

10 April 2016

Record of Decisions from meeting of Tidworth War Memorial Committee on Wednesday 23 March 2016 at Tidworth Town Council Offices from 1900 hours.

Name	Appointment
Attendance: Melanie Marsh (MM) Ann Birch (AB) Anne Breen (ABe) Annabel Copeland (Rector) Danielle Goodchild (DG) Denise Keane (DK) Rupert Gregory (RG) Betty O-Connell (BO) Daz Stevenson (DS) Lorna Swinyard-Jordan (LSJ)	Chair Treasurer Deputy Chair Sec
Apologies: Anne-Marie Bisby (AMB) June Hodson (JH) Corby Kemp (CK) Danny Mackness (DM)	Garrison Rep

ITEM	DECISIONS	ACTION
1. Welcome	The Chair thanked everyone for attending and work conducted since the last meeting. The meeting supported the proposal that due to pressure of work, the Deputy Chair and Chair would switch duties with effect from the end of the meeting.	MM, DS
2. Minutes of Last Meeting	The Minutes of the last meeting were accepted as a true record of proceedings.	
3. Actions Arising	The Chair updated the actions list as follows: a. Actions completed: <ul style="list-style-type: none"> • Sep 4c / Sep 8c. DK to develop comms Plan. • Oct 4b. Bank Account signatories. • Jan 16 5a. Design competition - schools. • Jan 16 5b. Design competition – adults. • Jan 16 5c. Design competition – youth organisations. • Jan 16 5d. Design competition – adults. b. Actions ongoing: <ul style="list-style-type: none"> • Sep 4f. Regimental Funding letter. • Sep 4g. HLF draft application for formal opening. • Oct 4c. Environmental Funding. • Jan 16 4a. Charity status – DS to assist DG in writing documentation required for charity status. • Jan 16 4b. Funding requests. • Jan 16 4c. Funding requests. • Jan 16 4d. Brass plaque – action transferred to RG. 	DS

	<ul style="list-style-type: none"> • Jan 16 6a. Opening ceremony. • Jan 16 6b. Opening ceremony. • 	RG
4. Funding	<p>a. It was agreed that bank account signatories would be Chair and a trustee. Trustees would be the mayor, Rector and BO.</p> <p>b. The Chair would act as the named individual for charity commission paperwork.</p> <p>c. The bank account had been opened and the current balance was £10,000.</p> <p>d. A 'Justgiving' page had been established for Tidworth War Memorial.</p> <p>e. A contract with Young Johnson Monumental Mason was now in place so the £100K grant could be formally accessed.</p> <p>f. The Rector had been approached by the diocese regarding the old account. She would pursue getting the balance transferred to the new account with the Treasurer. (Mar 16 4a)</p> <p>g. Meeting agreed to commit £120K to the project.</p> <p>h. DG was to pay the mason for the design and development work by 29 Mar 16. (Mar 16 4b)</p> <p>i. DG was to refund £225.79 to DS to cover the costs of the site plan (28.79) and Wiltshire Planning Application (£195.00). (Mar 16 4c)</p> <p>j. MM would approach Help for Heros for funding support. (Mar 16 4d)</p> <p>k. DS would request financial assistance from SAAFA. (Mar 16 4e)</p> <p>l. MM and DS would contact the Head Offices of ABF and RBL to seek a financial grant for the memorial. (Mar 16 4f)</p>	<p>Rector, BO</p> <p>DS</p> <p>Rector DG</p> <p>DG</p> <p>DG</p> <p>MM</p> <p>DS</p> <p>MM, DS</p>
5. Memorial Design	a. Designs would be reviewed on Wed 8 Jun 16 1900 at the Community Centre. (Mar 16 5a)	ALL
6. Project Planning	<p>a. Planning permission has been granted.</p> <p>b. Rector and MM to estimate costs for the opening event in order to inform the HLF grant request. (Mar 16 6a)</p>	Rector MM
8. Comms	<p>a. ABe assumed responsibility for booking the Community Centre for all meetings.</p> <p>b. DK would monitor the email account and forward information as required to committee members.</p> <p>c. The Twitter account had received more than 100 likes.</p>	ABe DK
9. AOB	Nil	
10. Date of Next Meeting	<p>The next meetings will be held at 1900:</p> <p>20 Apr 16</p> <p>18 May 16</p> <p>29 Jun 16</p>	ALL

Summary of Actions Arising from TWMC Meetings @ 10 Mar 16

Date	Action	Closed
Actions Ongoing		
Sep 4f	Regimental funding letter. LSJ to write to all Regimental Associations inviting their support for the project.	
Sep 4g	HLF draft application for formal opening. MM to review and draft application to HLF to be considered by committee.	
Oct 4c	Environmental Funding. DK agreed to investigate any options for funding within the waste / environmental arena.	
Jan16 4a	Charity Status. DG would seek charity status for the War Memorial funds.	
Jan16 4b	Funding Requests. Rector and DK to write to local businesses requesting funding support.	
Jan16 4c	Funding Requests. MM and DS were to contact the larger firms by letter and personal visit requesting funding support.	
Jan16 4d	Brass Plaque. RG would request the Town Council consider a brass plaque in the new Civic Centre to acknowledge those who had contributed to the memorial.	
Jan16 6a	Opening Ceremony. The Rector would liaise with RBL to de-conflict plans for Remembrance Sunday 2016.	
Jan16 6b	Opening Ceremony. DG will invite the Army Chaplain's to send a representative to the opening ceremony on Remembrance Sunday.	
Actions Arising		
Mar 16 4a	Access to Old account. Rector to pursue with diocese access to funds in the old war memorial account.	
Mar 16 4b	Payment of Bill. DG to pay the mason for the design and development work by 29 Mar 16.	
Mar 16 4c	Refund of planning costs. DG was to refund £225.79 to DS to cover the costs of the site plan (28.79) and Wiltshire Planning Application (£195.00).	
Mar 16 4d	Help for Heros. MM to approach Help for Heros for funding support.	
Mar 16 4e	SAAFA. DS to request financial assistance from SAAFA.	
Mar 16 4f	ABF and RBL. MM and DS would contact the Head Offices of ABF and RBL to seek a financial grant for the memorial.	
Mar 16 5a	Designs. Designs would be reviewed on Wed 8 Jun 16 1900 at the Community Centre.	
Mar 16 6a	Opening Event Costings. Rector and MM to estimate costs for the opening event in order to inform the HLF grant request.	
Actions Closed		
Dec 4a	Tidworth Memorial Fund. DS to continue to chase Memorial Fund. DS has located a file dating back before 1964 when the memorial fund objective was amended to 'benefit the old people of Tidworth'. There was money still available.	May 15
Dec 5c	Military Campaigns. LSJ provided a list of military campaigns since WW1 for the Project Design Committee to consider. It is attached as Enclosure 1 for reference.	Jan 15
Dec 6b	Proximity to Silver Jubilee Beacon. DS reported that the Town Council will not move the beacon and advised that this position would require continual ASPIRE approval for access for maintenance, repair etc.	Jan 15
Dec 7a	Charity Constitution. DG to draft Charity Constitution. DG had informed MM that a charity constitution was not needed as one already existed for the Tidworth Memorial Fund.	May 15
Dec 7b	Terms of Reference. LSJ had drafted Terms of Reference (ToRs) for the committee but it was not yet possible to develop a detailed timeline. The Chair would reflect on discussions during the last two meetings including councillor participation and attendance requirements. The TORs would be sent to all members prior to the next meeting.	Jan 15
Dec 8	New members. All TWMC members should continue seek to raise interest across the Tidworth community and encourage new members.	Mar 15
Jan 4a	Funding Options. MM would forward details of some potential funding routes to DS.	Feb 15

Jan 4d	DG to determine requirement and implications of charitable status for the project.	May 15
Jan 7a	DS to investigate the feasibility of adding a 'TAB' on the Town Council web page for TWMC.	Feb 15
Mar 7c	Quotations. DS to seek quotations from memorial builders to determine likely costs and gain specific design proposals. Three stonemasons had been invited to look at the site and submit initial ideas. They had confirmed that @£130K was a feasible sum for the project.	May 15
May 4c	Charity Constitution. Application would be made to reinstate the original charity objective pre-1964 to establish a Tidworth War Memorial. Further investigation had identified that the original constitution was not amended and only the interest from the account was assigned to helping the elderly in South Tidworth.	Jul 15
May 5a	Stone Mason Presentation. DS to invite Mr Nick Johnson to present his ideas to the July meeting.	Jul 15
May 5b	Evidence of wide consultation. DS to provide details of all stonemasons invited to consider Tidworth War Memorial.	Jul 15
Jan 4c	Grant. CF to confirm in writing to the Chair £100K grant with details of all constraints before the next meeting. Now confirmed.	Sep 15
Jul 4b	Authority to commit spend. No money could be spent until it was known if the £100K grant was forthcoming acknowledging that the money may not be available until 2016. No money is to be committed until status of £00K grant is confirmed in writing £100K grant now formally confirmed.	Sep 15
May 5c	Comments on Outline design. All committee members to submit any (further) comments on memorial design by 15 June 2015.	Jul 15
Dec 3b	Military Rep. LSJ to invite mil rep. Lt Col Danny Mackness would join the committee to represent Tidworth Garrison.	Oct 15
May 4a	Trustees. The original trustees of mayor, manager of Lloyds bank and the CofE ecclesiastical lead had to be amended to Mayor, Chair of the Committee and Pastor of Holy Trinity Church. MM would invite the Pastor to assume this role and with DG action the necessary paperwork. The Rector had joined the committee. DG had processed the paperwork.	Oct 15
May 4b	Bank account. Names on the bank account would be updated to reflect new Trustees. Mayor and Treasurer to sign into bank account in order to gain access. Then the new Trustee signatories could be set up. Mtg decided to close this action and replace with Oct 3a and 3b for clarity.	Oct 15
May 8a	Information Letter. An Information letter would be sent to local organisations by 15 June 2015. Letter approved for circulation.	Oct 15
Jul 4a	Submit grant applications. MM would proceed with grant applications to provide some funding to support development modelling by the Stone Mason. Applications submitted to Tidworth Town Council and Wiltshire Area Board and, after discussion, an application will be submitted to HLF. Grant applications submitted less HLF which would be detailed in a separate action.	Oct 15
Sep 4e	Justgiving and Facebook pages. The Committee agreed that the creation of a justgiving and Facebook page would be advantageous. Created.	Oct 15
Sep 5d	Names on memorial. It was felt that this should be a decision for the community of Tidworth, not the Committee alone. DG, DK, JH to organise an opinion poll in Tesco forum once design of memorial is finalised. On reflection the committee decided that there was too much risk in adding names to the memorial. This decision would be explained in detail to the Town Council if required.	Oct 15
Oct 5a	Project Update. MM to draft an update on the project and submit to Town Clerk no later than 27 Oct 15. Submitted. Action complete.	Nov 15
Jul 7a	Planning Application. DS would draft the planning application for submission once the final drawings are complete and agreed. Submitted.	Jan 16
Jul 8a	Schools Design Competition. Local schools would be invited to take part in a competition to present ideas for the pictures to be engraved on the monoliths. The Rector run the competition and final designs would be selected by end Feb 16. Competition initiated.	Jan 16
Sep 4h	Formal Opening. Rector to invite Bishop of Ramsbury to formal opening.	Jan 16
Oct 4a	Bank Account Access. Mayor and Treasurer to become signatories of the bank	Jan 16

	account in order to gain access. Access to bank account gained.	
Oct 7a	Planning Permission. DS to submit planning permission for the memorial by end Dec 15. Planning permission submitted.	Jan 16
Oct 8a	Information Letter. Rector to provide 50 hard copies of the information letter. Completed.	Jan 16
Oct 8b	Twitter Account. MM to establish a twitter account for the project. Completed.	Jan 16
Oct 8c	Comms – St Patricks. DK to add a note to the St Patricks church newsletter.	Jan 16
Oct 8d	Comms – Parish mag. Rector to add a note to the Tidworth Church Parish magazine.	Jan 16
Oct 8e	Project Update to Town Council. MM to draft an update on the project and submit to Town Clerk no later than 27 Oct 15.	Jan 16
Sep 4c	Comms Plan. DK to develop a Comms plan.	Mar 16
Sep 8c	Comms Plan. DK to develop a Comms plan.	Mar 16
Oct 4b	Bank Account Signatories. New trustees to be named on account (Mayor, bank Manager, Rector, Chairman, Treasurer, Council Rep) with at least 2 signatories required.	Mar 16
Jan16 5a	Design Competition – schools. Rector would approach years 8 and 10 at Wellington Academy to ensure pupils were aware of the closing date = end Feb 16.	Mar 16
Jan16 5b	Design Competition – adults. MM would place an article in Salisbury Journal and Tidworth Times to ensure as many adults as possible had been able to take part.	Mar 16
Jan16 5c	Design Competition – youth organisations. DG would contact local guides, brownies rainbows.	Mar 16
Jan16 5d	Design Competition – adults. ABe would ensure residents at Trinity House and the Women's Institute members had the opportunity to enter the design competition.	Mar 16
Jan16 6c	Opening Ceremony. The Rector will book a military band for the opening ceremony.	Mar 16