

31 January 2016

**Record of Decisions from meeting of Tidworth War Memorial Committee on Wednesday 27 January 2016 at Tidworth Town Council Offices from 1900 hours.**

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

ITEM	DECISIONS	ACTION
1. Welcome	The Chair thanked everyone for attending and work conducted since the last meeting.	
2. Minutes of Last Meeting	a. The Minutes of the last meeting were accepted as a true record of proceedings and agreed actions less the following:	
3. Actions Arising	Annex A details current and closed actions. Ongoing actions are covered in the relevant item of the meeting.	
4. Funding	<p>a. Ongoing actions:</p> <ul style="list-style-type: none"> <li>• <b>Sep 4f Regimental funding letter.</b> <i>LSJ to write to all Regimental Associations inviting their support for the project. Awaiting addresses from MM and DG. <u>Ongoing.</u></i></li> <li>• <b>Sep 4g HLF draft application for formal opening.</b> <i>MM to review and draft application to HLF to be considered by committee. <u>Ongoing.</u></i></li> <li>• <b>Oct 4a Bank Account Access.</b> <i>Mayor and Treasurer to become signatories of the bank account in order to gain access. Access to bank account gained. <u>Action closed.</u></i></li> <li>• <b>Oct 4b Bank Account Signatories.</b> <i>New trustees to be named on account (Mayor, bank Manager, Rector, Chairman, Treasurer, Council Rep) with at least 2 signatories required. <u>Ongoing.</u></i></li> </ul>	<p>MM, DG LSJ</p> <p>MM</p> <p>DG</p>

	<ul style="list-style-type: none"> <li>• <b>Oct 4c Environmental Funding.</b> <i>DK agreed to investigate any options for funding within the waste / environmental arena. Ongoing.</i></li> </ul> <p>b. The bank account was now open. DG would seek charity status for the War Memorial funds (Jan16 4a).</p> <p>c. To date grants promised were:</p> <ul style="list-style-type: none"> <li>• £100K – 10B agreement</li> <li>• £5K – Tidworth Council</li> <li>• £5K Wiltshire Area Board.</li> </ul> <p>An additional £30K was required to meet the costs of the memorial. Additional funds were needed for the opening event and prizes for the design competition. All committee members were asked to assist with fund raising:</p> <p>d. Rector and DK to write to local businesses requesting funding support (Jan16 4b).</p> <p>e. MM and DS were to contact the larger firms by letter and personal visit requesting funding support (Jan16 4c).</p> <p>f. DS would request the Town Council consider a brass plaque in the new Civic Centre to acknowledge those who had contributed to the memorial (Jan16 4d).</p>	<p>DK</p> <p>DG</p> <p>ALL</p> <p>Rector, DK</p> <p>MM, DS</p> <p>DS</p>
5. Memorial Design	<p>a. Ongoing actions:</p> <ul style="list-style-type: none"> <li>• <b>Jul 8a Schools Design Competition.</b> <i>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 will run the competition and final designs would be selected by end Feb 16. Competition initiated. Action closed.</i></li> </ul> <p>b. The meeting agreed that the overall design was now frozen. Decoration of plinths would be decided once the design competition was complete.</p> <p>c. The meeting agreed that space would be left on the memorial for names to be added if required.</p> <p>d. A written proposal was still awaited to support the establishment of a Town Council sub-committee to determine the policy for names on the memorial. In principle this was supported and a couple of volunteers for the sub-committee were noted. Formal comment would be made once the proposal (requested Dec 15) was received.</p> <p>e. To ensure the design competition had reached all elements of the community the following was agreed:</p> <ul style="list-style-type: none"> <li>• Rector would approach years 8 and 10 at Wellington Academy to ensure pupils were aware of the closing date = end Feb 16 (Feb16 5a).</li> <li>• MM would place an article in Salisbury Journal and Tidworth Times to ensure as many adults as possible had been able to</li> </ul>	<p>ALL</p> <p>Rector</p>

	<p>take part (Jan16 5b).</p> <ul style="list-style-type: none"> <li>• DG would contact local guides, brownies rainbows (Jan16 5c).</li> <li>• ABe would ensure residents at Trinity House and the Women's Institute members had the opportunity to enter the design competition (Jan16 5d).</li> </ul>	MM DG ABe
6. Project Planning	<p>a. Ongoing actions:</p> <ul style="list-style-type: none"> <li>• <b>Jul 7a Planning Application.</b> <i>DS would draft the planning application for submission once the final drawings are complete and agreed. Submitted. <u>Action closed.</u></i></li> <li>• <b>Oct 7a Planning Permission.</b> <i>DS to submit planning permission for the memorial by end Dec 15. Submitted. Anticipating decision by end Feb 16. <u>Action closed.</u> DS would require reimbursement for £225 spent on planning application and soil survey plus an additional £25 was expected for the requested 'situation design'.</i></li> </ul> <p>b. The Rector would liaise with RBL to de-conflict plans for Remembrance Sunday 2016 (Jan16 6a).</p> <p>c. Tidworth Military Wives Choir were booked for the opening ceremony.</p> <p>d. DG will invite the Army Chaplain's to send a representative to the opening ceremony on Remembrance Sunday (Jan16 6b).</p> <p>e. The Rector will book a military band for the opening ceremony (Jan16 6c).</p>	DG Rector DG Rector
8. Comms	<p>a. Ongoing actions:</p> <ul style="list-style-type: none"> <li>• <b>Sep 4h Formal Opening.</b> <i>Rector to invite Bishop of Ramsbury to formal opening. Invited and accepted. <u>Action closed.</u></i></li> <li>• <b>Sep 8c Comms Plan.</b> <i>DK to develop a Comms plan. <u>Ongoing.</u></i></li> <li>• <b>Oct 8a Information Letter.</b> <i>Rector to provide 50 hard copies of the information letter. Complete. <u>Action closed.</u></i></li> <li>• <b>Oct 8b Twitter Account.</b> <i>MM to establish a twitter account for the project. Complete. <u>Action closed.</u></i></li> <li>• <b>Oct 8c Comms – St Patricks.</b> <i>DK to add a note to the St Patricks church newsletter. Complete. <u>Action closed.</u></i></li> <li>• <b>Oct 8d Comms – Parish mag.</b> <i>Rector to add a note to the Tidworth Church Parish magazine. Complete. <u>Action closed.</u></i></li> <li>• <b>Oct 8e Project Update to Town Council.</b> <i>MM to draft an update on the project and submit to Town Clerk no later than 27 Oct 15. Complete. <u>Action closed.</u></i></li> </ul>	DK
9. AOB	<p>a. The Secretary was standing for election as Councillor with Tidworth Town Council. The meeting agreed if selected LSJ could continue to serve as Sec for the meeting in a non-voting capacity.</p>	ALL

10. Date of Next Meeting	The next meetings will be held at 1900 location TBC:  Wed 24 Feb 16 – focus would be selection of winners of design competition classes. Wed 23 Mar 16.	ALL
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**Annex A to  
WarMemCtee/ROD  
Dated 31 Jan 16**

**Summary of Actions Arising from TWMC Meetings @ 31 Jan 16**

Date	Action	Closed
<b>Actions Ongoing</b>		
Sep 4c	<b>Comms Plan.</b> <i>DK to develop a Comms plan.</i>	
Sep 4f	<b>Regimental funding letter.</b> <i>LSJ to write to all Regimental Associations inviting their support for the project.</i>	
Sep 4g	<b>HLF draft application for formal opening.</b> <i>MM to review and draft application to HLF to be considered by committee.</i>	
Sep 8c	<b>Comms Plan.</b> <i>DK to develop a Comms plan.</i>	
Oct 4b	<b>Bank Account Signatories.</b> <i>New trustees to be named on account (Mayor, bank Manager, Rector, Chairman, Treasurer, Council Rep) with at least 2 signatories required.</i>	
Oct 4c	<b>Environmental Funding.</b> <i>DK agreed to investigate any options for funding within the waste / environmental arena.</i>	
<b>Actions Arising</b>		
Jan16 4a	<b>Charity Status.</b> <i>DG would seek charity status for the War Memorial funds.</i>	
Jan16 4b	<b>Funding Requests.</b> <i>Rector and DK to write to local businesses requesting funding support.</i>	
Jan16 4c	<b>Funding Requests.</b> <i>MM and DS were to contact the larger firms by letter and personal visit requesting funding support.</i>	
Jan16 4d	<b>Brass Plaque.</b> <i>DS would request the Town Council consider a brass plaque in the new Civic Centre to acknowledge those who had contributed to the memorial.</i>	
Jan16 5a	<b>Design Competition – schools.</b> <i>Rector would approach years 8 and 10 at Wellington Academy to ensure pupils were aware of the closing date = end Feb 16.</i>	
Jan16 5b	<b>Design Competition – adults.</b> <i>MM would place an article in Salisbury Journal and Tidworth Times to ensure as many adults as possible had been able to take part.</i>	
Jan16 5c	<b>Design Competition – youth organisations.</b> <i>DG would contact local guides, brownies rainbows.</i>	
Jan16 5d	<b>Design Competition – adults.</b> <i>ABe would ensure residents at Trinity House and the Women’s Institute members had the opportunity to enter the design competition.</i>	
Jan16 6a	<b>Opening Ceremony.</b> <i>The Rector would liaise with RBL to de-conflict plans for Remembrance Sunday 2016.</i>	
Jan16 6b	<b>Opening Ceremony.</b> <i>DG will invite the Army Chaplain’s to send a representative to the opening ceremony on Remembrance Sunday.</i>	
Jan16 6c	<b>Opening Ceremony.</b> <i>The Rector will book a military band for the opening ceremony.</i>	
<b>Actions Closed</b>		
Dec 4a	<b>Tidworth Memorial Fund.</b> <i>DS to continue to chase Memorial Fund. DS has located</i>	May 15

	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.	
Dec 5c	<b>Military Campaigns.</b> 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	<b>Proximity to Silver Jubilee Beacon.</b> 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	<b>Charity Constitution.</b> <i>DG to draft Charity Constitution.</i> DG had informed MM that a charity constitution was not needed as one already existed for the Tidworth Memorial Fund.	May 15
Dec 7b	<b>Terms of Reference.</b> 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	<b>New members.</b> All TWMC members should continue seek to raise interest across the Tidworth community and encourage new members.	Mar 15
Jan 4a	<b>Funding Options.</b> 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	<b>Quotations.</b> <i>DS to seek quotations from memorial builders to determine likely costs and gain specific design proposals.</i> 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	<b>Charity Constitution.</b> <i>Application would be made to reinstate the original charity objective pre-1964 to establish a Tidworth War Memorial.</i> 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	<b>Stone Mason Presentation.</b> DS to invite Mr Nick Johnson to present his ideas to the July meeting.	Jul 15
May 5b	<b>Evidence of wide consultation.</b> DS to provide details of all stonemasons invited to consider Tidworth War Memorial.	Jul 15
Jan 4c	<b>Grant.</b> <i>CF to confirm in writing to the Chair £100K grant with details of all constraints before the next meeting.</i> Now confirmed.	Sep 15
Jul 4b	<b>Authority to commit spend.</b> 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	<b>Comments on Outline design.</b> All committee members to submit any (further) comments on memorial design by 15 June 2015.	Jul 15
Dec 3b	<b>Military Rep.</b> <i>LSJ to invite mil rep.</i> Lt Col Danny Mackness would join the committee to represent Tidworth Garrison.	Oct 15
May 4a	<b>Trustees.</b> <i>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.</i> The Rector had joined the committee. DG had processed the paperwork.	Oct 15
May 4b	<b>Bank account.</b> <i>Names on the bank account would be updated to reflect new Trustees.</i> 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	<b>Information Letter.</b> <i>An Information letter would be sent to local organisations by 15 June 2015.</i> Letter approved for circulation.	Oct 15
Jul 4a	<b>Submit grant applications.</b> <i>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.</i> Grant applications submitted less HLF which would be detailed in a separate action.	Oct 15
Sep 4e	<b>Justgiving and Facebook pages.</b> <i>The Committee agreed that the creation of a</i>	Oct 15

	<i>justgiving and Facebook page would be advantageous. Created.</i>	
Sep 5d	<b>Names on memorial.</b> 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	<b>Project Update.</b> 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	<b>Planning Application.</b> DS would draft the planning application for submission once the final drawings are complete and agreed. Submitted.	Jan 16
Jul 8a	<b>Schools Design Competition.</b> 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
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Oct 8a	<b>Information Letter.</b> Rector to provide 50 hard copies of the information letter. Completed.	Jan 16
Oct 8b	<b>Twitter Account.</b> MM to establish a twitter account for the project. Completed.	Jan 16
Oct 8c	<b>Comms – St Patricks.</b> DK to add a note to the St Patricks church newsletter.	Jan 16
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