

# Minutes of the First World War Centenary Community Activities Working Group

Tuesday 23 July 2013

Held at the Welsh Government offices, Aberystwyth

## **Present:**

Lesley-Anne Kerr (Welsh Government) – **Chair**  
[Welsh Government Official 1] (Welsh Government)  
[Welsh Government Official 2] (Welsh Government) – Minutes  
[Welsh Government Official 3] (Welsh Government)  
[HLF Official 1] (Heritage Lottery Fund)  
[AC-NMW Official 1] (Amgueddfa Cymru – National Museum Wales)  
[BBC Official 1] (BBC Wales)  
[Welsh Museums Federation Official 1] (Federation of Museums and Art Galleries Wales)  
[SCL Official 1] (Society of Chief Librarians)  
[ARCW Official 1] (Archives and Records Council Wales)  
[WLGA Official 1] (Welsh Local Government Association)  
[Llanidloes CG Official 1] (Llanidloes Community Group)  
[Swansea University Official 1] (Swansea University)

## **Apologies:**

[NLW Official 1] (National Library of Wales)  
[BALH Official 1] (British Association for Local History) – N.B. [BALH Official 1] provided a written update; it is attached at the end of this document.

## **1. Welcome and introductions**

- LAK welcomed everyone to the meeting; members of the group introduced themselves and the organisations they represent.

## **2. Context, Terms of reference and frequency of future meetings**

- LAK provided background for the group, detailing Prof Sir Deian Hopkin's appointment by the First Minister as his expert adviser, and on the commemoration programme for the First World War (FWW) Centenary 2014-2018. CyMAL is tasked with co-ordinating the activities and supporting Sir Deian. It was stressed that the programme needs help from partners to ensure that the commemoration is successful and fitting. The programme is built around Sir Deian's Programme Board group and the four established working groups: Community Activities, Communications, Historical Interpretation and Education. It was stated that the task of this first meeting is to find out what everyone is doing in order to avoid the risk of repetition. LAK opened up questions to the group on the draft terms of reference, what should the group do, its meeting patterns and its possible activities.

- [ARCW Official 1] questioned how the FWW programme was going to be achieved and how a difference can be made. LAK agreed that the programme will not be an easy task, but we can provide mutual support.
- [BBC Official 1] explained that different genres require different services, such as news and current affairs and so they need suitable and advance scheduling. The BBC is keen not to miss community events, so an early warning is required to include them in the scheduling.
- [Welsh Government Official 3] detailed her role in programme as the Welsh Government communications lead. [Welsh Government Official 3] stated that she is currently working on a communications plan and a website along with CyMAL. The website is to capture communities stories and events throughout local communities, aiming to avoid potential clashes and conflicts. [WLGA Official 1] expressed support for the website as an online events diary.
- [SCL Official 1] spoke about the concept of sharing ideas with colleagues and not starting duplicate programmes. She has been in correspondence with groups approaching the HLF for funding, with the HLF funding being seen as essential. [SCL Official 1] expressed her view that there has been a lot on war memorials previously but it is not reflective of projects that [SCL Official 1] has seen.
- LAK detailed the eight themes designed and chosen for the website:
  - Military Developments
  - Home front
  - Politics and Democracy
  - Technological Developments
  - Peace Movement
  - Culture and Identity
  - Social Impact
  - Legacy

[ARCW Official 1] expressed her concerns that they do not cover everything sufficiently.

- [HLF Official 1] stressed his concern that we need faster copies of minutes, as they have only just a got copy of the April's Programme Board minutes. LAK stated that the delay is due to waiting for clearance of the minutes by the board.
- [AC-NMW Official 1] suggested that a representative from the People's Collection Wales be invited to join the group.

**Action: CyMAL to invite a representative from People's Collection Wales to join the group.**

### **3. Update from CyMAL**

- LAK provided an update from CyMAL. The First Minister made a clear commitment at the 2012 National Eisteddfod to develop a programme of activities for the 2014-2018 commemoration, detailing why the First World War happened, its change on society and to leave a lasting digital legacy. CyMAL is leading on the co-ordination of the programme on behalf of the Welsh Government. CyMAL is developing a framework programme and communications plan, working with HLF and other potential funders, home

nations, the Imperial War Museum (IWM) and various Welsh organisations with an interest in the centenary commemoration. The planning of official commemorative events is ongoing; it is the Welsh Government intention to deliver an inclusive program including community activities. The three initial planning events were attended by over 150 people and around 100 organisations and provided invaluable ideas. Sir Deian has convened a programme board and established four working groups. Sir Deian also represents Wales on the UK wide board and there is a Welsh Government internal working group. Recently Wrexham Council provided a communications scoping study, with the website as one of the outcomes, which the People's Collection Wales are heavily involved in.

- LAK stated that we are entering a crucial time period. In terms of the UK-wide commemoration, on 4 August 2014 there will be a special service at Glasgow Cathedral to mark the centenary of the outbreak of the FWW following the Commonwealth Games closing ceremony, and there will be a UK-wide church candle-lit vigil and an event at the St Symphorien military cemetery in Mons, Belgium. Along with these events, the UK Government has announced a UK Centenary Cultural Board, chaired by Vicki Heywood CBE, and a schools programme, whereby two children and a teacher from each state school in England will visit FWW battlefields. The Scottish Government has announced a similar project to send schoolchildren on educational visits to Western Front battlefields. The UK and Scottish Governments have also announced that funding will be available to communities for the refurbishment of war memorials.
- Welsh Government discussions on funding are ongoing, and officials are pleased to note that the HLF has created a £6M fund for small projects relating to the FWW. The Welsh Government and the National Heritage Memorial Fund recently provided funding for the purchase of Yr Ysgwrn, the home of Hedd Wyn that is being developed as an interpretation centre and which will have a major role to play in the FWW commemorations. The National Library of Wales (NLW) is working on a programme of digitisation of material relating to the FWW
- [ARCW Official 1] raised a question about the initial planning events, pointing out that there had been no correspondence beforehand. [Welsh Government Official 1] stated that a feedback document has been sent to everyone who attended and CyMAL aims to increase its communication to the attendees. [Llanidloes CG Official 1] stated that CyMAL needs better liaison with town and community councils.
- LAK stated that CyMAL values the group's contribution as they are closer to communities than CyMAL is.
- [ARCW Official 1] stated that the group needs more information and questioned whether having an overlap between the working groups is productive? The group require better communication, a view supported by [SCL Official 1].
- [WLGA Official 1] stated that the event programme should be looking at the whole four years and not overloading 2014. LAK and [BBC Official 1] agreed that a long term programme is key, three or four events each year, spreading out the events. It is also important to ensure that people are given the opportunity to feed into the events.

- [ARCW Official 1] questioned who is putting the framework together.. LAK stated that the aim is to steer, with the Welsh Government possibly funding a few events; the framework is to help groups find information not to dictate. The Programme Board is pulling together the document.
- [Welsh Museums Federation Official 1] stated that sharing information was very important, and that contact details for members of the 4 working groups should be circulated amongst those members. The Federation of Museums and Art Galleries Wales could gather and share information.
- [Welsh Government Official 3] offered to share the draft communications plan when it is ready. An events planner is in development and initial information will be gathered to populate it before it is opened up to the public.
- [Welsh Government Official 3] noted that that more information on future events was required as well as any responses sent to CyMAL. [Welsh Government Official 3] listed the membership of the Communications group:
  - Amgueddfa Cymru - National Museum Wales
  - Heritage Lottery Fund
  - BBC Wales
  - Imperial War Museums
  - National Library of Wales
  - S4C
  - National Eisteddfod of Wales
  - Royal British Legion
  - Welsh Local Government Association
  - Welsh Government
  - Wrexham Council

Representatives from the military, British Council and Arts Council Wales have been invited to join.

#### **4. Heritage Lottery Funding (HLF) update by [HLF Official 1]**

- In May 2013 the HLF launched a FWW small grants scheme of up to £10,000. The first decisions will be announced at the end of the month ([click here for press release](#)). There are many more projects in the pipeline, and decisions will be made on a monthly basis. [HLF Official 1] stated that he will continue to provide updates to the group. The programme lasts six years, with a minimum commitment of £1M a year until 2019. The HLF is encouraging a staggered approach. Any projects that are over £10,000 can apply for other HLF grants.
- [HLF Official 1] informed the group that an event for AMs is being planned to be held at Y Senedd during October/November. It is hoped that workshops will be held between November and March to help people to apply for grants. The HLF is keen to involve People's Collection Wales and other organisations to create an information fair.
- [Swansea University Official 1] asked if it is possible to bring a range of small projects into one application. [HLF Official 1] answered that this was not possible. He also pointed out that only Non Governmental Organisations (NGOs) can apply.

- [BBC Official 1] questioned whether there is support for unsuccessful HLF applications; [HLF Official 1] confirmed that the HLF do provide this support.
- [Llanidloes CG Official 1] provided an example of her own community group. [HLF Official 1] offered to speak to her about her previous experience of submitting a HLF application for a FWW project.

**Action:** [HLF Official 1] **to contact** [Llanidloes CG Official 1] **to discuss her previous HLF application.**

## 5. Advice and support materials

- LAK led a discussion on finding and providing suitable advice and support materials that could be freely available on the website.
- [Llanidloes CG Official 1] welcomed the concept and suggested guides on press sources/communication and how to use them. A web only format would alienate the public who are not internet users. LAK noted that the website would have a range of guides and case studies.
- [Welsh Museums Federation Official 1] questioned how to target communities, suggesting that community councils would be best placed.
- [Llanidloes CG Official 1] queried where the community groups would store local artefacts. Perhaps they could use local museums and could they provide advice on conservation.
- LAK highlighted the marketing work that Wrexham County Council is doing on behalf of CyMAL, working with museums, archives and libraries.
- [WLGA Official 1] asked if there has there been any work with children and young people on the subject area? LAK noted that there is an education working group, which has already established links with *Funky Dragon* and the Children's Commissioner for Wales. [WLGA Official 1] highlighted the need to work outside schools as well.
- LAK stated that the FWW community programme will develop life skills such as information technology and publication skills, which would be an added benefit.
- [Swansea University Official 1] stated that he is developing materials, analysing source materials such as letters. He can share information and develop a how to guide to help people understand material from a non-academic background. [BBC Official 1] expressed an interest in the finished article. [ARCW Official 1] stated that they could also look at remodelling guides to concentrate on FWW materials.

## 6. Next steps

- LAK asked the group to consider whether its role has been defined, as it seems to have evolved through the course of the meeting. LAK asked the group to provide comments on the Terms of Reference and the role of the group by email to [cymruncofio-walesremembers1914-1918@wales.gsi.gov.uk](mailto:cymruncofio-walesremembers1914-1918@wales.gsi.gov.uk).
- [ARCW Official 1] stated that there was still some confusion regarding the other working groups.
- [Welsh Government Official 3] confirmed that one of the purposes of the working groups was to provide advice to Sir Deian Hopkin's Programme Board.

**Action: All members of the Community Activities Working Group to provide comments on the group's role and on the Terms of Reference**

**Action: CyMAL to provide more information on the membership of other groups prior to the next Community Activities Working Group meeting.**

## **7. Any other business**

- [BBC Official 1] detailed the work areas that the BBC is concerned with: Lloyd George, Mametz Wood, VC medal recipients, family history, Thankful Villages and Hedd Wyn/ Passchendaele.
- [ARCW Official 1] stated that Archives and Records Council Wales (ARCW) are looking to approach people with rich historical content that can be recorded and accessed by communities. Memorials are already a focus. ARCW will look to expand research on workforce, hospitals, business in Wales, heavy industries, food supply and allotments. ARCW are keen to raise awareness about the resources museums, archives and libraries hold and how they can define their role in the commemoration.
- Concern was raised that there would be cross over with the four working groups. LAK noted that improved communication could restrict the impact.

## **8. Date of next meeting**

- LAK asked the group for their views on the possible frequency of future meetings.
- [WLGA Official 1] suggested that they meet up after next Programme board meeting, as the group's objectives would be clearer and more information would be available.
- [Welsh Government Official 1] informed the group that the next Programme Board meeting is scheduled for end of September. The group agreed that a meeting in October would be suitable. **ACTION for CyMAL: contact the group's members for their**

**Action: CyMAL to contact the group members to gauge their availability to meet in October.**

- LAK thanked the members for their time and attendance at the meeting.

**Note from the British Association for Local History (BALH representative - [BALH Official 1] 23 July 2012**

Having looked through the agenda and consultation papers, I can add the following observations:6+

1. The organisations involved and planned activities and use of LHF funding in Wales closely resemble and have much in common with developments and plans envisaged and already underway in English regions, especially Yorkshire. I am forwarding the latest BALH e- newsletters to [Welsh Government Official 1]

of CyMAL to illustrate this and forward as appropriate.

2. Commemorative activities in Wales would reach a wider audience if details were inserted in the BALH e-newsletter and Local History News. This is easy to organise.

3. BALH members are involved in planned collaborative events at community and all academic levels, including teaching WWI.

4. BALH current publications include:

**Remembrance and Community: war memorials and local history**

**By: Kate Tiller ISBN: 978-0-948-140-01-3**

**Price: £6.95**



5. 'The Great War at home' is the theme of the July 2014 Anglo-American Conference at the Institute of Historical Research (IHR). It is anticipated that there will be a significant local history contribution at this major 3-day academic event.

6. On Saturday 28 February 2014 the IHR will be hosting a one day 'workshop' on 'Experiences of WWI: strangers, differences and locality'.

7. The BALH is keen to engage and assist with collaborative 'events' in Wales.

<http://us6.campaign-archive2.com/?u=e8d1751e5a6e0479fd4f6cceb&id=abfdd1f51e&e=b9efd5ffeb>