

**World War 1 Commemoration Working Group**  
**Record of Meeting**  
**Held On Wednesday 17 April 2019 at 18.15**  
**At Frodsham Library, Princeway, Frodsham**



**Present:** Geoff Abnett    Ros Caldwell    Jenny Evans    Kath Hewitt    Pammi Taylor  
**Apologies:** Ken Crouch    Heather Powling    Dennis Taylor    Sara Wakefield    Allen Wales  
                  Peter Vickery (CPAC, Ex-officio)    Kim Horton (CPAC Manager)

**Meeting 22**

**ACTION**

147. **Declarations of Interest:** None

148. **Record of Meeting Held on 13 March 2019**

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

148.2. *Matters Arising:* None

149. **Finance**

149.1. *Budget 2018-19:* CPAC staff had sold a total of 6 x books and 14 x bookmarks to-date (Email of 17 Apr '19 from Kim). [See Annex for the updated Income & Expenditure Record].

149.2. *Budget 2019-20 – Transfer of Funds by FTC to CPAC:* Jo O'Donoghue (Town Clerk) had confirmed that the cheque (waiting to be countersigned by Councillors) would be passed to CPAC soon.

150. **Review of Actions & Progress**

150.1. *Information Board at OHMF - Listed Building Consent:* Jo O'Donoghue is waiting for FTC advisor's return from holiday and will update the Group on progress when she has the information (Jo's email of 17/4).

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

i. *Inter-School Sports*

a. *Record of PCCG meeting* held on 26 Mar '19 had been circulated. It was noted that:

- *Number of pupils* participating from each School was still to be determined.
- *Publicity* was, in the main, being handled by F&H Rotary Club

b. *Next Steps:* Members considered the following matters and agreed 'next steps':

- *Programme:* Members were content with the Programme agreed by PCCG subject to addition of an image of OHMF Memorial on the reverse, and agreed to obtain 250 copies on thin card for distribution to attendees. Quotes for printing were to be sought. **PT**
- *Winners' Certificates:* Kath offered to write the names of winning pupils & Schools [**NOTE:** Kath has, since, informed Pammi that she & Richard "are reluctantly withdrawing from all the Festival in the Park WW1 preparations and events" in view of the effort needed on the day (email of 18/4)]. Members agreed to obtain quotes for 25 copies on thin card. **PT**
- *Certificates of Participation for Schools:* It was agreed to present framed Certificates – similar in design to the Winners' Certificates - to the four participating Schools. A draft would be produced for the next meeting. **PT**
- *Presentation of Certificates:* Following an in-depth discussion, it was agreed to invite Mike Amesbury MP, Frodsham Town Mayor (after the Local Election on 2 May '19) and Alan Laird, President of F&H Rotary Club from 4 Jul '19 to present the Certificates jointly. **PT**

c. *Top Field*

- It was noted that the Rotary Club had included use of Top Field in its application to CWaC.
- Arrangements for grass-cutting would be clarified to ensure the Field is fit for use. **PT/AW**

d. *Health & Safety*

- Members approved the Risk Assessment. A copy would be passed to the Rotary Club. **PT**
- Marshals were to be identified. **PT/AW**

ii. *Events for Residential Homes*

a. *Contact With Residential Homes*

- Margaret Rogerson (FDCS Honorary Secretary) had contacted Chapel Fields & Hillcrest and had arranged for the Society to sing at the two Homes on Thu 11 Jul '19, starting at Chapel Fields at 14.30 and at Hillcrest for 15.45.
- Arrangements for Meadow Court & Newton Hall were still to be finalised (see item b below).

*b. Contact With Performing Groups / Individuals*

- *Frodsham Players*: Following the Players' expression of interest at their last meeting, the matter would be followed up. C/F in Heather's absence. **HP**
- *Schools*: Manor House were unable to help due to prior commitments. Response from Helsby High was awaited.
- *Kath Poval*: Ros would contact Kath to check availability.
- *Andrew Lawless*: C/F in Allen's absence.

150.3. *WW1 CWG Stall at Festival in the Park*

- Allen had sent a request to Jim Pooler (Lead Organiser) who had intimated (email of 16/4) that an "Invitation to Attend" pro-forma would be issued shortly.
- Volunteer(s) to set up were to be identified.
- FTC would be contacted to check if the Council could lend us a gazebo. **JE**

150.4. *Other Events / Activities*: None

151. **Next Meeting**: Members deemed it essential that a representative of the Rotary Club be present at the Group's next meeting. Availability will be checked for Wed 8 May & Wed 15 May '19 for the meeting to be held at 18.15 at Frodsham Library, Princeway, Frodsham. Date will be confirmed in due course. **PT**

152. **Items for Future Agendas**

- 152.1. Cakes for Residential Homes (May / June)
- 152.2. Remembrance Services (July)
- 152.3. Post-disbandment Arrangements for Public's Access to Information About WW1 (June / July)
- 152.4. Use of Any Remaining Funds on Disbandment of Group (June / July)
  - Artwork at CPAC
  - Donation to Suitable Charity
- 152.5. Books - On-line Publishing (June / July)
- 152.6. Archive (June / July)

**Meeting Closed at 19.30**

**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>	
31 Mar '18	<b>Less Expenditure to 31 Mar '18</b>	<b>£110.90</b>	Ref: Expenditure (Cost Code 2105)
	<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	£17.97	Email of 8 Jan '19 from Kim Horton, CPAC Manager
	11 x Commemorative Bookmarks @ £1.00	£11.00	
8 Feb '19	2 x Commemorative Bookmarks @ £1.00	£2.00	Email of 8 Feb '19 from Kim Horton, CPAC Manager
<b>Total</b>		<b>£6,082.06</b>	
31 Mar '19	<b>Less Expenditure to 31 Mar '19</b>	<b>£3,814.60</b>	Ref: Expenditure (Cost Code 2105)
	<b>Balance C/F</b>	<b>£2,267.46</b>	Includes £1,280.00 + VAT for Missing Names / Other Frodsham Memorials Information Board and £100 for Group's Archive (to be completed in FY 2019-20)
<b>Financial Year 2019-20</b>			
1 Apr '19	<b>Balance B/F</b>	<b>£2,267.46</b>	
15 Apr '19	3 x From Battlefield to Blighty @ 5.99	£17.97	Email of 8 Feb '19 from Kim Horton, CPAC Manager
	1 x Commemorative Bookmark @ £1.00	£1.00	
	Transfer from FTC to CPAC		
<b>Total</b>		<b>£2,286.43</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>	

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

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<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 2018-19</b>					
15 Nov '17	Missing Names / Other Frodsham Memorials Information Board	£1,280.00	£0.00	£0.00	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 Cheque for £3,452.40 to St Laurence PCC for disbursement (Kim's email of 12 Jun '18)
	2.5% retained in respect of invoice from Mallett Stonemasonry Ltd payable after 6 months		£56.00	£56.00	£11.20
	£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)
14 Feb '18	Participation in Beacons of Light	£45.00	£0.00	£0.00	50% of cost of gas (Shared with FTC) Record of meeting held on 14 Feb '18, Item 63.8
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)
	Preparation of Group's Archive	£100.00	£0.00	£0.00	
<b>Total</b>		<b>£6,456.00</b>	<b>£3,228.00</b>	<b>£586.60</b>	

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