

Saltash Town Council

Konsel An Dre Essa

SALTASH BOROUGH WAR MEMORIAL WORKING GROUP NOTES **Monday 16 September 2024 5pm – Council Chamber**

Present: D Joyce – Administration Officer, Councillors Bickford, Dent (Chairman), Peggs, B Samuels, P Samuels and Stoyel,

1. Apologies

- Town Clerk – Admin Officer advised Members the Town Clerk had delegated the final stages of the project delivery to the Admin Officer to complete on her behalf.
- Councillor Stoyel – Late arrival.

2. To receive the notes of the Borough War Memorial Working Group held on 11 July 2024 as a true and correct record.

- Members confirmed the notes from the meeting held on 11 July 2024 as a true and correct record.

3. To receive final proof of the memorial benches engraving design and layout and consider any actions and associated expenditure.

- Members discussed and reviewed the names listed, spellings, design format and location of each bench.
- Councillor Stoyel arrived and joined the meeting.
- Members discussed the project being to memorialise those missing from existing Saltash war memorials.
- Members discussed an additional engraving on both benches. Benches to clearly state which world war each list of names relates to. The Admin Officer advised this had not been included in the original design specification and quote received from the memorial mason and could incur an additional cost. Members noted the advice.

ACTIONS

- The following was approved:
- a. Names to be engraved in the format of First Initial(s) – Dot – Space – Surname, all in capital block letters;
 - b. Names to be displayed in alphabetical order for each World War;
 - c. World War II bench will commemorate World War II casualties and will include the missing name 'R. Robinson' With the header above 'R Robinson' to read Afghanistan 2009;
 - d. Additional inscriptions be engraved onto the Cornish granite upright section of the slabs . To read:

Second World War 1939 – 1945
First World War 1914 - 1918

To be engraved in same font as LEST WE FORGET

Admin Officer to confirm if an additional cost is to be incurred;
 - e. WWI bench to be placed on the right-hand side of the path as you enter through the gates from the street;
 - f. WW2 bench to be placed on the left-hand side of the path as you enter through the gates from the street;
 - g. The nicknames 'Charlie' and 'Percy' to be omitted;
 - h. G. Nelson will not be included due to duplication with the St. Stephens War Memorial;
 - i. The Admin Officer is to confirm with P. Clements that the total of 76 names is accurate;
 - j. Names will be engraved only on the upright sections of both benches, leaving space on the WW II bench for future additions;
 - k. The Admin Officer will obtain a final draft for review by Cllrs Dent and B. Samuels;
 - l. The Admin Officer and Town Clerk will sign off on the names with the Memorial Mason before engraving begins.

ACTIONS

DJ to inform mason

DJ

DJ

Cllrs JD and BS

DJ/SB

4. To receive an update on the Crowdfunder Campaign and consider any actions and associated expenditure.

- Members reviewed the funds raised to date, discussed how the campaign was progressing and requested consideration of extending the campaign.
- Members agreed the reason for an extension was that fund raising efforts could resonate more during Remembrance, when the fallen are foremost in the minds of the community.
- Members discussed methods of donation with only digital means being available to donate as requested by the Working Group.
- The Chairman advised that alternative means of donating had been considered at a previous meeting.
- Members requested clarification and further consideration be given as this may be preventing those who wish to donate from doing so as only digital means have been provided.
- It was approved as follows:
 - a. The Admin Officer to explore, clarify and confirm alternative means for donating;
 - b. Crowdfunding Campaign to end on Monday 11 November 2024 at midnight;
 - c. Installation of both benches to be the week commencing 4 November 2024 and installation to be complete by 10 November 2024;
 - d. Admin Officer to confirm with the memorial mason both plinths to be installed at the earliest opportunity to avoid any delay in the installation of the benches;
 - e. To advertise on social media to contact the Guildhall or Library to support anyone who wishes to donate via alternative means than digitally.

ACTIONS

DJ

DJ

**DJ to
confirm with
Mason**

DJ

ACTIONS

5. To consider the delivery of the project and consider any actions and associated expenditure.

- Members discussed the delivery of the project and confirmed the following;
 - a. Reverend Laura Bushell Hawke be requested to bless the benches on Remembrance Sunday prior to the laying of the wreaths;
 - b. Reverend Michelle Parkman (Mayors Chaplin) to say a few words following the blessing and prior to the laying of the wreaths;
 - c. To approve for the Mayor, Mayors Secretary and Mayor's Chaplain to confirm arrangements following their meeting to arrange plans for Remembrance Sunday 2024;
 - d. Arrangements to be included in the Civic Service of Remembrance Programme.

JP / DJ

6. To receive and note the updated project timeline.

- To approve the project timetable subject to the amendments (as attached).

7. A.O.B

- Nothing to report.

8. Date of next meeting

To be confirmed, if required.

The Working Group meeting closed at 5:45p.m.