

World War 1 Commemoration Working Group

Record of Meeting

Held On Wednesday 16 August 2017 at 18.15

At Frodsham Library, Princeway, Frodsham



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

Meeting 3

ACTION

16. **Declarations of Interest:** None

17. **Record of Meeting Held on 12 July 2017**

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

17.2. *Matters Arising:* It was noted that Ken may not be available for the Re-dedication Service on 3 Sep (Item 12.2.i – Roles for Members).

18. **Finance**

18.1. *Budget 2017-18:* There were no transactions since the last meeting.

18.2. *Estimates for 2018-19*

i. It was noted that estimates of potential expenditure on planned projects (see Item 23) would need to be submitted to Frodsham Town Council for consideration at the Council's meeting scheduled for Nov '17.

ii. Members agreed to re-consider whether the projects – in particular, publication of books – would provide value for money for the community before finalising the estimates.

19. **FTC Podcasts**

19.1. *Policy & Process Committee (Meetings 1 & 2)*

i. *Memo to FTC:* The memo, together with a list of activities / events organised / planned by the Group, was sent via email to the Town Clerk on 17 Jul '17 and was discussed by the Council in Part B of their meeting held on 24 Jul '17.

ii. *Emails to CWaC Ward Councillors:* Copies of the memo and the list of activities / events was sent to Cllrs Andrew Dawson & Lynn Riley via email on 17 Jul '17.

19.2. *FTC (Meeting of 24 July)*

i. *Part A: Policy & Process Committee's Recommendation 6* (Item 54.2a: "To transfer the WW1 Commemorative Working Group to the Arts Centre Trust together with the budget allocation of £2,400 and the Mayor's Fund donation of £500 for St Laurence War Memorial Restoration") was "agreed" by the Council as part of a block of eight recommendations without discussion.

ii. *Part B: Extract of Minutes: Item 67:* "WW1 Commemorative Working Group: The email received from a member of WW1 Commemorative Working Group, on behalf of the group, and their concerns were noted. FTC supports the work of the Group and will continue to do so. The minutes will continue to be posted on our website and TC will provide some administrative support. It was agreed that they will be invited to a future meeting to report on their work plan for the final period."

iii. It was noted that Pammi had written to the Town Clerk (email of 26 Jul '17) expressing her disappointment at the way the matter of transfer and that of the Group's concerns had been dealt with. Members also noted with dismay that the Council had not seen it fit to respond to the Group's memo or to express regret with regard to issues raised in the memo.

20. **Future of the Group**

20.1. *FTC's Response to Members' Questions*

i. Majority of the questions had been answered by the Town Clerk in her note of 26 Jul '17 and/or through the Record of the meeting between representatives of Castle Park Arts Centre Trust & the Group held on 8 Aug '17.

ii. The answer to the question of a press release to be issued jointly by FTC, CPAC Trust & the Group (proposed by Cllr Judith Critchley) was awaited.

iii. Additional questions (regarding publication of books & use of ISBNs) raised by the Group would be considered by Policy & Process Committee at its meeting scheduled for Sep '17.

20.2. *Timetable for Transfer of Sponsorship to CPAC Trust:* A cost code for the Group's transactions had been set up in CPAC Trust's financial system. Transfer of funds from FTC was awaited.

20.3. *Meeting With CPAC Trustees:* Record of the meeting held on 8 Aug '17 was noted.

20.4. *Terms of Reference:* Heather had produced a draft. It was agreed to review it in Sep '17.

20.5. *Disbandment: Optional Dates (18 Nov 2018 or 19 Jul 2019):* C/F in Kath's absence.

21. **Review of Actions & Progress**

21.1. *Exhibition at CPAC (16 Sep – 1 Nov '18) – Trustees Concerns:* See Item 21.2, 1st bullet.

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

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

- *Size & Weight of the Cascade.* It was noted that the size & weight of the Cascade would entail use of volunteers and that the 'mechanism for hanging' needed to be clarified. The following actions were agreed:
 - .- Ask Allen to check if members of the Rotary Club and/or Round Table can help. **PT**
 - .- Contact Frodsham Community Centre care-taker to clarify 'mechanism for hanging'. **KC**
- *Documents for Printing & Laminating:* Work had been completed. Thanks to the Town Clerk for her assistance were recorded.
- *Publicity:* Sue Thompson (FCC) had arranged for publicity via FCC's website and newsletter (Centre Points). Copy would be sent to local media and publicity via social media arranged shortly. **PT/SW**

ii. *Screening "Passchendaele" (4 Oct '17)*

- *Publicity* would start in late-Aug.

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

- *Documents for Printing & Laminating:* Work had been completed. Thanks to the Town Clerk for her assistance were recorded.
- *Publicity* would start in mid-Sep '17.

21.3. *Trinity Memorial*

i. *Ceremony to Pay Tribute to Ethel Saxon (3 Sep '17):*

- *Invitations* had been sent to Frodsham Town Mayor, Deputy Mayor, FTC Cllrs & staff, Junior Mayors, Royal British Legion, CWaC Ward Cllrs and MP for Weaver Vale. The Town Mayor & Cllr Riley (CWA/C) had written to say that they would attend. **[NOTE: Confirmation of Mike Amesbury's (MP for Weaver Vale) attendance has now been received.]**
- *Commemorative Programme:* 75 copies would be printed. **PT**
- *Publicity:* Frodsham Life had published an article in the August issue. Copy had been sent to Helsby to Hand & Standard and arrangements made for publicity via FTC's website, social media, noticeboards and shop windows.

- ii. *Contact with Kingsland Parish Council:* With diligent effort, Heather had succeeded in making contact with Ethel Saxon's great-nephew who was, at the time, in Istanbul. His sister & her daughter live in Cardiff, and they may wish to attend the Service of Re-dedication. Members considered it appropriate, if Ethel's great-niece & daughter decide to come, to offer them expenses and arrange one night's accommodation to enable them to attend the Service the following morning. A formal invitation would be sent to Ethel's great-niece and cost of local B&B accommodation ascertained. **PT/HP**

21.4. *St Laurence Church War Memorial Renovation:* C/F pending transfer of funds from FTC to CPAC Trust.

21.5. *Remembrance Services – Arrangements for 2017:* No new information had become available since the last meeting.

21.6. *Zeebrugge Campaign - Frodsham's Hero (Isaac Lawless/Leonard Ellams):* C/F.

21.7. *Other Events / Activities:* None

22. **Any Other Business**

22.1. *DVDs:* "Ypres" & "Gallipoli" had been delivered to Helsby High School.

23. **Items for Future Meetings**

23.1. Beacons of Light – 11 November 2018

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

23.3. Missing Names Plaque for OHMF Memorial

23.4. Notices for Cross References to Other Memorials

23.5. Group's Archive

23.6. Books – Progress

i. Commemorative Book

ii. Historical Record of WW1 WG's Work

24. **Next Meeting** will be held on Wednesday 30 August 2017 at 18.15 at Frodsham Library, Princeway, Frodsham.