

24 May 2017

**Record of Decisions from meeting of Tidworth War Memorial Committee on Wednesday 24 May 2017 at Tidworth Committee Centre from 1900 hours.**

Name	Appointment
<b>Attendance:</b>	
Daz Stevenson (DS)	Chair
Annabel Copeland (Rector)	Deputy Chair
Betty O-Connell (BO)	
Rupert Gregory (RJG)	Sec
Ann Birch (AB)	
Danielle Goodchild (DG)	Treasurer
June Hodson	
Denise Keane (DK)	
Mark Connolly (MC, Mayor of Tidworth)	
John Sparrow (JS, Castledown FM)	
<b>Apologies:</b>	
Nick Johnson	Stonemason

ITEM	DECISIONS	ACTION
1. Welcome	Chair reported that the main spire of the memorial is not going to be in the country before the previously planned date of the memorial's opening. As a result, the opening has been postponed. The new date of Saturday 2 <sup>nd</sup> September was proposed by AC & agreed. Chair noted that the change of date may mean a band may be available.	
2. Minutes of Last Meeting	Agreed.	
3. Actions Arising	a. Actions Ongoing: <ul style="list-style-type: none"> <li><b>Mar16 4a Access to old account.</b> AC has access to the old account and is planning to transfer the funds, £5108.79,</li> </ul>	

	<p>to the new account before closing the old one. <u>Ongoing</u></p> <ul style="list-style-type: none"> <li>• <b>May 16 6a Project Planning.</b> Base being laid at present, £60000 has been paid &amp; the funds have cleared. <u>Ongoing.</u></li> <li>• <b>May 16 8a</b> RJG to investigate BFBS ref opening ceremony. Now moved to new item in this meetings Comms. <u>Closed.</u></li> <li>• <b>Oct 16 7b</b> Arrangement for handover to TTC. RJG had reminded councillor H Jones of the need for a “Through Life Policy” for the memorial. TTC is happy to produce policy but requested details of exactly what the policy needs to contain. Mayor to take to council. <u>Ongoing.</u></li> <li>• <b>Jan 17 6a Project Planning</b> RJG to notify TTC of updated time scales etc. <u>Ongoing</u></li> <li>• <b>Jan 17 6c Project Planning</b> AC confirmed Church will still hold its fete on the day, using the Community Centre site. Mayor confirmed TTC will host guests as offered for the previous date. Mayor to re-contact Town Clerk re asking RBL to provide a BBQ etc. Still planning fete. <u>Ongoing</u></li> <li>• <b>Feb 17 7b</b> RJG made contact with Andrew Connolly in his official capacity a CEO of Castledown FM re their attending. John Sparrow from Castledown FM attended and confirmed they will provide a PA system for the day, broadcast some/all of the ceremony and publicise event before. <u>Closed</u></li> <li>• <b>Mar 17 7a</b> DK has made contact with the Andover Advertiser, who asked to be contacted again nearer the time of the event. <u>Ongoing</u></li> <li>• <b>April16 6a</b> TTC has agreed to invite 13 younger members of the community and one adult to accompany them plus Mel Marsh. Timeline now extended, building of base continuing, RJG TTC to pass on information to TTC via town clerk.</li> <li>• <b>April16 6b</b> RJG to contact TTC to see if the council’s sound system will be available/suitable for the event. No longer needed as result of Castledown FM’s involvement. <u>Closed</u></li> <li>• <b>April16 6c</b> Consideration/discussion about how to “unveil/open” the memorial. With change of date this has yet to be confirmed. But AC suggested: one ribbon around the “back” of the monoliths (to keep people away from the memorial before and during the ceremony) &amp; one ribbon across the “front” that will be cut to open the memorial. This was liked by those present. If any other ideas will be brought to the next meeting they will be considered then. <u>Ongoing.</u></li> <li>• <b>April16 6d</b> A programme of events is being compiled by AC and DS it is a live document and an update will be given at next meeting. AC has a draft Order of Service ... <u>Ongoing</u></li> <li>• <b>April16 7a</b> DG investigated cost of banners &amp; posters to publicise opening event. Banners cost between c£35 &amp; c£70. Feeling of meeting was that four were needed. A design needs to be provided before the firm can confirm costings. A4 posters to be considered once costs known. <u>Ongoing.</u></li> </ul>	<p>Rector</p> <p>MC-Mayor</p> <p>RJG</p> <p>MC-Mayor</p> <p>JS DK</p> <p>RJG</p> <p>ALL</p> <p>AC/DS</p> <p>DG</p>
ing4. Funding	£51277.62 in account. Final payment to stonemason will be paid on completion and presentation of final invoice.	
5. Memorial Design	Names for memorial, town crest accepted. List of conflicts to be checked by TTC, Mayor took list. Small amendment made to final	

	wording on last face. Still awaiting templates of monoliths. Chair presented basic designs as suggested by stonemason so far. Chair will request final designs from stonemason so we can .	MC-Mayor DS
6. Project Planning	<b>a.</b> Discussion re a new opening date etc was discussed. Covered in actions above.	
7. Comms	<b>a.</b> RJG to contact BFBS re their attendance on 02/09/17 <b>b.</b> Bootcamp to be contacted re their presence at the opening.	RJG DK
8. AOB	It was noted that despite a significant illness June Hodson continues to support the committee. <b>a.</b> Castledown FM offered person to red role of honour. Committee to consider the offer and whether a member, or past member of the committee may be appropriate.	All
9. Date of Next Meeting	Wed 21 Jun 17 Location: Community Centre  Wed 19 July 17 Location: TBC	ALL  ALL
Business Between Meetings	None.	

**Annex A to  
WarMemCtee/ROD  
Dated 22 March 17**

**Summary of Actions Arising from TWMC Meetings @ 22 March 167**

Date	Action	
<b>Actions Arising</b>		
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.	
<b>Actions Closed</b>		<b>Date</b>
Dec 3b	<b>Military Rep.</b> LSJ to invite mil rep. Lt Col Danny Mackness would join the committee to represent Tidworth Garrison.	Oct 15
Dec 4a	<b>Tidworth Memorial Fund.</b> 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	<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> 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	<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	Jan 15

	participation and attendance requirements. The TORs would be sent to all members prior to the next meeting.	
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 4c	<b>Grant.</b> 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	<b>Quotations.</b> 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 4a	<b>Trustees.</b> 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	<b>Bank account.</b> 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	<b>Charity Constitution.</b> 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	<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
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
May 8a	<b>Information Letter.</b> An Information letter would be sent to local organisations by 15 June 2015. Letter approved for circulation.	Oct 15
Jul 4a	<b>Submit grant applications.</b> 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	<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
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
Sep 4c	<b>Comms Plan.</b> DK to develop a Comms plan.	Mar 16
Sep 4e	<b>Justgiving and Facebook pages.</b> The Committee agreed that the creation of a justgiving and Facebook page would be advantageous. Created.	Oct 15
Sep 4f	<b>Regimental funding letter.</b> LSJ to write to all Regimental Associations inviting their support for the project.	Apr 16

Sep 4h	<b>Formal Opening.</b> Rector to invite Bishop of Ramsbury to formal opening.	Jan 16
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
Sep 8c	<b>Comms Plan.</b> DK to develop a Comms plan.	Mar 16
Oct 4a	<b>Bank Account Access.</b> Mayor and Treasurer to become signatories of the bank account in order to gain access. Access to bank account gained.	Jan 16
Oct 4c	<b>Environmental Funding.</b> DK agreed to investigate any options for funding within the waste / environmental arena.	May 16
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
Oct 7a	<b>Planning Permission.</b> DS to submit planning permission for the memorial by end Dec 15. Planning permission submitted.	Jan 16
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
Oct 8d	<b>Comms – Parish mag.</b> Rector to add a note to the Tidworth Church Parish magazine.	Jan 16
Oct 8e	<b>Project Update to Town Council.</b> MM to draft an update on the project and submit to Town Clerk no later than 27 Oct 15.	Jan 16
Oct 4b	<b>Bank Account Signatories.</b> 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	<b>Funding Requests.</b> Rector and DK to write to local businesses requesting funding support.	Apr 16
Jan 16 4c	<b>Funding Requests.</b> MM and DS were to contact the larger firms by letter and personal visit requesting funding support.	May 16
Jan 16 4d	<b>Brass Plaque.</b> 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	<b>Design Competition – schools.</b> 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	<b>Design Competition – adults.</b> 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	<b>Design Competition – youth organisations.</b> DG would contact local guides, brownies rainbows.	Mar 16
Jan16 5d	<b>Design Competition – adults.</b> 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	<b>Opening Ceremony.</b> The Rector would liaise with RBL to de-conflict plans for Remembrance Sunday 2016.	Jun 16
Jan 16 6b	<b>Opening Ceremony.</b> DG will invite the Army Chaplain's to send a representative to the opening ceremony on Remembrance Sunday.	Jun 16
Jan16 6c	<b>Opening Ceremony.</b> The Rector will book a military band for the opening ceremony.	Mar 16
Mar 16 4b	<b>Payment of Bill.</b> DG to pay the mason for the design and development work by 29 Mar 16.	Apr 16
Mar 16 4c	<b>Refund of planning costs.</b> 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	<b>Help for Heros.</b> MM to approach Help for Heros for funding support.	Apr 16

Mar 16 4e	<b>SAAFA.</b> DS to request financial assistance from SAAFA.	May 16
Mar 16 4f	<b>ABF and RBL.</b> 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	<b>Designs.</b> Designs would be reviewed on Wed 8 Jun 16 1900 at the Community Centre.	Jun 16
Apr 16 4a	<b>Funding requests.</b> LSJ to contact 'additional funding organisations to seek support the memorial.	May 16
Apr 16 4b	<b>Funding requests.</b> DS to invite Committee members to plan and implement engagement at local events including: <ul style="list-style-type: none"> <li>• Armed Forces Day in Salisbury/Andover</li> <li>• Tidworth Town Fete</li> <li>• Tesco / Lidl weekend stall</li> </ul>	Jun 16
Apr 16 4c	<b>Funding requests.</b> MM to investigate a street collection licence to allow door to door collections.	May16
May 16 4e	<b>Tesco Event.</b> Support for bag-packing needed to be identified.	Jun 16
May 16 4g	<b>Tidworth Chamber of Commerce.</b> BO to provide details of Chamber of Commerce.	Jun 16
May 16 5a	<b>Design Competition.</b> All to attend meeting to select winners of design competition 8 Jun 16.	Jun 16
May 16 8a	<b>Communications.</b> RG to invite Castledown Radio to opening event.	Jun 16
Jan 16 6a	<b>Opening Ceremony.</b> <i>Rector to liaise with RBL to de-conflict plans for Remembrance Sunday 2016. Done. All arrangements for opening ceremony now lay with Remembrance Sunday planning team.</i>	July 16
Jan 16 6b	<b>Opening Ceremony.</b> <i>DG to invite Army Chaplain rep to the opening ceremony on Remembrance Sunday.</i>	July 16
Mar 16 5a	<b>Designs.</b> <i>Designs would be reviewed on Wed 8 Jun 16 1900 at the Community Centre. Winners selected.</i>	July 16
May 16 4e	<b>Tesco Event.</b> <i>Support for Tesco event in Jun 16. Event held.</i>	July 16
May 16 4g	<b>Tidworth Chamber of Commerce.</b> <i>BO to provide details of Chamber of Commerce. BO had been unable to make any contact and felt the organisation had closed.</i>	July 16
Sep 4g	<b>HLF Application.</b> <i>Amended to: DS to contact MM to consider continuing this. <u>Closed</u>.</i>	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. <u>Closed</u></i>	Oct 16
May 16 4a	£100 000 cheque from Persimmon. <i>Completed. <u>Closed</u></i>	Oct 16
Jan 16 4a	<b>Charity Status.</b> 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 contact 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	Jan 17

	on the edge of the memorial site. <u>Closed</u>	
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
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> .	Mar 17
June 16 5d	All designs finalised. Rector has confirmed Nick has received all designs. <u>Closed</u>	Mar 17
Oct 16 6a	Timeline for building. Covered in <b>May 16 6a</b> in the future.	Apr 17
Jan 17 6b	<b>Project Planning</b> Council Clerk to be contacted to gain highest resolution of Town Crest. Contact has been made. File is expected imminently.	Apr 17
Feb 17 7a	Daz's piece for Tidworth Times has been published. AC has written letter for prize winners. List of invitees was considered extremely important and has been raised as an action under agenda item 6.	Apr 17