

**World War 1 Commemoration Working Group**  
**Record of Meeting**  
**Held On Wednesday 10 October 2018 at 18.15**  
**At Frodsham Library, Princeway, Frodsham**



**Present:** Geoff Abnett            Ros Caldwell            Jenny Evans            Kath Hewitt  
              Dennis Taylor        Pammi Taylor        Allen Wales            Ian Lancaster (Chair, Frodsham Players)

**Apologies:** Ken Crouch            Heather Powling        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)    Kim Horton (CPAC Manager)

**Meeting 17**

**ACTION**

116. **Declarations of Interest:** None

117. **Record of Meeting Held on 12 September 2018**

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

117.2. *Matters Arising:* None.

118. **Finance**

118.1. *Budget 2018-19*

- i. One copy of 'From Battlefield to Blighty' @ £10.99 and one bookmark @ £1.00 had been sold. Members agreed to discount the price of the book to £5.99 and offer it for sale at St Laurence Parish Church on Remembrance Day. (See also Item 119.7.i.)
- ii. Invoice from Hawk Printers for the temporary Information Board was awaited.
- iii. Pammi had asked Kim for advice on recording VAT refund in the Group's Income & Expenditure Record. Kim was investigating CPAC's accounting system and would provide clarification shortly.

118.2. *Estimates for FY 2019-20*

- i. Members agreed the draft Estimates of Revenue & Capital Costs (see Annex) for submission to the Town Council.

**PT**

119. **Review of Actions & Progress**

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

- i. *Cascade Transportation on 17 Sep*
  - a. Due to a misunderstanding, nobody from Frodsham Health Centre had met Lionel (FTC) & Geoff at FHC. After a long wait, Lionel had left. The Cascade was transported to CPAC by Richard Hewitt in his car with help from Geoff, Kath and Allen (who knew where the Cascade was stored). Thanks to Richard for his assistance and use of his car were recorded.
  - b. Pammi had spoken to Liz Kenny (FTC) and asked her to convey the Group's apology to Lionel for his inconvenience.
  - c. She had also spoken to Paul Smith (FHC) who had apologised for his absence and explained that he had had to leave early on that day.
- ii. *Setting Up on 17 Sep:* With Kath & Richard, Geoff, Allen, Heather, Pammi, Dennis and Kim working together, the Cascade was erected successfully, documents (laminated by Liz Kenny) mounted on the display boards (the roll of green paper proved to be insufficient and, so, was not used), artefacts, including Lance Corporal William Jeffs' Death Plaque & Captain Weissmuller's picture, arranged in the display cabinet and mini-blogs set-up on the tables. Thanks to Liz Kenny (FTC) & Kim (CPAC) for their help were recorded.
- iii. *Open Evening (21 Sep):* There was good attendance and public interest with compliments on the displays and an enquiry about 'missing names'. Compliments had also been received via social media.
- iv. *Dismantling the Exhibition (1 Nov)*
  - a. *Cascade Storage:* It was noted that CPAC shed was available for the period 1 – 17 Nov. Kath offered space in her Garage and it was agreed that Geoff would transport the Cascade to her house on 1 Nov. [NOTE: It has now been decided to store the Cascade in the CPAC shed. Emails of 11/10 from Kath and of 15/10 from Pammi refer. (See also Item 119.6.i)]
  - b. *Volunteers:* Allen, Jenny, Ros, Geoff, Kath, Dennis & Pammi volunteered.

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

i. *Service at OHMF War Memorial*

- a. *Safety of Steps*: It was agreed to send a reminder about cleaning the steps to avoid any accident to Hazel. [NOTE: Email sent on 16 Oct.] **PT**
- b. *Readers*: Geoff & Kath volunteered to read names. Two other volunteers were yet to be identified.

ii. *Service at St Laurence Parish Church*

- a. *Use of Candles*: C/F in Heather's absence.
- b. *Readers*: Allen volunteered. Three other volunteers were yet to be identified.

iii. *Identifying Readers*: Members of the F&H Rotary Club and past Readers would be contacted to ascertain availability. **AW / PT**

iv. *Reading Lists*: Allen offered to produce eight copies of lists of names. **AW**

v. *FTC WG Minutes*: Minutes of the meeting held on 4 Sep were awaited. [NOTE: Minutes received on 15 Oct and circulated on 16 Oct.]

vi. *Wreath laying at London Cenotaph - Cllr Liam Jones' Participation*: Congratulations to Cllr Jones for winning the ballot to participate in the parade were recorded. It was noted that he would be laying a wreath, with both the Town Council and our Group's names & logos, at the Cenotaph.

119.3. *Frodsham Players Performance (11 Nov '18)*

- i. Ian reported that the Players were making good progress. WI were knitting poppies that will bear names of soldiers who died in WW1. A positive response to the request for pupils to act as poppy-bearers had been received from St Luke's & Weaver Vale in addition to Manor House. Another approach to Frodsham CE would be made soon. Frodsham Choral Society were involved in the production. The programme, lasting 1½ – 1¾ hours, was being finalised. Banners had been put-up around the town. Delivery of posters from the printers was expected shortly. Publicity via social media & local press was in hand.
- ii. There was some concern about how many people would attend the performance. Options for issuing free-of-charge tickets were to be discussed by the Players' Committee.
- iii. Ian accepted the offer of spare poppies held by Kath on behalf of the Group. [NOTE: Ian collected the poppies on 14 Oct.]

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

- i. *Temporary Installation*: FTC had taken delivery of the Corex Board. Pammi had spoken to Hazel and agreed that Lionel (FTC's Estates Manager) would attach it to the railings for Remembrance Day.
- ii. *Permanent Installation*: Letter requesting timely application for Listed Building consent was sent to Hazel on 1 Oct. At its meeting held on 9 Oct, FTC's Community Committee had agreed to apply to CWaC and Hazel would ask FTC's "professional advisor to start the process" (Email of 10 Oct from Hazel).

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

- i. *Inter-School Sports*: Record of PCCG meeting held on 18 September had been circulated.

119.6. *Poppy Cascade Disposal*

i. *Display Frames*

- a. *Progress by Will to Work Workshop*: Frames were ready for inspection (email of 10/10 from Norma). Allen offered to visit the Workshop on Tue 17 Oct. **AW**
- b. *Site for Making-up*: Following consideration of options, it was agreed to make up the Frames at the Library after a short meeting on Wed 7 Nov. Thanks to Jenny were recorded.
- c. *Labels*: Laminated labels were ready for attaching to the base of the Frames.
- d. *Tools*: It was noted that a selection of 'tools', including staple-gun, pliers / scissors, hammer and strong adhesive (eg Hard as Nails) / double-sided tape would be need to make up the Frames.
- e. *Spare Poppies*: It was noted that cardboard boxes would be needed for storage.
- f. *Delivery of Frames*: One Frame will be left with Jenny for display in the Library after making up, and Ros will take one for Frodsham Methodist Church. The four Schools, Frodsham Health

Centre, St Laurence Parish Church, CPAC & FTC would be contacted to make arrangements for delivery of the Frames (also bookmarks for Schools). **PT**

ii. *Spare Poppies*

a. *Remainder of Poppies After Construction of the Cascade*: See Item 119.3.iii above.

b. *Remainder of Poppies After Dismantling the Cascade*: Schools would be contacted to ascertain whether they wanted mementoes for parents/carers. **PT**

119.7. *Other Events / Activities*

i. *Publicity for Sale of Books*: On-line publicity for the discounted offer would be arranged **PT**

ii. *Bookmarks for Schools*: See Item 119.6.e above.

**120. Any Other Business**

120.1. *Paul Smith (FHC)*: A 'Happy Retirement' card had been delivered to Paul

120.2. *Historical Promotions and Event Management* had offered management of events in 2019. After due consideration, the Group agreed to decline the offer.

121. **Next Meeting** will be held on Wednesday 7 November 2018 at 18.15 at Frodsham Library, Princeway, Frodsham.

**122. Items for Future Agendas**

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

122.2. Use of Any Remaining Funds on Disbandment of Group

i. Artwork at CPAC

ii. Donation to Suitable Charity

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

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

122.5. Archive (2018-19)

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

**Meeting Closed at 19.45**

**World War 1 Commemoration Working Group**  
**Estimates of Revenue & Capital Costs**  
**For Financial Year 2019/20**



Planned Event / Activity		Estimated Expenditure	Comments
1	Peace Celebrations (July 2019)		
1a	Inter-School Sports	£250.00	Equipment for 'sports of the time'
1b	Inter School Sports	£65.00	Frames for race-winners certificates
1c	Cakes for 4 x Residential Homes	£160.00	Nett amount with offer of 50% discount
1d	Publicity	£100.00	Flyers / posters
2	Domain renewal for WW1 Website ( <a href="http://www.greatwar-frodsham.info/">http://www.greatwar-frodsham.info/</a> )	£30.00	Previously approved by FTC (Minutes of meeting held on 23 Sep 2013, Item 117.6)
3	Miscellaneous Items / Contingency	£75.00	
<b>Total</b>		<b>£680.00</b>	