation of the Cascade,
 - To Paul Smith (Health Centre) for preserving the Cascade after its display at the Health Centre and for his offer to store it at the end of the exhibition at FCC, and
 - To Sue Thompson & Jenny Honeyford (FCC) for their support and advice with regard to the display.
 - ii. *Screening "Passchendaele" (4 Oct '17)*: The event had been publicised via the local press, social media, FTC website & shop windows. Heather had carried out a Risk Assessment. Ros & Pammi had offered to help on the day. Other volunteers would be welcome (set-up starts at 6.45pm).
 - iii. *Scanning Day (21 Oct '17)*
 - The event had been publicised via the local press, social media, FTC website & shop windows. People were invited to bring WW1-related documents, photographs & artefacts for scanning / photographing for preservation.
 - A small exhibition consisting of a pictorial record of the Group's work and a presentation by Paul Knight (Major in Army Reserves) had been arranged. Volunteers were to be identified. The Town Clerk had been requested to print & laminate pictures taken at the Re-dedication Service at Frodsham Methodist Church & of the exhibition at Frodsham Community Centre.
- 36.2. *Trinity War Memorial – Service of Re-dedication*
- i. The Service was attended by a large congregation including Mike Amesbury (MP for Weaver Vale), Cllr Alan Oulton (Frodsham Town Mayor), Cllr Frank Pennington (Deputy Mayor), Jack Dewhurst (Junior Mayor), Len Rugen (Chair, Royal British Legion, Frodsham Branch), Brian Lloyd (Hon President, RBL, Frodsham Branch) & Cllr Lynn Riley (CWaC Ward Councillor). Rev Andrew Emison led the Service and Allen & Pammi read Ethel Saxon's story & the Roll of Honour respectively. Lynn Lynch, Ethel Saxon's great-niece, who had travelled from Cardiff with her husband, Nigel, laid a bouquet of flowers at the Memorial.
 - ii. Pammi had provided details of the Group's work & history of Trinity War Memorial to Mike Amesbury's office at their request.
 - iii. Thanks were recorded for Frodsham Flowers for the donation of the bouquet. An email of thanks had been sent to them.
 - iv. At the lunch arranged by members, they got a glimpse of Ethel Saxon's 100 years old diary that Lynn had brought with her. She had, since, sent a copy to Pammi.
 - v. Members expressed their satisfaction on successful completion of this project. A lot of hard work and research had resulted in restoration of the Memorial and, as a bonus, contact with Ethel Saxon's relatives and sight of her picture and diary.
 - vi. It was believed that National Archives had a number of documents relating to Ethel Saxon and considered worth an effort to ask Lynn if she had other documents (eg Service Record, Death Certificate etc).
- 36.3. *Remembrance Services – Arrangements for 2017*: The Town Clerk had informed the Group that FTC's involvement was limited to publicising the event and that further information could be got from RBL. Details would be requested from Diane McNamara (Branch Treasurer). PT
- 36.4. *St Laurence Church War Memorial Renovation*: The Town Clerk had placed the order with Rawsons PT

Memorials. Work was expected to begin in March 2018.

36.5. *Other Events / Activities*

- i. *F&D Choral Society's Concert (Sat 10 Nov '18)*: Margaret Rogerson, Hon Sec had enquired (email of 10/9) whether the Society's concert scheduled for 10 Nov '18 could form part of the celebrations to mark the centenary of the end of the war. Members agreed to inform Margaret that the Group had no plan for an event other than participation in the Remembrance Services, including that at St Laurence Parish Church on 11 Nov '18; and that the Society would need to liaise with the Church to make arrangements for the Concert on the previous evening.

37. **Any Other Business**

- 37.1. *Peace Celebrations 1919*: Kath showed members original photographs (recently acquired by F&D History Society) of Ladies' Committee, Gentlemen's Committee and Frodsham Band taken in 1919.

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

Meeting Closed at 20.05

**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)
Total		£2,850.00	

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	£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
Total		£2,486.90	£26.90	£00.00	

¹ VAT is refundable