

# World War 1 Commemoration Working Group

## Record of Meeting

Held On Wednesday 13 June 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 Fiona Barry Peter Vickery (CPAC, Ex-officio)  
Kim Horton (CPAC Manager) Ian Lancaster (Chair, Frodsham Players)  
Betty Rutter (Church Warden, St Laurence Church) Carole Shinkfield (Event Director, Frodsham Players)

### Meeting 13

**ACTION**

88. **Declarations of Interest:** None

#### 89. Record of Meeting Held on 16 May 2018

89.1. *Acceptance:* Agreed as true & accurate subject to the following insertion:

*Item 84.8.i:* Insert after "WW1" "Kath had already passed a copy of a letter from a surviving Canadian soldier, injured on the Somme, and nursed in Frodsham's Military Hospital as well as documents relating to Nurse Elsie Davies (sister of Reginald Davies of Brook House, Fountain Lane who was killed in action) and George Hutchison (electrical engineer, of Fluin Lane, who survived when the liner Lusitania was sunk by the Germans in 1915) from the FHS archives to Ian Lancaster".

89.2. *Matters Arising:* None.

#### 90. Finance

90.1. *Budget 2018-19:* Two invoices for a total amount of £3,452.40 (£2,877 + £575.40 VAT) received in respect of St Laurence War Memorial renovation had been passed to Kim for payment to St Laurence PCC (see Item 90.2 for details and Annex 1 for Income & Expenditure Record).

90.2. *Payment for St Laurence Church War Memorial Renovation*

i. Invoice from Mallett Stonemasonry Ltd:

- For work completed: £2,184 + £436.80 VAT (Total £2,620.80).
- Payable amount had been reduced from £3,980 by £1,240 for work not done (one slab not levelled + handrail not installed) and by £500 for contingency.
- Retention of 2.5% of total (£56) would be payable in six months.

ii. Invoice from Graham Holland Associates

- For survey, preparing specifications & travelling expense: £693 + £138.60 VAT (Total £831.60).

iii. It was noted that the total payable (£3,452.40 + £56) had come to less than the original estimate of £4,680.

iv. Members were informed that St Laurence PCC had paid the two companies and the payment from the Group's account was to reimburse the PCC. Kim had a cheque ready for posting or collection. Heather offered to collect the cheque.

**HP**

#### 91. Review of Actions & Progress

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

- Display Area:* It was noted that two display boards were available to the Group: A short board measuring 4ft high x 124" wide and a long board measuring 4ft high x 16ft 2" wide.
- Table Top Displays:* Kim had confirmed that menu style displays would be acceptable "as long as they are not too bulky" (Kim's email of 7/6). Allen would check the number of tables in the Café area and construct the stands for A5 size documents being prepared by Heather. **AW / HP**

91.2. *Remembrance Services {11 Nov '18):*

- Flypast:* Ros had finally made contact with Tony Paxton only to find that the plane had been sold by the club. Members agreed not to pursue the matter.
- Minutes of FTC's WG Meeting 2: Ros gave a copy of the minutes to Pammi, who agreed to scan & circulate it to members. **PT**

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

- FTC's Decision:* Following FTC's agreement in principle (Minutes of FTC meeting held on 21 May '18, Item 31.2b), the Council had commissioned a site visit by its Conservation Advisor, Andrew Kepczyk, on Thu 21 Jun at 11 am. Heather would represent the Group at the site visit. **HP.**

ii. *Estimates*

- It was noted that the quote from Supplier 'B' did not include installation, which would add £150 to the original quotation.
- Supplier 'C' had still not provided a quote.
- Members agreed to submit the quote from Supplier 'A' to CPAC Trust for approval in accordance with the Group's Terms of Reference. **PT**

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

- i. *Inter-School Sports*: Personal circumstances had prevented Pammi from arranging a meeting of the Peace Celebrations Commemoration Group in early-June. After due consideration, it was agreed that she would write to members of PCCG to appraise them of progress to-date and arrange a meeting for a date after the Schools' summer vacation. **PT**

91.5. *Poppy Cascade – Future Use / Disposal*

i. *Display Frames*

- Thanks to Will-to-Work Workshop were recorded for producing the sample frame.
- Members agreed that the dimensions were fine and noted that the 'sliding back panel' would need to be replaced with 'sliding perspex front' and that the Workshop was aware of this.
- It was agreed to line the inside with hessian. Various colours, including antique white, tinted white, dove grey & khaki, were proposed for the outside. The Workshop would be asked to paint the side, top & bottom panels with one of each of the four colours to enable the Group to compare the effect and decide on the choice of colour.
- The Workshop would be asked to angle the bottom panel, slanting it by 40-45°.
- Members reviewed and agreed the text & layout of the 'label' describing the origin of the display (see Annex 2).
- It was noted that Frodsham CE, Manor House, St Luke's & Weaver Vale Primary Schools, Castle Park Arts Centre, Frodsham Health Centre and Frodsham Library had accepted the offer of a Frame. Frodsham Community Centre were unable to take up in view of lack of space. It was agreed to make an offer to Frodsham Town Council and to Frodsham Methodist & St Laurence Churches. [Provisional order will be for 10 frames.]
- Actions **GA / HP / PT**

- ii. *Surplus Poppies*: Schools had been asked for help in publicising availability of surplus poppies to parents/guardians of pupils.

91.6. *Request for Regimental Details for Charles Hopley*: C/F **AW**

91.7. *Other Events / Activities*

- i. *Frodsham Players Performance (11 Nov '18)*: It was noted that Carole was unable to attend today's meeting but would like to meet with members before the end of June to show us what they intend to do and whether we have anything that we feel could be added so that they can start casting (email of 6/6). Allen agreed to contact her. **AW**

**92. Any Other Business**

- 92.1. *Group's Contribution for FTC's Annual Town Meeting Report*. Members reviewed and agreed the draft (see Annex 3).

93. **Next Meeting** will be held on Wednesday 11 July 2018 at 18.15 at Frodsham Library, Princeway, Frodsham.

**94. Items for Future Agendas**

- 94.1. OHMF War Memorial – Safety of Steps (Oct '18)
- 94.2. Use of Any Remaining Funds on Disbandment of Group
- i. Artwork at CPAC
- ii. Donation to Suitable Charity
- 94.3. Options for Post-disbandment Arrangements for Information Provision (2018)
- 94.4. Books - On-line Publishing (2018-19)
- 94.5. Archive (2018-19)
- 94.6. Documents Relating to Staff Nurse Ethel Saxon – Follow-up

**Meeting Closed at 19.05**

**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	
	<b>Total</b>	<b>£6,039.10</b>	

<b>Expenditure [Cost Code 2105]</b>					
<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>	
<b>Financial Year 2018-19</b>					
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 Cheque for £3,452.40 to St Laurence PCC for disbursement
			£693.00	£138.60	
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			
	Display Frames for Poppy Cascade Sections	£100.00			
	Participation in Beacons of Light	£45.00			50% of cost of gas (Shared with FTC)
<b>Total</b>		<b>£6,041.00</b>	<b>£2,893.00</b>	<b>£575.40</b>	

<sup>1</sup> VAT is refundable

Label for Display Frame



A section of the Poppy Cascade displayed at Frodsham Health Centre to commemorate the centenary of the Battle of the Somme in 2016, at Frodsham Community Centre for the centenary of Passchendaele in 2017 and at Castle Park Arts Centre to mark the end of the Great War in 2018.

Pupils of Frodsham's four primary schools made the poppies that were assembled by members of WW1 Working Group & volunteers.



Contribution to  
FTC's Annual Town Meeting Report

---

**WW1 Commemoration Working Group**

The Group had another fruitful year by:

1. Commemorating Passchendaele with an exhibition of photographs & stories of men of Frodsham who died during the battle and the Poppy Cascade at Frodsham Community Centre, and screening "Passchendaele" at St Laurence Church.
2. Organising a talk on "Reminiscences of WW1" by Paul Knight and exhibiting photographs of the Group's work at Frodsham Library.
3. Following re-engraving of Staff Nurse Ethel Saxon's name on the Trinity Memorial earlier in the year, arranging a re-dedication and making contact with Ethel's great-niece who came from Cardiff with her husband to lay flowers at the Memorial.
4. Facilitating renovation of St Laurence Church War Memorial and access to the Memorial.
5. Commemorating Zeebrugge Campaign with a tribute to Able Seaman Leonard Ellams who died during the Campaign and laying of a wreath at his grave in St Laurence Churchyard.
6. Geoff Abnett, Group member, visiting memorials in France & Belgium and laying a wreath
7. Supporting the application for Listing of OHMF railings & gates.
8. Participating in the two Remembrance Services in Nov '17

*Plans for Future Events* include an exhibition at CPAC, where the Poppy Cascade will be displayed for the last time; erection of an Information Board at OHMF (subject to the Town Council's approval); and supporting Frodsham Players for their Performance.

*Organisation & Meetings:* The Group's sponsorship was transferred by the Town Council to Castle Park Arts Centre Trust in September. Meetings were held once a month (twice in Aug, none in Dec).

F  
i  
n  
a  
l  
l  
y  
,

w  
e

t  
h  
a  
n  
k

a  
l  
l

o  
u  
r

s  
u  
p  
p  
o