

World War 1 Commemoration Working Group
Record of Meeting
Held On Wednesday 18 April 2018 at 18.15
At Frodsham Library, Princeway, Frodsham



Present: Geoff Abnett Ros Caldwell Jenny Evans Kath Hewitt Heather Powling
 Dennis Taylor Pammi Taylor Allen Wales

Apologies: Ken Crouch Sara Wakefield
 Kim Horton (CPAC Manager) Betty Rutter (Church Warden, St Laurence Church)
 Peter Vickery (CPAC, Ex-officio) Carole Shinkfield (Event Director, Frodsham Players)
 Ian Lancaster (Chair, Frodsham Players) Diane Fletcher (Sergeant Instructor, Army Cadets)

Meeting 11

ACTION

74. **Declarations of Interest:** None

75. **Record of Meeting Held on 14 March 2018**

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

75.2. *Matters Arising:* None.

76. **Finance**

76.1. *Budget 2017-18:* There were no transactions since the last meeting (see Annex 1 for Income & Expenditure Record for Financial Year 2017-18). [NOTE: Kim has checked the figures & confirmed their accuracy (Email of 20/4 refers).]

76.2. *Budget 2018-19:* FTC had sent a cheque for £1,800 to CPAC to cover prospective expenditure by the Group. £4,239.10 C/F from FY 2017-18 gives a starting balance of £6,039.10. £16.00 had been paid to RBL for the wreath (Item 77.2.iii refers) (see Annex 1 for Income & Expenditure Record).

77. **Review of Actions & Progress**

77.1. *St Laurence Church War Memorial Renovation:* Work, including renovation of the path leading up to the Memorial, had been completed. It was noted that the handrail, included in the estimate, had not been installed. Invoice was awaited.

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

i. *Service:* It was noted that a Service on Monday was not feasible. A tribute to Leading Seaman Leonard Ellams would be included in the 10am Eucharist Service on Sunday 22 Apr.

ii. *The Tribute:* Members were content with the text compiled by Heather. Geoff agreed to read the Tribute.

iii. *Leaflet & Poster:* Thanks to FTC office staff were recorded for their help with the production of the leaflet & poster. The leaflets would be handed out to members of the congregation on 22 Apr. The poster was being displayed on noticeboards around the town and was used as the basis for publicity via the Internet, including Frodsham Life & FTC's websites.

iv. *Wreath for the Grave of Leading Seaman Leonard Ellams at St Laurence Churchyard:* The wreath, delivered by RBL on 6 Apr, would be laid at Leading Seaman Leonard Ellams' grave at 11.30am.

77.3. *Exhibition at CPAC (18 Sep – 1 Nov '18)*

i. *Poppy Cascade Transportation:* The Town Clerk had confirmed (email of 9/4) that Lionel Rimmer (FTC Estates Manager) would be available to help transport the Cascade.

ii. *Exhibits:* Members agreed to purchase two packs of white tack @ approximately £1.99 per pack for displaying the documents.

77.4. *Remembrance Services {11 Nov '18}*

i. *Arrangements for Services at St Laurence & OHMF and Beacons of Light:* It was noted that the next meeting of the Remembrance Day Working Group (RDWG) will be held on Wed 23 May at 18.00 at Frodsham Library.

ii. *Proposal for Consideration by RDWG:* Pammi recounted details of WW1 WG's attempt to arrange a flypast & scattering of poppy petals during the 2016 Remembrance Service at OHMF. Due to unavoidable circumstances, the plan had been abandoned. Members agreed that the idea be submitted to RDWG for consideration and implementation at this year's Service. **RC / JE / GA**

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

- i. *List of Names*: Following due consideration of criteria for inclusion of names on the Information Board, it was agreed that names not included on any Memorial in Frodsham would be included on the Information Board. The agreed list consisted of 42 names (see Annex 2 for List of Names).
- ii. *FTC Approval*: A site visit to clarify outstanding matters was being arranged. **[Note:** The meeting has been arranged for Fri 27 Apr at 18.00 (Hazel's email of 19/4 refers). Heather, Dennis & Pammi will meet Cllrs at OHMF.]
- iii. *Estimates* would be obtained for consideration at the next meeting. **PT**

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

i. *Contact with Schools*

- Record of the first meeting (held on 26 Apr), attended by representatives of the four Schools & WW1 WG, had been circulated. Ideas for date, venue & programme of events were discussed at the meeting. The Schools' representatives had taken the ideas back to their respective Schools for internal discussions. It had been agreed to meet again in May.
- Allen reported that Frodsham & Helsby Rotary Club were agreeable to the Inter-School Sports being held in conjunction with their Festival in the Park and had offered to part-fund the event.
- Top Field (Castle Park) was suggested as a suitable venue.

77.7. *Poppy Cascade – Future Use / Disposal*

i. *Proposals*

- That small sections of the Cascade are mounted in display cases and offered to Frodsham Community Centre, Frodsham Health Centre & Castle Park Arts Centre (venues where the Cascade had been displayed) and the Schools (whose pupils had made the poppies) as well as other interested organisations as mementos.
- That surplus poppies are offered to parents/guardians of pupils and members of the public for a small donation with the proceeds going to Royal British Legion.

- ii. It was noted that display cases of suitable dimensions were hard to find. One deep enough to accommodate a section of the Cascade was available for approximately £15. It was agreed to contact Will-to-Work Workshop to find out if they can help. **PT**

77.8. *Request for Regimental Details for Charles Hopley*: Heather would pass the results of her research to Jenny for forwarding to the member of the public who had requested them. **HP / JE**

77.9. *Other Events / Activities*

- i. *Army Cadets*: Pammi had received a request from Sergeant Instructor Diane Fletcher (2IC Frodsham Detachment Somme Coy 07717772629) for the Army Cadets proposal to plant poppies in the name of WW1-dead at OHMF. Details of the proposal were not yet ready. In view of FTC being responsible for the OHMF Memorial & the surrounding land, Pammi had advised Diane to contact the Town Clerk.

78. **Any Other Business**: None.

79. **Next Meeting** will be held on Wednesday 16 May 2018 at 18.15 at Frodsham Library, Princeway, Frodsham.

80. **Items for Future Agendas**

- 80.1. Poppy Cascade – Future Use / Disposal (Aug – Sep '18)
- 80.2. OHMF War Memorial – Safety of Steps (Oct '18)
- 80.3. Use of Any Remaining Funds on Disbandment of Group
 - i. Artwork at CPAC
 - ii. Donation to Suitable Charity
- 80.4. Options for Post-disbandment Arrangements for Information Provision (2018)
- 80.5. Books - On-line Publishing (2018-19)
- 80.6. Documents Relating to Staff Nurse Ethel Saxon – Follow-up

Meeting Closed at 19.30

Annex 1 - Income & Expenditure Record

Income [Cost Code 2104]			
Date	Description	Income	Comments
Financial Year 2017-18			
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)
5 Dec '17	CWaC Ward Councillors' contribution to St Laurence War Memorial Renovation	£1,500.00	Ref: Email dated 18 Jan '18 from Kim
Total		£4,350.00	
	Less Expenditure to 31 Mar '18	£110.90	Ref: Expenditure (Cost Code 2105)
31 Mar '18	Balance C/F	£4,239.10	Includes £2,000.00 ring-fenced for St Laurence War Memorial Renovation (to be completed in FY 2018-19)
Financial Year 2018-19			
1 Apr '18	Balance B/F	£4,239.10	
9 Apr '18	Transfer from FTC to CPAC	£1,800.00	
Total		£6,039.10	

Expenditure [Cost Code 2105]					
Date Approved	Item	Estimated Expenditure (Gross)	Actual Expenditure (Ex-VAT)	VAT ¹	Comments / References
Financial Year 2017-18					
See Comments	Domain name renewal for website http://www.greatwar-frodsham.info/	£26.90	£26.90	£0.00	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 C/F to FY 2018-19
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
Total		£2,570.90	£110.90	£0.00	
Financial Year 2018-19					
17 Jan '18	Renovation of St Laurence Church War memorial	£4,680.00			Record of meeting held on 17 Jan '18 Item 56.1 Includes £2,000 ring-fenced for the project
14 Feb '18	Wreath for Able Seaman Leonard Ellams' grave (Zeebrugge Raid commemoration)	£16.00	£16.00	£0.00	Record of meeting held on 14 Feb '18 Item 63.2.iii Delivery on 6 Apr '18 Cheque to RBL (Kim's email of 6 Apr '18)
	Missing Names / Other Frodsham Memorials Information Board	£1,200.00			
	Participation in Beacons of Light	£45.00			50% of cost of gas (Shared with FTC)
Total		£5,941.00	£16.00	£0.00	

¹ VAT is refundable

Annex 2 – List of Names for Information Board at OHMF

1	Abrams, Alfred	22	Hulse, Joseph
2	Abrams, James	23	Hulse, Levi
3	Abrams, Walter	24	Hulse, Samuel
4	Antrobus, Frank	25	King, Ernest Pearce
5	Atherton, William	26	Lowe, William Edwin
6	Browne, Charles	27	Madeley, Walter
7	Connolly, John William	28	Massey, William
8	Darlington, John	29	Meadowcroft, Harrington
9	Demilow, Joseph	30	Morton, Frank
10	Didsbury, George	31	Palmer, Harry
11	Fletcher, Joseph	32	Parkinson, Richard
12	Fox, Arthur John	33	Percival, David
13	Frankish, John Anderson	34	Rigby, John Cyril
14	Gibbins, Joe	35	Riley, George Henry
15	Gibson, Lawrence	36	Ryder, Harry
16	Gingell, Thomas Frank	37	Stokes, Henry Stanley
17	Hobbs, Frank	38	Welch, William Gordon
18	Holland, Daniel	39	Williams, Robert MM
19	Hoose, Harry	40	Worrall, Benjamin
20	Hulse, Henry	41	Worrall, Levi
21	Hulse, John William	42	Worrall, William