

World War 1 Commemoration Working Group
Record of Meeting
Held On Wednesday 7 November 2018 at 18.15
At Frodsham Library, Princeway, Frodsham



Present: Geoff Abnett Ros Caldwell Jenny Evans Kath Hewitt Dennis Taylor Pammi Taylor

Apologies: Ken Crouch Heather Powling Sara Wakefield Allen Wales
Peter Vickery (CPAC, Ex-officio) Kim Horton (CPAC Manager)

Meeting 18

ACTION

123. **Declarations of Interest:** None

124. **Record of Meeting Held on 10 October 2018**

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

124.2. *Matters Arising:* None.

125. **Finance**

125.1. *Budget 2018-19*

i. *Sale of 'From Battlefield to Blighty' & Commemorative Bookmarks:* Figures were awaited from Kim.

ii. *VAT refund:* Correspondence between Pammi and Kim & Peter had been circulated to members. It was noted that, our Group's A/c being a 'restricted fund', CPAC was not able to reclaim VAT on our behalf. Members agreed to approach FTC for funds to meet the shortfall resulting from CPAC having made payments of gross amounts on our behalf. **PT**

125.2. *Estimates for FY 2019-20:* It was noted that Estimates had been included in FTC's Policy & Process Committee's budget and would be submitted to full Council on 26 Nov; and that the budget will finally be agreed at the Budget & Precept Setting meeting in Jan '19.

126. **Review of Actions & Progress**

126.1. *Dismantling of Exhibition at CPAC (1 Nov '18):* Kath & Richard, Geoff, Allen, Ros & Pammi had taken down the exhibition. Geoff had transported the Cascade to Frodsham Library on 7/11. Ros had returned the Death Plaque to Mrs Frodsham and Pammi had returned Captain Weissmuller's picture to Rudy Miller. Kath would return the archival items from F&D History Society shortly. Thanks to all were recorded.

126.2. *Delivery of Display Frames, Bookmarks & Spare Poppies (Nov '18):* See 'Arrangements for Delivery' attached. Members (other than Kath & Ros who had already agreed) were encourage to attend the FTC presentation on 26 Nov.

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

i. *Service at OHMF War Memorial*

a. *Readers* were confirmed as: Geoff, Kath, Sara and Ian Tickle

b. *Wreath Laying:* It was agreed that either Geoff or Sara would lay the wreath on the Group's behalf.

c. *Temporary Information Board:* Hazel (Town Clerk) & Lionel (Estates Manager) would visit the site on 2/11 to determine the best way to 'hang' the Board on the railings.

ii. *Service at St Laurence Parish Church*

a. *Readers* were confirmed as Allen, Heather, Brian & Christine Lloyd and Mike Jackson

b. *Wreath Laying:* It was agreed that either Allen or Heather would lay the wreath on the Group's behalf.

c. *Lighting of Candles:* It was noted that Father Michael had wanted to replicate 'lighting of candles' included in the Service on 3 August 2014 and that arrangements had been made to do this.

iii. *Reading Lists:* Allen was producing weather-proof lists and would have them ready for the two Services.

iv. *Payment for Wreaths:* Pammi would pass the invoices for the two wreaths ordered from RBL to Kim. **PT**

126.4. *Frodsham Players Performance (11 Nov '18):* Members were encouraged to attend the performance on 11 Nov at 16.00 at St Laurence Parish Church.

127. **Next Meeting:** A meeting would be arranged depending on FTC's response to Pammi's letter about the budget shortfall (see Item 125.1.ii).

128. Items for Future Agendas

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

128.2. Use of Any Remaining Funds on Disbandment of Group

i. Artwork at CPAC

ii. Donation to Suitable Charity

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

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

128.5. Archive (2018-19)

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

Meeting Closed at 18.50

NOTE: After the meeting, members prepared the Display Frames for delivery (see Item 126.2), finishing at 20.30.

WW1 Commemoration Working Group



Arrangements for Delivery of Display Frames Etc

Venue	Items	Date / Time	Deliverer(s)
Frodsham CE Primary School	Frame Bookmarks Poppies (As many as we can afford)	Thu 8 Nov 10 am	Dennis & Pammi
St Luke's Primary School	Frame Bookmarks Poppies (30)	Thu 8 Nov 2.30 pm	Ros
Manor House Primary School	Frame Bookmarks Poppies ("some")	Fri 9 Nov 9 am	Geoff
Weaver Vale Primary School	Frame Bookmarks (28 – Yr 1 / 2, 16 Reception) Poppies ("few")	Fri 9 Nov 2.50 pm (If 9/11 not possible, any day to Admin)	Dennis & Pammi
Frodsham Health Centre	Frame Photographs (Pammi to send via email)	Any day 1-7 & 9-11 Nov 9 am – 5 pm	Dennis & Pammi
Castle Park Arts Centre	Frame	-	Kath
Frodsham Library	Frame	-	Jenny
Frodsham Methodist Church	Frame	-	Ros
St Laurence Parish Church	Frame	Sun 11 Nov	Geoff
Frodsham Town Council	Frame	Mon 26 Nov 6.45 pm	Ros & Kath