

**To receive a draft Corrections and Additions to Saltash War Memorials Policy
and consider any actions and associated expenditure**

Report to: Services Committee

Date of Report: 16 January 2025

Officer Writing the Report: Mayor's Secretary/Receptionist

Officers Recommendations

- Recommend to Full Town Council to approve the Corrections and Additions to the Saltash War Memorials to be held on 6 March 2025
- Upon Full Town Council approval, proceed with the request to add a name to the Saltash Lest We Forget War Memorial bench in line with the policy
- Approve a letter of thanks be sent on behalf of the Town Council to resident and local historian Peter Clements to thank him for his independent research and support to the Administration Department ascertaining eligibility on the additional name to be inscribed

Report Summary

The Town Council has received a request from a resident to have her father's name added to the Lest We Forget War Memorial benches.

Edward James Lock was born in Devonport in 1910. He married in 1937 at Landrake Parish Church and lived at Warfelton Crescent, Saltash with his wife and daughter. He joined the RAF as an Aircraftman 2nd class in the Royal Air Force Volunteer Reserves. He was killed during active service on 15th May 1941 at age 30 and is buried in Israel. His death and grave are listed on the Commonwealth War Graves list. His daughter still resides in Saltash and according to the Imperial War Museum Records he is not listed on any other War Memorials in the UK.

The Commonwealth War Graves Commission have confirmed he is listed as being of Saltash in their records.

Under the War Memorials (Local Authorities' Powers) Act 1923, local authorities have the power, though not a duty, to correct errors and add new names to a war memorial's inscription. Guidance recommends advertising the intention to add a new name and to request any representations are made before the name is added.

The research on Edward James Lock was undertaken by local historian and resident Peter Clements, who assisted the Administration Department in understanding the complexities of ascertaining eligibility.

Report Images

Appendix A – Request received from family.

Appendix B - Commonwealth War Graves certificate for Edward James Lock detailing his service, place of death and family.

Appendix C - Draft Corrections and Additions to the Saltash war memorials policy

Appendix D - Example public notice advertising additional name to be added to a Saltash war memorial

How Does This Meet the Business Plan?

Recreation and Leisure - The addition of a name to the war memorial contributes to Saltash's rich heritage and proud history by honouring those who fought in conflicts.

Budget Overview

Item Description	Quantity	Unit Price	Total Cost
Additional name	1	£180	£180
Total	1	£180	£180

Associated cost may fluctuate – quote to be obtained at the time of a request. To always work within budget.

Quotes Provided

A quote was received from the company who crafted and installed the Lest We Forget War Memorial benches.

Previous quotes received when installing the War Memorial were that additional inscriptions would be at a cost of £80.

Since installation costs have arisen to £180 to cover their costs such as equipment and travel.

Alternative quotes were sought but declined, as the work involves working with a new war memorial. It was deemed appropriate for the original stonemason to carry out the work.

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

Yes – quotes obtained where possible.

Budgets

Budget Availability: £1,978

Budget Codes: 6582 EMF Town War Memorial

Committed Spend: None

Signature of Officer:

Mayor's Secretary/Receptionist