

Frodsham Town Council
World War 1 Commemoration Working Group
Record of Meeting
Held On Wednesday 17 May 2017 at 18.15
At Frodsham Library, Princeway, Frodsham



Present: Geoff Abnett Kath Hewitt Heather Powling Pammi Taylor Allen Wales
Apologies: Cllr Alan Oulten Cllr Mark Nield Ros Caldwell Ken Crouch Jenny Evans

Sara Wakefield

Observer: Dennis Taylor

Meeting 22

Action

Part A

154. **Declarations of Interest:** None.

155. **Record of Meeting Held on 12 April 2017**

155.1. *Acceptance:* Agreed as true & accurate subject to the following correction:

Item 150.1.i, 2nd bullet, point 1: Replace 'Kath' with 'Heather'.

155.2. *Matters Arising:* None.

156. **Finance**

156.1. *Budget 2016-17:* See Annex 1 for end-of-year account.

156.2. *Budget 2017-18:* See Annex 2 for transactions to-date.

157. **Review of Actions & Progress**

157.1. *Passchendaele Commemoration (21 Jul – 10 Dec 2017)*

i. *Cascade of Poppies & Exhibition at Frodsham Community Centre (13 Sep – 25 Oct '17)*

- Pammi had spoken to Hazel (Town Clerk) about arrangements for transporting the Cascade. Members noted with thanks that Paul (Facilities Manager) would be able to help with this.
- Sue Thompson (FCA) had confirmed that there was space for only one display board in the foyer and that she would try to find another location for a second board, if it was needed.

ii. *Screening "Passchendaele" at St Laurence Church (Wed 4 Oct):* Heather had made a provisional booking pending clearance of licensing arrangements.

iii. *Scanning Day (Sat 21 Oct '17)*

- *Scanning/Photographing:* Pammi had produced a draft Documentation Form. The Group approved the Form (see Annex 3).
- *Exhibition:* Following a discussion it was agreed that:
 - .Pammi would select representative pictures for each event held by the Group from the 71 pictures circulated by Kath; and
 - .Pictures would be printed two per A4 page on printer paper & laminated (Heather & Geoff offered to help with laminating if the work could not be done by the FTC Office). **PT/Town Clerk**
- *Talk by Paul Knight:* Paul had agreed to deliver his talk at 14.00, lasting for approx one hour and including time for Q&As.

iv. *Poppy/Wildflower Bed In Castle Park – Site Visit:* It was noted that Neil Bowdler had been appointed to lead the StreetScene team. Tony Blackledge (CWaC Green Space Officer) would arrange a site visit in consultation with Neil and inform us of progress in due course.

v. *Publicity*

- Pammi had sent images of FTC & WW1 Centenary logos to Lena Shiell (CWaC) who was arranging production of a poster for the Scanning Day.
- A short piece on the Group's future events had been published in Frodsham Life. Members recorded their thanks to David Skentelbery for including the article in spite of its late submission.

157.2. *Trinity Memorial*

i. *Engraving of Missing Name:* The mason had engraved Ethel Saxon's name on 19 Apr. Members expressed their satisfaction with the quality of the mason's work.

ii. *Ceremony to Pay Tribute to Ethel Saxon:* Pammi had spoken to Rev Andrew Emison. He was content with the Group's proposal to hold a re-dedication ceremony on 3 Sep, the 100th anniversary of Ethel's death. He had expressed his wish that the Group take the lead in organising the event and

requested that we inform him of our decision by end-June to avoid a clash with the Church's other arrangements. A draft 'order of service' (similar to the 2015 re-dedication order of service) based on War Memorial Trust's guidance would be produced for agreement at the next meeting before being submitted to Rev Emison for confirmation. **PT/HP**

iii. Members agreed to write to Kingsland Parish Council in an effort to trace Ethel Saxon's living relatives. **HP**

iv. The Group recorded its thanks to Paul Morris for sorting out the notices at the Memorial.

157.3. *St Laurence Church War Memorial Renovation*: The Town Clerk had intimated that it was "difficult to get quotations for this type of work" (email of 15 May '17) and had obtained one quotation (from the mason who refurbished the Trinity Memorial in 2015 (See also Item 157.2.i)). Members noted that FTC's Financial Regulations provide for exceptions for specialist works/services and agreed to recommend approval of expenditure based on one quotation for renovation of the Memorial. The Group recommended that FTC approve expenditure of £1150.00 + VAT for fully cleaning and sealing the Memorial and £900.00 + VAT for raking out existing mortar joints and re-pointing.

[NOTE: Renovation can be partially funded through savings as follows:

C/F OHMF Memorial - Missing Names Plaque(s) to 2018-19:	£1,000
Cancellation of renovation of St Laurence Sundial: (Record of Meeting Held on 15 Mar '17, Item 143.5)	£500
C/F of Notices for Cross References to Other Memorials to 2018-19:	£200
Difference between estimate & actual spend on Trinity War Memorial Renovation – Engraving of missing name:	£50
Total	£1,750]

157.4. *Remembrance Services – Arrangements for 2017*: The Town Clerk would contact the Chair of Royal British Legion and notify the Group. **Town Clerk**

157.5. *Exhibition at CPAC (16 Sep – 1 Nov '18)*: It was noted that 'white tack' would be need to affix documents to the wall boards.

157.6. *New Permanent Memorial*: Following a discussion on pros & cons of an additional permanent memorial, members agreed not to progress with this idea.

157.7. *Missing Names Plaque for OHMF Memorial*: Work was in progress.

157.8. *Notices for Cross References to Other Memorials*: Work was in progress.

157.9. *Other Events / Activities*: None.

158. Any Other Business

158.1. *DVDs*: The Town Clerk would contact Helsby High School to find out if they would like the DVDs for their library and notify the Group. **Town Clerk**

158.2. *OHMF War Memorial Gates & Railings – Listing*: The Town Clerk would follow up progress and notify the Group. **Town Clerk**

159. Items for Future Meetings

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

159.2. *Beacons of Light – 11 November 2018*

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

159.4. *Memorial Field – Reference(s) in Parish Magazine*

159.5. *Books – Progress*

i. *Commemorative Book*

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

160. **Next Meeting** will be held on Wednesday 14 June 2017 at 18.15 at Frodsham Library, Princeway, Frodsham.
Meeting Closed at 19.10 pm

Recommendation: The Group recommended that FTC approve

R1: Expenditure of £1150.00 + VAT for fully cleaning and sealing the Memorial and £900.00 + VAT for raking out existing mortar joints and re-pointing [*Item 157.3*]

Frodsham Town Council
World War 1 Commemoration Working Group
End-of-Year Account For Financial Year 2016/17



Proposal for Revenue & Capital Costs		Actual Expenditure			
Item	Estimated Expenditure	Item	Ex-VAT	VAT ¹	
1	Materials for Cascade of Poppies to commemorate the Battle of the Somme (July - Nov 2016)	£600.00	C of E PS – Art Supplies	£105.73	0.00
			St Luke's PS – Art Supplies	£112.12	0.00
2	Venue booking for exhibition to commemorate the Battle of the Somme	£50.00	Free-of-charge from CWaC	0.00	0.00
3	Sundial at St Laurence Church	£500.00	C/F to 2017-18	0.00	0.00
4	Venue booking - screening of film	£50.00	Film not screened	0.00	0.00
5	Expenses for experts/lecturers	£100.00	Free-of-charge (talks by Allen Wales)	0.00	0.00
6	WWII Commemorative Seat	£500.00	C/F to 2017-18	0.00	0.00
7	Publicity	£200.00	Frodsham Life, FTC Website & Social Media (No charge)	0.00	0.00
8	Miscellaneous Items/Contingency	£500.00	Battle of the Somme (Sara)	£18.98	0.00
			The Somme Map (Sara)	£17.80	0.00
			Invoice W H Smith (Ken)	£19.99	0.00
			Donation to RBL	£20.00	0.00
Total		£2,500.00		294.62	0.00

Income		
1	Budget Allocation	£2,500.00
2	2 x 'From Battlefield to Blighty' @ £10.99 each	£21.98
3	1 x Commemorative Bookmarks @ £1 each	£2.00
Total		£2,523.98

¹ VAT is refundable

Frodsham Town Council
World War 1 Commemoration Working Group
Income & Expenditure Record
FY 2017-18



Income			
Date	Description	Income	Comments
11 Jan 2016	Budget Allocation	£2,500.00	Ref: Minutes of FTC Budget Meeting held on 9 Jan 2017, Item 169.
Total		£2,500.00	

Expenditure (Authority to spend delegated by FTC to Town Clerk on 27 May 2014 (NOTE: EP = Executive Powers))					
Date Approved By FTC	Item	Estimated Expenditure	Actual Expenditure (Ex-VAT)	VAT¹	Comments
11 Jan 2016 (Budget Meeting)	Trinity War Memorial Renovation – Engraving of missing name	£200.00	£150.00	£30.00	T5435 Cheque 206783
Total		£200.00	£150.00	£30.00	

¹ VAT is refundable

21 October 2017



Documentation Form

Ref No:

Owner's/Contributor's Details

Name: _____ Email: _____

Address: _____ Tel No: _____

_____ Mobile: _____

Details of Contribution

Document	Photograph	Object	Description of Object
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Condition

Please include a brief description of any damage

Name of Person the Contribution Relates to: _____

Date of Document/Photograph (If known): _____

Relation of Contributor to the Person the Contribution Relates to: _____

Connection with the Great War: _____

Connection with Frodsham: _____

OR

Connection with Cheshire: _____

Anecdotal Information

.....

I, the owner, agree to my contribution being added to the Great War Stories Community Collection for use in display and/or on the website and/or to be part of local research collection.

I confirm that the original document/photograph/object has been returned to me after scanning.

Signature:

Name: _____ Date: _____

.....