

**World War 1 Commemoration Working Group**  
**Record of Meeting**  
**Held On Wednesday 16 January 2019 at 18.15**  
**At Frodsham Library, Princeway, Frodsham**



**Present:** Geoff Abnett      Ros Caldwell      Kath Hewitt      Heather Powling  
Pammi Taylor      Allen Wales

**Apologies:** Ken Crouch      Jenny Evans      Dennis Taylor      Sara Wakefield  
Peter Vickery (CPAC, Ex-officio)      Kim Horton (CPAC Manager)

**Meeting 19**

**ACTION**

129. **Declarations of Interest:** None

130. **Record of Meeting Held on 7 November 2018**

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

130.2. *Matters Arising:*

- i. *Item 125.1.ii – VAT Refund:* Pammi apologised for the error in calculating prospective expenditure, showing a shortfall. She had clarified details in her email of 14/11/18 to members (see Annex 1 for Income & Expenditure Record).

131. **Finance**

131.1. *Budget 2018-19* (see Annex 1 for Income & Expenditure Record):

i. *Income*

- a. *Sale of 'From Battlefield to Blighty' & Commemorative Bookmarks:* Three books @ £5.99 (total income = £17.97) & 11 bookmarks @ £1 (total income = £11) had been sold by CPAC.

ii. *Expenditure*

- a. *Payment for Wreaths:* Tracy Footitt (RBL) had collected the cheque for £37 (Kim's email of 8/1).
- b. *Payment for Temporary Information Board:* The original cheque having been lost by Hawk Printers, a replacement cheque had been issued. (Kim's email of 8/1)
- c. *St Laurence War Memorial – Payment for Retention of 2.5% of Invoice Total (£56):* Pammi had requested update from Betty Rutter (Church Warden). Heather agreed to follow-up. **HP**

131.2. *Budget 2019-20 – Approval of Estimates by FTC:* C/F pending Council's response.

132. **Review of Actions & Progress**

132.1. *Display Frames, Wreaths, Spare Poppies & Commemorative Bookmarks:* Deliveries of items, as previously agreed (see Record of Meeting Held on 7 Nov '18, attachment 'Arrangements for Delivery...'), had been made to Manor House, Frodsham CE, St Luke's & Weaver Vale Primary Schools, Frodsham Town Council, St Laurence & Frodsham Methodist Churches, Frodsham Health Centre, Castle Park Arts Centre & Frodsham Library.

132.2. *Remembrance Services*

- i. *Service at St Laurence Parish Church:* The Service had started with presenting of banners. Father Michael Mills gave the introductory talk & invited members of the congregation to light 156 candles - one each for the men of Frodsham who gave their lives in WW1. The candles were extinguished one at a time by two members of the Church as Father Michael & Angela (curate) read the names, and Allen Wales, Group member read stories of 10 of the men. The last lit candle was taken to the altar by a child. Father Michael then left to conduct the Service at Overton Hill Memorial and Rev David Leslie led the congregation to the Memorial and oversaw the 2-minute silence, reading of names - by Allen Wales, Brian & Christine Lloyd and Mike Jackson - of men of Frodsham who had died in the two World Wars. Among the wreath-layers were Ted Amesbury, son of MP for Weaver Vale & pupil of Frodsham CE Primary School, who laid a wreath on behalf of his father; and Allen Wales who laid the Group's wreath.
- ii. *Service at Overton Hill Memorial:* Names were read by Geoff Abnett, Kath Hewitt, Sara Wakefield & Ian Tickle and wreaths were laid by Royal British Legion, Frodsham Town Mayor & the two Junior Mayors and representatives of many of Frodsham's services & community groups. Sara Wakefield laid the Group's wreath. People attending the Service noted, and commented positively on, the Information Board with the list of names of men of Frodsham who died in WW1 but whose names are not on any Memorial in Frodsham.

- iii. *Beacon Lighting & Bell Ringing*: The event took place at St Laurence Parish Church as part of the national '1000 Beacons of Light' & bell-ringing events. None of the Group members had been able to attend. It was agreed to seek public support via social media for obtaining pictures of the event for the Group's records. **PT / SW**
- 132.3. *Frodsham Players Performance*: Players had performed 'At the Going Down of the Sun' at St Laurence Parish Church before a packed audience who were presented with 156 poppies knitted by members of Women's Institute. Pammi had sent a note of congratulations to Ian Lancaster (Chair) & Carole Shinkfield (Event Director).
- 132.4. *Information Board at Overton Hill Memorial Field*
- i. *Temporary Installation*: It was noted that the Board had been delivered to St Laurence Parish Church. Thanks to FTC staff were recorded for their help.
  - ii. *Permanent Installation*
    - a. *Listed Building Consent*: Update on progress had been requested from Alan Oulton (Chair, FTC). Alan's response was awaited.
    - b. *Inclusion of Dates*: It was noted that dates had been omitted from the temporary board. Members agreed to include them as per draft (see Annex 2) produced by Pammi.
- 132.5. *Peace Celebrations (19 Jul '19)*
- i. *Inter-School Sports*
    - a. Members considered the need for a meeting with the School's representatives to finalise the programme and agreed that a meeting be arranged for a date after the half-term. **PT**
    - b. Estimates for 20 x frames & forms for presentation of certificates to winners of races would be obtained prior to the meeting.. **AW**
    - c. It was agreed that a common font & design, based on the 1919 programme, would be used for publicity material, programme & certificates. Geoff offered to get a sample. **GA**
  - ii. *Events for Residential Homes*
    - a. It was agreed to approach the four local residential homes to ascertain their willingness and suitable dates & times.
      - Contact Chapel Fields Residential Home. **AW**
      - Contact Hillcrest, Meadow Court & Newton Hall Residential Homes. **HP**
    - b. It was noted that F&D Choral Society (Margaret Rogerson's email of 10/9/17) & Frodsham Sings (Ian Oulton's email of 10/9/17) had expressed an interest in providing 'entertainment' for the Homes. It was agreed to check if Frodsham Players would be interested after the Residential Homes' interest has been confirmed.
    - c. Cake Studio's offer (Rob Crowther's email of 12/9/17) of 50% discount on 4 x cakes was noted.
- 132.6. *Other Events / Activities*
- i. *Presentation to Town Clerk*: On her resignation from the Town Council, members of the Group presented Hazel Catt with an arrangement of flowers as a token of thanks for her support of the Group's work.
  - ii. *Requests for Information by Members of the Public and Post-disbandment Arrangements for Public's Access to Information About WW1*
    - a. It was noted that the Group's work had raised public awareness of, and interest in, WW1 & its impact as evidenced by recent enquiries:
      - Email of 19/11 from Kath Gee, forwarding the message from Valda McDonald (Daresbury District Heritage Group) re Frodsham Memorials and the name of James Hulse on Aston memorial. [Heather had replied].
      - Telephone call by Mr Alcorn of Ennerdale Drive to Pammi on 21/12 about the number of names on Memorials
      - Telephone call by Simon Woodward of Kingsley, great-nephew of Leading Seaman Leonard Ellams, to Pammi on 5/11. [Pammi & Heather sent him documents relating to Leonard Ellams].
      - Allen provided details about Able Seaman Isaac Lawless & Corporal Albert Lawless to local resident Andrew Lawless and had dealt with requests for information about WWII.

b. The need for putting in place arrangements for the public to contact members of the Group post its disbandment was discussed. It was agreed that contact details of those members who wished to be included in the arrangements would be publicised nearer the time.

iii. *Publicity for Availability of 'From Battlefield to Blighty'*: Members reviewed the draft poster produced by Pammi and agreed to minor changes. Amended poster would be circulated to members for agreement. **PT**

iv. *Documents Relating to Staff Nurse Ethel Saxon* It was noted that contact with Ethel Saxon's descendants had not produced any further information.

v. *Kingsland War Memorial*: Rachel Williams of Historic England had informed Heather that the organisation was assessing the Memorial (Ethel Saxon's name is on it) "for addition to the List of Buildings of Special Architectural or Historic Interest" and invited her to comment on its consultation. It was noted that the consultation document makes reference to the Trinity Memorial at Frodsham Methodist Church and its renovation in 2017.

133. **Next Meeting** will be held on Wednesday 13 February 2019 at 18.15 at Frodsham Library, Princeway, Frodsham.

134. **Items for Future Agendas**

134.1. Use of Any Remaining Funds on Disbandment of Group

i. Artwork at CPAC

ii. Donation to Suitable Charity

134.2. Books - On-line Publishing (2018-19)

134.3. **Archive (2018-19)**

**Meeting Closed at 19.10**

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



<b>Income [Cost Code 2104]</b>			
<b>Date</b>	<b>Description</b>	<b>Income</b>	<b>Comments</b>
<b>Financial Year 2017-18</b>			
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
<b>Total</b>		<b>£4,350.00</b>	
<b>Less Expenditure to 31 Mar '18</b>		<b>£110.90</b>	Ref: Expenditure (Cost Code 2105)
31 Mar '18	<b>Balance C/F</b>	<b>£4,239.10</b>	Includes £2,000.00 ring-fenced for St Laurence War Memorial Renovation (to be completed in FY 2018-19)
<b>Financial Year 2018-19</b>			
1 Apr '18	<b>Balance B/F</b>	<b>£4,239.10</b>	
9 Apr '18	Transfer from FTC to CPAC	£1,800.00	
21 Sep '18	1 x From Battlefield to Blighty @ 10.99	£10.99	Email of 9 Oct '18 from Heather Powling
10 Oct '18	1 x Commemorative Bookmark @ £1.00	£1.00	Record of meeting held on 10 Oct '18 Item 118.1.i
8 Jan '19	3 x From Battlefield to Blighty @ 5.99	£17.99	Email of 8 Jan '19 from Kim Horton, CPAC Manager
	11 x Commemorative Bookmarks @ £1.00	£11.00	
<b>Total</b>		<b>£6,080.08</b>	
<b>Financial Year 2019-20</b>			
1 Apr '18	<b>Balance B/F</b>		
	Transfer from FTC to CPAC		
<b>Total</b>			

<b>Expenditure</b> [Cost Code 2105]					
<b>Date Approved</b>	<b>Item</b>	<b>Estimated Expenditure (Gross)</b>	<b>Actual Expenditure (Ex-VAT)</b>	<b>VAT <sup>1</sup></b>	<b>Comments / References</b>
<b>Financial Year 2017-18</b>					
See Comments	Domain name renewal for website <a href="http://www.greatwar-frodsham.info/">http://www.greatwar-frodsham.info/</a>	£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	£0.00	£0.00	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
<b>Total</b>		<b>£2,570.90</b>	<b>£110.90</b>	<b>£0.00</b>	

<sup>1</sup> VAT is NOT refundable

Expenditure [Cost Code 2105]					
Date Approved	Item	Estimated Expenditure (Gross)	Actual Expenditure (Ex-VAT)	VAT <sup>1</sup>	Comments / References
<b>Financial Year 2018-19</b>					
15 Nov '17	Missing Names / Other Frodsham Memorials Information Board	£1,280.00			Record of meeting held on 15 Nov '17 Item 49.6.ii
17 Jan '18	Renovation of St Laurence Church War Memorial <b>Note:</b> Invoice for £2,184 + £436.80 from Mallett Stonemasonry Ltd and for £693 + £138.60 from Graham Holland Associates. .	£4,680.00	£2,184.00	£436.80	Record of meeting held on 17 Jan '18 Item 56.1 Includes £2,000 ring-fenced for the project
			£693.00	£138.60	Cheque for £3,452.40 to St Laurence PCC for disbursement
	2.5% retained in respect of invoice from Mallett Stonemasonry Ltd payable after 6 months	£56.00			
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)
12 Sep '18	Temporary Information Board for Remembrance Day	£42.00	£42.00	£0.00	Record of meeting held on 12 Sep '18 Item 112.4.ii Cheque No 10668 sent to Hawk Printers (Kim's email of 8 Jan '19)
7 Nov '18	2 x Wreaths for Remembrance Sunday @ £18.50 each	£37.00	£37.00	£0.00	Record of meeting held on 7 Nov '18 Item 126.3.iv Tracy Footitt (RBL) collected cheque (Kim's email of 8 Jan '19)
16 May '18	Display Frames for Poppy Cascade Sections	£200.00	£200.00	£0.00	Record of meeting held on 16 May '18 Item 84.6.i Cheque to Will to Work Workshop (Kim's email of 16 Nov '18)
	Participation in Beacons of Light	£45.00			50% of cost of gas (Shared with FTC)
	Preparation of Group's Archive	£100.00			
<b>Total</b>		<b>£6,456.00</b>	<b>£3,172.00</b>	<b>£575.40</b>	





<sup>1</sup> VAT is NOT refundable

<b>Summary</b>			
Starting Balance			£6,080.08
Expenditure to-Date	Ex-VAT	£3,172.00	£3,747.40
	VAT <sup>1</sup>	£575.40	
Remaining Balance			£2,332.68
Prospective Expenditure to Year-end	Inc VAT		£1,481.00
Expected Balance at Year-End (C/F to FY 2019-20)			£851.68

<sup>1</sup> VAT is NOT refundable

## Lest We Forget [1914 - 1918]

**Men of Frodsham who died in the Great War and whose names are not on any Memorial in Frodsham**

<p>Abrams, Alfred Abrams, James Abrams, Walter Antrobus, Frank Atherton, William Browne, Charles Connolly, John William Darlington, John Demilow, Joseph Didsbury, George Fletcher, Joseph Fox, Arthur John Frankish, John Anderson Gibbins, Joe Gibson, Lawrence Gingell, Thomas Frank Hobbs, Frank Holland, Daniel Hoose, Harry Hulse, Henry Hulse, John William</p>	<b>War Memorials in Frodsham</b>		<p>Hulse, Joseph Hulse, Levi Hulse, Samuel King, Ernest Pearce Lowe, William Edwin Madeley, Walter Massey, William Meadowcroft, Harrington Morton, Frank Palmer, Harry Parkinson, Richard Percival, David Rigby, John Cyril Riley, George Henry Ryder, Harry Stokes, Henry Stanley Welch, William Gordon Williams, Robert MM Worrall, Benjamin Worrall, Levi Worrall, William</p>
			
	<p><b>Overton Hill Memorial Field Belmont Road Frodsham WA6 6AD</b></p>	<p><b>St Laurence Parish Church Church Road Frodsham WA6 6QY</b></p>	
			
	<p><b>Trinity Memorial Frodsham Methodist Church, Kingsley Road, Frodsham WA6 6BA</b></p>	<p><b>Memorial Plaque Frodsham Methodist Church, Kingsley Road, Frodsham WA6 6BA</b></p>	



**World War 1 Commemoration Working Group  
Frodsham  
[August 2013 – August 2019]**

