

# World War 1 Commemoration Working Group

## Record of Meeting

Held On Wednesday 12 June 2019 at 18.15

At Frodsham Library, Princeway, Frodsham



**Present:** Ros Caldwell      Jenny Evans      Kath Hewitt      Heather Powling  
Mike Jackson (F&H Rotary Club)      Jim Pooler (F&H Rotary Club)

**Apologies:** Ken Crouch      Pammi Taylor      Dennis Taylor      Sara Wakefield      Allen Wales  
Peter Vickery (CPAC, Ex-officio)      Kim Horton (CPAC Manager)

### Meeting 24

### ACTION

160. **Declarations of Interest:** None

161. **Record of Meeting Held on 15 May 2019**

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

161.2. *Matters Arising:* None

162. **Finance**

162.1. *Budget 2019-20 – Transfer of Funds by FTC to CPAC:* The correspondence between the Town Clerk and Pammi was noted. Transfer of the £680 anticipated as the grant for 2019 was in hand. Pammi has provided CPAC details to the new Town Clerk so that the money can be paid into our account when available.

163. **Review of Actions & Progress**

163.1. *Information Board at OHMF – Listed Building Consent:* It was noted that Pammi had emailed the Town Clerk to ask for an update on progress. Unfortunately, in the handover to the new Town Clerk, there has been no request to date. Work had not yet begun on the renovation of Overton Hill Memorial - and there had also been a further change of staff involved, so no progress at present. The Group stressed the importance of emphasising to FTC that WWI Group funds will be disposed of once the group is disbanded. Clarification of the situation with regard to the Information Board is now urgent. Pammi would continue to request information on progress from the Town Clerk. **PT**

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

i. *Inter-School Sports*

a. *Programmes & Winners' Certificates:* Order was placed with Orbit News Ltd (Supplier 'B'). The printed documents had been delivered to the Town Council Office for collection by a member of the Group. It was noted that members of the Group had not been able to visit Castle Park to check the printing as yet, but Heather offered to go in to the office on Thursday 13 June to make sure that the printing was correct. Certificates and programmes will remain in storage at Castle Park House until Friday 5 July - for collection before the weekend's activities. (**Note:** Heather has visited Castle Park House. Printing all in order and ready for collection before 4.00 pm on 5th July.)

b. *Certificate of Participation for Schools*

• *Printing:* C/F in Pammi's absence. **PT**

• *Frames:* The group noted that Allen had offered to obtain frames after the last meeting. Heather would check with Allen to find out whether these are now in hand. **HP**

c. *Presentation of Certificates:* All those invited to present certificates have accepted. Mike and Jim asked for information on how and where the presentations would take place. Heather would check arrangements and forward details to Rotary. **HP**

d. *Marshals & Volunteers*

• *Identification:* Geeta (Pammi's daughter & Primary School Teacher), Marie (qualified Marshal) Alan Greggs (friend), Cllrs Debra Mostyn-Jones & Lynn Riley and four (unnamed) from St Luke's Primary School had been confirmed as marshals. Two staff members from FCE PS & four from MH PS would be available as volunteers. Information from WV PS was awaited. Cadets were not able to help on 7/7 (Sara's email of 31/5)

• *Notification to Jim Pooler (Rotary Club):* Pammi had sent details of identified marshals to Jim.

• *High Viz Jackets & Marshals' Badges:* It was agreed to check with the schools whether they have High Viz jackets which adult helpers would use. The next meeting with the schools is planned for 1 July. If Pammi is unable to attend the meeting, Heather would attend and make sure that the necessary information is forwarded to Rotary. There was also a question of

whether a PA system would be necessary. It was suggested that this be taken to the meeting with the schools to see if they have the necessary equipment. **HP**

- *Numbers of children taking part:* Mike and Jim asked for confirmation of numbers taking part in the sports. (**Note:** Letters to parents have just gone out. The schools are unable to confirm numbers at present, but information should be available at the meeting on 1 July.)

e. *Preparation of Top Field – Grass Cutting:* Mike and Jim confirmed that Rotary has not made arrangements for Top Field to be mown prior to the event. It would therefore be necessary for the WWI Group to contact CWAC to request grass cutting by 5th July. Again, arrangements to be confirmed with Rotary. (*Contact for the arrangements:* Andy James: [andy.james@cheshirewestandchester.gov.uk](mailto:andy.james@cheshirewestandchester.gov.uk)). Jim confirmed that a risk assessment had been completed on the Group's behalf, but urged that this should also include something about the state of the ground and arrangements for delivery of equipment and safety of competitors if conditions were deemed to be unsafe. (**Note:** Heather to email Andy James on the Group's behalf to request grass cutting.) **HP/PT**

f. *Involvement of Junior Mayors:* The group agreed that the Junior Mayors be invited to lead the Costume Parade.

g. *Timings for the Day:* There was some discussion about the timing for the day. Rotary will need details of the timing and route of the procession. The group was asked to note that the Howey Lane entrance to the Park cannot be used between 12.30 and 1.00 pm because of the Downhill Run. Entrance to the field for delivery of equipment is available only between 9.30 and 11.45 am. Those delivering the equipment for the races should be advised to do so early in the morning. Mike and Jim asked that the detailed arrangements be forwarded to them by 28th June. (**Note:** *Timings confirmed as: Sports begin at 1.30 pm. The Procession will follow when the sports are finished, so there will be no clash with the Downhill Race.*) **PT/HP**

h. *List of inclusions for 'Letter to Parents':* Pammi had sent suggestions to sent to Schools in response to Laura Dodd's (Manor House PS) request. Letters from all four Schools had gone to parents on 10/6 as planned.

i. *Insurance:* (**Note:** The schools have made it clear that this is not a school based activity, so not covered by their insurance.) Mike confirmed that he had approached Rotary's insurers to check that the event would be covered as part of the Festival in the Park but has had no response to date. **MJ**

ii. *Events for Residential Homes*

a. *Arrangements for Performances* were confirmed as:

- Chapelfields: Thu 11 Jul @ 2.30 pm (Email of 13/4 from Margaret)
- Hillcrest: Thu 11 Jul @ 3.45 pm (Email of 13/4 from Margaret)
- Meadow Court: Fri 12 Jul @ 2 pm (Email of 5/6 from Heather)
- Newton Hall: Fri 26 Jul @ 2 pm (Email of 17/5 from Kathleen)
- All members of the group are invited to attend these performances if they are able to do so. Heather reassured the group that she could attend all four if other members were unavailable. **HP**

b. *Cakes for the Homes* were to be ordered. **PT**

163.3. *Festival in the Park – WW1 CWG Stall*

i. *Application for the Pitch:* The completed pro-forma had been emailed to Jim on 7/6 nominating Pammi & Sara as contacts. Jim confirmed that the request had been received.

ii. *Gazebo:* As reported at the previous meeting, Allen thought that there may be a spare gazebo available from Rotary. Mike and Jim did not think that this was the case. Heather agreed to enquire about borrowing a gazebo from other sources. **HP**

iii. *Manning the Stall:* Sara & Greg would man the stall.

iv. *Items for the Stall*

a. *Display Board & Poppies:* Geoff had offered the Display Board and had the Poppies (removed from the netting) ready in small boxes.

b. *Table & Two Chairs:* To be provided by Jenny and Heather. **HP/JE**

c. *Books & Bookmarks:* Some of these are stored at Castle Park Arts Centre and others in church. Sara had offered to collect as necessary - Heather will bring from church and ask Sara to collect from Castle Park. **HP/SW**

*d. Documents for Display Board:* Pammi has the materials for the Board.

**PT**

**163.4. Other Events / Activities**

- i. *Post-disbandment Arrangements for Public's Access to Information About WW1:* Heather proposed that Frodsham and District History Society be approached to provide an email contact for general enquiries after the disbandment of the group. FDHS and the Archivist would be provided with email addresses of members of the group prepared to answer queries. This would ensure that all enquiries came to a generic email address - personal email addresses of members would not be in the public domain. Enquiries might also come in via the web site. The group agreed that FDHS be approached.

**HP**

**164. Any Other Business**

164.1. *Conversation with Geoff Abnett:* Pammi had spoken to Geoff with positive results (see Item 163.3.iv.a). Geoff also kindly offered to help with photographing the performances at Residential Homes if he was not otherwise occupied on the given dates / times.

164.2. *Report to FTC:* Pammi had made a start on the report & would attempt to finish the draft as soon as she can. Members of the Group offered to help if Pammi needed support to complete the report.

165. **Next Meeting** will be held on Wednesday 17 July 2019 at 18.15 at Frodsham Library, Princeway, Frodsham.

**166. Items for Future Agendas**

166.1. Remembrance Services (July)

166.2. Use of Any Remaining Funds on Disbandment of Group (June / July)

i. Artwork at CPAC

ii. Donation to Suitable Charity

166.3. Books – On-line Publishing (June / July)

166.4. Archive (June / July)

**Meeting Closed at 19.30**