

22 March 2017

Record of Decisions from meeting of Tidworth War Memorial Committee on Wednesday 22 March 2017 at Tidworth Committee Centre from 1900 hours.

Name	Appointment
<p>Attendance:</p> <p>Daz Stevenson (DS) Chair</p> <p>Annabel Copeland (Rector) Deputy Chair</p> <p>Betty O-Connell (BO)</p> <p>Rupert Gregory (RJG) Sec</p> <p>Denise Keane (DK)</p> <p>June Hodson</p>	
<p>Apologies:</p> <p>Ann Birch (AB)</p> <p>Nick Johnson Stonemason</p> <p>Danielle Goodchild (DG) Treasurer</p>	

ITEM	DECISIONS	ACTION
1. Welcome	Chair reported that all stone is now in the stonemason's yard. Engraving has started. Foundation work now due to begin on site on 29/03/17. Daz attended Council's Engagement Committee. TTC will invite representative from Persimmons. In addition, TTC will provide teas & coffees for invitees. Next payment for Stonemason was agreed & endorsed at the meeting. Danielle to release payment.	
2. Minutes of Last Meeting	Agreed.	
3. Actions Arising	<p>a. Actions Ongoing:</p> <ul style="list-style-type: none"> • Mar16 4a Access to old account. Progress has been made; all forms to make AC a trustee are completed and have been submitted to the bank. We are now awaiting contact from the bank confirming this process is complete. <u>Ongoing</u> • May 16 6a Project Planning. Nick, the stonemason has updated the planning. In essence: <ul style="list-style-type: none"> ○ Foundations to begin on Wed 29/03/17. Exact time to be confirmed, 	Rector

	<ul style="list-style-type: none"> ○ Confirmation of details on the memorial have been received from TTC. ○ Materials are now with the stonemason. <p>Progress/changes will be reported at next meeting.</p> <p style="text-align: right;"><u>Ongoing.</u></p> <ul style="list-style-type: none"> • May 16 8a RJG to investigate BFBS ref opening ceremony. <u>Ongoing.</u> • Jun 16 5a. Names for Memorial. TTC yet to formally request requirements for central plinth. RJG to make contact. Contact has been made and information received. <u>Closed.</u> • June 16 5d. All designs finalised. Rector has confirmed Nick has received all designs. <u>Closed</u> • Oct 16 6a Timeline for building given in May 16 6a. It is anticipated that the handing over of the WM to TTC within several months of the official opening. <u>Ongoing.</u> • Oct 16 7b Arrangement for handover to TTC yet to be confirmed. TWMC waiting for a “Through Life Management Policy” <u>Ongoing.</u> • Jan 17 6a Project Planning RJG to notify TTC of updated time scales etc. <u>Ongoing.</u> • Jan 17 6b Project Planning Council Clerk to be contacted to gain highest resolution of Town Crest. Contact has been made. File is expected imminently. <u>Ongoing</u> • Jan 17 6c Project Planning Church will have its fete on the day, using the Community Centre site, AC to organise tombola etc. RJG to go back to TTC and check it is acceptable for the RBL to be invited to provide a BBQ etc and allow them to raise money by doing so. <u>Ongoing</u> • Feb 7a Daz to write piece for Tidworth Times and to use this to publicise event and to invite family members still in the area to make themselves known so we can formally invite them. AC to invite prize winners etc. List of invitees to go to Mark Connolly & for TTC to contribute to list. • Feb 7b RJG to contact Andrew Connolly re Castledown FM attending. Request has been emailed. <u>Ongoing</u> 	<p>NJ</p> <p>RJG</p> <p>DS</p> <p>DS</p> <p>RJG</p> <p>RJG</p> <p>RJG</p> <p>ALL</p> <p>RJG</p>
4. Funding	In absence of treasurer present total uncertain, but monies to be paid to SM as soon as reasonably possible.	
5. Memorial Design	<i>All progressing as planned any changes SM to update next meeting.</i>	
6. Project Planning	Progressing as expected SM to update in April's meeting.	
7. Comms	a Andover Advertiser needs to be contacted re coverage on the day.	DK
8. AOB	All wished Anne a speedy recovery. It was noted that the email distribution list needed to be updated/corrected.	
9. Date of Next Meeting	The next meetings will be held at 1900 on:	

	Wed 26 Apr 17 Location: Civic Centre Wed 24 May 17 Location: Civic Centre Wed 7 Jun 17 Location: Civic Centre	ALL ALL ALL
Business Between Meetings		

Dated 22 March 17
Summary of Actions Arising from TWMC Meetings @ 22 March 167

Date	Action	
Actions Arising		
Nov16 6a	DS to get a time line for build detailing stages of the build.	
Nov16 6b	RJG to email TTC re timings for: staking out the area for the plinth & the removal of the wooden structure presently used to display banners that is on the edge of the memorial site.	
Nov16 7a	Saturday 24 June 2017 is confirmed as the official opening of the memorial. RJG to confirm date officially with TTC	
Nov16 7b	DS. Arrangements for the handover of the memorial to TTC to be initiated.	
Nov16 8a	RJG to confirm booking of Community Centre for 18/01/17.	
Actions Closed		Date
Dec 3b	Military Rep. LSJ to invite mil rep. Lt Col Danny Mackness would join the committee to represent Tidworth Garrison.	Oct 15
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 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
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	May 15

	a feasible sum for the project.	
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 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
May 5c	Comments on Outline design. All committee members to submit any (further) comments on memorial design by 15 June 2015.	Jul 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
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
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 4c	Comms Plan. DK to develop a Comms plan.	Mar 16
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 4f	Regimental funding letter. LSJ to write to all Regimental Associations inviting their support for the project.	Apr 16
Sep 4h	Formal Opening. Rector to invite Bishop of Ramsbury to formal opening.	Jan 16
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
Sep 8c	Comms Plan. DK to develop a Comms plan.	Mar 16
Oct 4a	Bank Account Access. Mayor and Treasurer to become signatories of the bank account in order to gain access. Access to bank account gained.	Jan 16
Oct 4c	Environmental Funding. DK agreed to investigate any options for funding within the waste / environmental arena.	May 16
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
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
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
Jan 16 4b	Funding Requests. Rector and DK to write to local businesses requesting funding support.	Apr 16
Jan 16 4c	Funding Requests. MM and DS were to contact the larger firms by letter and personal visit requesting funding support.	May 16
Jan 16 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.	Apr 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
Jan 16 6a	Opening Ceremony. The Rector would liaise with RBL to de-conflict plans for Remembrance Sunday 2016.	Jun 16
Jan 16 6b	Opening Ceremony. DG will invite the Army Chaplain's to send a representative to the opening ceremony on Remembrance Sunday.	Jun 16
Jan16 6c	Opening Ceremony. The Rector will book a military band for the opening ceremony.	Mar 16
Mar 16 4b	Payment of Bill. DG to pay the mason for the design and development work by 29 Mar 16.	Apr 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).	Apr 16
Mar 16 4d	Help for Heros. MM to approach Help for Heros for funding support.	Apr 16
Mar 16 4e	SAAFA. DS to request financial assistance from SAAFA.	May 16
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.	May 16
Mar 16 5a	Designs. Designs would be reviewed on Wed 8 Jun 16 1900 at the Community Centre.	Jun 16
Apr 16 4a	Funding requests. LSJ to contact 'additional funding organisations to seek support the memorial.	May 16
Apr 16 4b	Funding requests. DS to invite Committee members to plan and implement engagement at local events including: <ul style="list-style-type: none"> • Armed Forces Day in Salisbury/Andover • Tidworth Town Fete • Tesco / Lidl weekend stall 	Jun 16
Apr 16 4c	Funding requests. MM to investigate a street collection licence to allow door to door collections.	May16

May 16 4e	Tesco Event. Support for bag-packing needed to be identified.	Jun 16
May 16 4g	Tidworth Chamber of Commerce. BO to provide details of Chamber of Commerce.	Jun 16
May 16 5a	Design Competition. All to attend meeting to select winners of design competition 8 Jun 16.	Jun 16
May 16 8a	Communications. RG to invite Castledown Radio to opening event.	Jun 16
Jan 16 6a	Opening Ceremony. <i>Rector to liaise with RBL to de-conflict plans for Remembrance Sunday 2016.</i> Done. All arrangements for opening ceremony now lay with Remembrance Sunday planning team.	July 16
Jan 16 6b	Opening Ceremony. <i>DG to invite Army Chaplain rep to the opening ceremony on Remembrance Sunday.</i>	July 16
Mar 16 5a	Designs. <i>Designs would be reviewed on Wed 8 Jun 16 1900 at the Community Centre.</i> Winners selected.	July 16
May 16 4e	Tesco Event. <i>Support for Tesco event in Jun 16.</i> Event held.	July 16
May 16 4g	Tidworth Chamber of Commerce. <i>BO to provide details of Chamber of Commerce.</i> BO had been unable to make any contact and felt the organisation had closed.	July 16
Sep 4g	HLF Application. Amended to: <i>DS to contact MM to consider continuing this.</i> <u>Closed.</u>	Sept 16
June 4a	DS to purchase 13 x A4 frames for certificates for the design competition winners. <u>Closed.</u>	Sept 16
June 4b	Anonymous donation of 4 x £10 book tokens for the winners of each section of the design competition received. <u>Closed.</u>	Sept 16
June 4c	Funds confirmed to be c£122 000. (Dependant on £100 000.) <u>Closed</u>	Sept 16
Mar 16 6a	Opening Ceremony. <i>With funds confirmed there will be an engraved stone plinth indicating position of memorial.</i> <u>Closed</u>	Oct 16
May 16 4a	£100 000 cheque from Persimmon. <i>Completed.</i> <u>Closed</u>	Oct 16
Jan 16 4a	Charity Status. Chair to download charity status certificate. Done <u>Closed</u>	Nov 16
Jun 16 5b	New contract with stonemason to be drawn up with total being c£121000 in line with current expectations of funds. New contract signed for £119750 + VAT Fitted for solar lighting but not with. <u>Closed</u>	Nov 16
Oct 16 6b	TTC to be emailed re timings for: staking out the area for the plinth & the removal of the wooden structure presently used to display banners that is on the edge of the memorial site. <u>Closed</u>	Jan 17
Oct 16 8a	Community Centre cannot be booked for 18/01/17. <u>Closed</u>	Jan 17
Oct 16 7a	Community Centre booked for 24 June 2017. <u>Closed.</u>	Feb 17