

**World War 1 Commemoration Working Group**  
**Record of Meeting**  
**Held On Wednesday 12 September 2018 at 18.15**  
**At Frodsham Library, Princeway, Frodsham**



**Present:** Geoff Abnett      Jenny Evans      Kath Hewitt      Heather Powling  
Dennis Taylor      Pammi Taylor      Allen Wales      Kim Horton (CPAC Manager)

**Apologies:** Ros Caldwell      Ken Crouch      Sara Wakefield      Fiona Barry (1<sup>st</sup> Helsby Scouts)  
Betty Rutter (Church Warden, St Laurence Church)      Peter Vickery (CPAC, Ex-officio)  
Carole Shinkfield (Event Director, Frodsham Players)      Ian Lancaster (Chair, Frodsham Players)

**Meeting 16**

**ACTION**

109. **Declarations of Interest:** None

110. **Record of Meeting Held on 8 August 2018**

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

110.2. *Matters Arising:* None.

111. **Finance**

111.1. *Budget 2018-19:* There were no transactions since the last meeting.

112. **Review of Actions & Progress**

112.1. *Exhibition at CPAC (18 Sep – 1 Nov '18):* It had been agreed to set up on Monday 17 Sep '18 after the Café closes at 16.00 for ease of access.

i. *Cascade Transportation & Erection*

a. It was noted that although Paul Morris (the then FTC Services Manager) had been able to move the Cascade from Frodsham Community Centre without help, members considered it advisable to have a volunteer present to lend a hand if needed, especially as a box containing spare poppies also needed to be moved. Geoff agreed to meet with Paul Smith (FHC) and Lionel Rimmer (FTC) at 4pm at the Health Centre.

b. Kath, with help from Geoff, would erect the Cascade using plinths set up by the CPAC caretaker. The framed explanatory poster would be displayed next to the Cascade.

ii. *Display Boards*

a. F&D History Society had provided a roll of green paper and Pammi had obtained white tack.

b. Members reviewed the documents produced by Kath, Pammi & Heather and laminated by Liz Kenny & Jackie Bowe (FTC). Thanks to Liz & Jackie for their help were recorded.

c. Heather, Pammi & Kath would set up the exhibits. Kim's offer of help was gratefully accepted.

iii. *Display Cabinet (3 x Shelves)*

a. Members agreed to display "From Battlefield to Blighty" & Bookmarks (with "for sale" sign), the 1918 souvenir programme, Geoff's silk postcards and Captain Weissmuller's framed picture.

b. Heather would contact Mrs Frodsham to ask for the loan of her 'dead penny' for displaying. **HP**

iv. *Table Displays*

a. *Stands:* Allen would finish making 10 x stands by Friday. **AW**

b. *Mini Blogs:* Heather had produced 10 x 'mini blogs'. Members agreed that these be duplicated to produce double sided, laminated displays. Kim offered to laminate the blogs if Liz was unable to do it for any reason. **HP**

v. *Opening:* The Exhibition would open on 18 Sep '18 at 10.00. Opening times were noted as 10.00 – 16.00 on Mondays to Saturdays and 13.00 – 16.00 on Sundays with free entry.

vi. *Open Evening* on 21 Sep: Kim's offer of help to sell the books & bookmarks was gratefully accepted.

vii. *Publicity:* Details had been advertised via CPAC website (thanks to Anne Bonner), social media, shop windows & Frodsham Life. Pammi would ask Liz to post details on FTC website. **PT**

viii. *Storage of Cascade after 1 Nov:* Members considered optional locations and Kim offered to check the Arts Centre shed for suitability. **[NOTE: Kim has confirmed that the shed can be used by the Group on condition that it is vacated by 17 Nov.]**

ix. *Making-up of Display Frames (see Item 112.6):* Allen would check with Will to Work Workshop for possibility of using space in the Workshop. **AW**

112.2. *Remembrance Services (11 Nov '18)*

- i. Minutes of meeting held on 3 Jul were circulated to Group members. Pammi had received draft minutes of the meeting held on 4 Sep and had suggested corrections to Hazel. Final version of the minutes was awaited.
- ii. It was noted that Father Michael wished to base the Service at St Laurence Church on the Order of Service used on 4 August 2014. Pammi had sent relevant documents to Fr Michael. Whether Fr Michael wished to extinguish candles was to be confirmed. **HP**
- iii. It was noted that eight volunteers – four for each of the two venues – were needed to read names.

112.3. *Frodsham Players Performance (11 Nov '18)*: Ian had sent a written report to Pammi & Carole had spoken to Allen about their progress.

- i. It was noted that the Players were well advanced in their preparation of “At the Going Down of the Sun”. WI were involved & were knitting poppies. The four primary schools had been approached for pupils to act as poppy bearers and had had a positive response from Manor House. Frodsham Choral Society had nominated singers for the musical numbers. Banners & posters would be displayed soon to advertise the event. There will be no entrance fee or ticketing, but donations would be accepted for the Royal British Legion.
- ii. Ian was concerned about the accuracy of names & number of men on his list. Pammi had checked his list against her records and had assured him that his list was correct.

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

- i. *Temporary Installation & FTC's Contribution*: Hazel (Town Clerk) had put the Group's decision (to place an order for temporary installation of the Board with Shelley Signs) to FTC's Community Committee with an enquiry to check if FTC would make a contribution towards the cost of the temporary installation. At its meeting held on 14 Aug '18, the Committee considered the quote from Shelley Signs as “excessive” and suggested that the Group obtains a quote from Hawk Printers for the temporary Board together with one for “leaflets or postcards to be distributed widely”. Hazel had contacted Hawk Printers on the Group's behalf and obtained a quote (£35 + VAT or, if redesign needed, £55 + VAT) for a Corex board, suitable for attaching to railings. Hazel also suggested that the Group may wish to have a frame for the board – made by Will to Work Workshop.
- ii. *Group's Decisions*: Following a detailed discussion on the pros & cons, members agreed:
  - a. To ask Hazel to place an order for the temporary Board with Hawk Printers.
  - b. To attach the Board to the Memorial railings and not to order a frame.
  - c. Not to get postcards / leaflets for distribution.
- iii. *Shelley Signs' Quote for the Permanent Board*: Pammi had spoken to Hazel about expiry of validity of the quote at end-October. Hazel had contacted Rob Shelley. Email of 11/9 from Rachel Shelley to Pammi confirmed extension of the deadline to 31/3/19. Members were concerned that the new deadline did not protect the quoted cost if the order is placed to coincide with FTC's plan for renovation of the Memorial in May 2019. It was agreed to discuss members' concerns with Hazel, suggesting that Listed Building consent could be obtained from CWaC before March 2019 to facilitate placing of the order with Shelley Signs in a timely manner without impacting adversely on FTC's plans. **PT**

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

- i. *Inter-School Sports*: A meeting of the Peace Celebrations Commemoration Group had been arranged for Mon 18 Sep. Prior commitments permitting, Allen would join the meeting. Thanks were recorded to Jenny for offering the Library as the venue.

112.6. *Poppy Cascade – Future Use / Disposal*

- i. *Display Frames*: Nothing to report
- ii. *Labels*: Thanks to Liz were recorded for her help in laminating the labels.

112.7. *Other Events / Activities*

- i. “From Battlefield to Blighty”: It was noted that 53 copies of the book remained. Kim offered to sell the books through the Arts Centre. It was agreed that availability for purchase would be publicised via WW!'s Facebook page. **AW**

- ii. Bookmarks: Members agreed to offer the remaining bookmarks (160+) to the four Primary Schools for pupils who had joined since the last distribution in 2014. Schools would be asked to nominate one class each to ensure equitable distribution. The item would be raised at the PCCG meeting on 18 Sep (see Item 112.5). **PT**

### 113. Any Other Business

113.1. *Paul Smith (FHC)*: It was noted that Paul was due to retire at the end of September and agreed that a 'Happy Retirement' card with thanks for his support of the Group' work be sent to him. **PT**

113.2. *Ian Clarke (Castle Park Gardner)*: Ian had spoken to Pammi about his proposal for a sandstone wall on the grassy patch at the bottom of Howey Lane (opposite the Netherton pub) and his wish to consult with members about improving the street scene in Frodsham. Pammi had invited him to the meeting, but, in the event, he did not attend. Members noted the proposal but considered it to be outside the Group's remit.

114. **Next Meeting** will be held on Wednesday 10 October 2018 at 18.15 at Frodsham Library, Princeway, Frodsham.

### 115. Items for Future Agendas

115.1. OHMF War Memorial – Safety of Steps (Oct '18)

115.2. St Laurence War Memorial – Payment for Retention of 2.5% of Invoice Total (£56) (Nov - Dec '18)

115.3. Use of Any Remaining Funds on Disbandment of Group

i. Artwork at CPAC

ii. Donation to Suitable Charity

115.4. Options for Post-disbandment Arrangements for Information Provision (2018)

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

115.6. Archive (2018-19)

115.7. Documents Relating to Staff Nurse Ethel Saxon – Follow-up

**Meeting Closed at 19.45**