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TEWKESBURY HISTORICAL SOCIETY
25th SEASON!

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Friday, 25 March 2016

Ms. A. Swan,
HLF.

Dear Angela,

Progress Report on *HLF Ref: FW-13-02649*

***"Researching & Publishing Biographies of all those
killed in World War I in Tewkesbury"***

A. The Philosophy behind the bid and award

1. **The primary aim is to produce a record of the life and death of all local people in World War I and the finance will be used to**
 - a. Produce a book for distribution to interested parties in Tewkesbury and for subsidised sale to the public
 - b. Produce an electronic record of the biographies for educational and civic institutions
2. **To assist this aim to work with local secondary pupils as part of the national curriculum**
 - a. **To inspire pupils with their teachers to produce a display for public exhibition to encourage the local public to come forward with artefacts, which will enhance the record being established in Part 1**
 - b. **To aid this inspiration, the teaching group will be taken on a free or subsidised educational visit to the *Imperial War Museum* in London to learn from its *new WWI display*, produced for the centenary**

B. Progress Report to Date

As part II was devised as a support to the primary aim, it is inevitable that the publishing of the book etc. will be the terminal piece of work and that Part 2 will be completed before Part 1; and so it is.

It is now complete

Part I: Writing the book recording the Biographies of all those from Tewkesbury who were Killed in World War I.

Agreed Scheme by HLF

1. Tewkesbury Historical Society

- a. To produce a book of biographies of Tewkesbury War Dead: publication date June/July 2014 **£2,700**
- b. To produce a digital record of all biographies for use as a teaching aid in School at KS3 level **£300**

a. BOOK OF BIOGRAPHIES

From the start this has been a collaborative venture; this has enriched the progress of work but has also slow it down. **Therefore, it was not possible to publish as originally hoped in July 2014 and we were granted a further extension for publication on 11 November 2015.**

Ideally the book will be in three parts:

1. **A Narrative of the War** featuring the events which involved the deaths of people from Tewkesbury
2. **A Glossary of terms** to make comprehension of military history more accessible to the general reader.
3. **An Anthology of Biographies** in alphabetical order of all those who lost their lives. It comprises those who are officially commemorated. We feel, however, that it is important also to include those who were, from one reason or another, omitted from these honours. **Originally 156 on the Town War memorial, 193 biographies have now been written**

Published 7 November 2015

Research Methods:

1. The Biographies underpin the work.

- a. A team of about six members of the Society commenced in 2008 to study the family histories of all those commemorated.
- b. **Upon being awarded the HLF grant,** the team was enhanced:
 - i. **The Editor and Project Manager is me** and I direct the research until it reaches the printer; I have co-ordinated the original research and enhanced it with resources available to the Society; I supply the biographies to:
 - ii. **Military Research:** upon reading about the project a very keen amateur historian of WWI, **Malcolm Waldron,** offered his services and this collaboration has enriched our work to a very high degree.
 - iii. **Page setting (biographies only) and Proof Reading** has been undertaken by a former Chairman of the Society, **Mrs. Roxy Base,** who is the Society's esteemed and feared proof-reader for our *Annual Bulletin of Research*.

2. Stage of Project in March 2015/Revised June 2015/Finished 7 November 2015

- a. For the second time we have failed to meet a self-imposed deadline for the second time
- b. However we have now reached the stage where **all** biographies are complete and ready in themselves for publication save for

Therefore, I can declare that the 193 (+2) biographies are finished; however, in March decisions had to be made about how to present these biographies in book form and electronically.

3. Presentation of the biographies

March 2015: We made a recommendation about how to present these biographies. The choices were:

- a. **Originally** it was hoped to present a **narrative history of the war** which would incorporate the circumstances of the death of each of those named in the biographies + **a Glossary** to make the terminology accessible for the general reader;
- b. **Circumstances** however might well dictate that we only present a brief resumé of the war + reduced **glossary**

Issues affecting the decision:

a. Original Plan

1. Time:

- a. **I have already written the draft narrative** except for finishing the last chapter on the aftermath of war; in that sense to go to **Plan B (Reduced)** would have wasted those hours of writing;
 - i. After discussion with the Society's page-setter for our Annual Bulletin, I have already decided that the **writing and editing should be in Ms Word** rather than *MS Publisher* as that would have involved hours of work by another page-setter for no real gain;
 - ii. I would then need to **add illustrations** to make it attractive to the readership; this would inevitably add to the pages for printing.
- b. **These chapters would then require checking in detail by my military historian;** because of his laudable approach, this would require many more hours of work from a volunteer who has already produced hours of work for the biographies - perhaps an unreasonable imposition;
- c. The finished product would then need **proof reading by a volunteer**, who has already spent hours both **page setting** the biographies into publisher and **proof reading**.

At this point, I must stress on behalf of the Society my gratitude to these volunteers who have helped us produce biographies of a very high standard of research and presentation because of their skill and dedication. This has surpassed my original hopes but it does have a cost and implication for the future of the project.

- d. I have omitted the **other essential** for the Original Plan and that is the **drawing of relevant high quality maps**. We do have the skill in the Society to achieve this standard as we have a graphic designer, who is also an enthusiastic and knowledgeable

World War I student - however, he is the only one of the team, who has to earn his living. He has already produced the cover for us *pro bono* but, in tandem with other considerations, I do not feel we can either ask him or afford his time to fulfil the original plan.

2. Cost

- a. Original plan agreed by HLF allowed £2,700 for the publication of the book in traditional paper format:

<u>Pagination:</u>	<u>Pages</u>	<u>Reduce</u>	<u>June 2015</u>	<u>Nov 2015</u>
Biographies + intro	194	194	193 + intro	195
Narrative	140+	52?	112	135
<i>Glossary & Index</i>	21+	10?	17	
total	355++++	256?	324 [1 spare]	332

Printer's Requirements

At the outset I asked our printer to do a quotation based upon¹: **A4, 4PP covers, 256 pp text, 4 colour process + sea; 300gsm silk covers & 115gsm silk insides; PUR bound perfect bound² with all editorial supplies via PDF on disk. 500 £4,328**

Subsequently, I have agreed with HLF that the grant be used a subsidy to ensure

- **Free copies for key institutions [the number yet to be determined];**
- **Subsidized cost to the public;** if we, therefore, then on printing alone we could offer to the public at subsidised price of **c £5** which for such a book is very cheap

b. Reduced Plan

This would involve:

- 1) **The Editor and Project Manager [JD]** sacrificing the work already done but using that to reduce the content to fit the above pagination of 256;
- 2) **The Graphic designer [SE]** to produce **generic but comprehensive maps** so that the reader can identify key locations
 - a) **World Map**
 - b) **Western Front 1914-8**
 - c) **North Sea** for major naval encounters
 - d) **Middle East** to include Italy, Greece, Egypt, Palestine, Gallipoli & Mesopotamia
- 3) **Military Expert [MW]:** to monitor the Editor's reduced narrative
- 4) **Proof Reader [RB]** to check paper copy of final narrative and glossary
 - e. ~~**Last Option the nuclear one!**~~

~~We just publish the biographies with no history and a minimalist introduction and glossary. That would largely free-up my wonderful collaborators. Before sending this report I have asked their advice.~~

¹ Because of time lapse one must expect it to be slightly different costing.

² My graphic designer says this spec might need revision so make it more permanent as a book

Result of this discussion to June 2015

- The printer assures us he can accommodate the 332 pages, therefore we feel that this is the optimum size for a book, which meets all criteria
- The committee agreed to pay the map designer a £200 honorarium to produce professional quality maps
- We have yet to decide on the scale of the print run but it is the usual practice of THS to make use of the possibilities of digital printing and print to order: the balance of £2,500 will accommodate a print run of c 200.

Final Decisions

- The book is 332 pages + cover
- On 7 November 2015 we took delivery of the first tranche of **116 copies ordered**
- 33 complimentary copies will be offered to major contributors and Tewkesbury Institutions and obligatory British Library (5)
- The other 149 copies will be issued for sale in order to assist the costing of a further print run should there be demand
- **Cost**

<u>Date</u>	<u>Invoice No</u>	<u>Item</u>	<u>Amount</u>
18-June-2015	1155	S Eedle WWI maps [committee minutes May 2015]	£199.20
29-Jul-2015	1156	S Eedle for HDF printing WWI audit	£21.38
17-Sep-015	1162	S Eedle for HDF printing WWI audit II	£18.00
7-Nov-2015	1168	Fleet Graphics Proof Read copy	£39.22
7-Nov-2015	1169	Fleet Graphics 116 copies 332ppA4	£2,569.00
7-Nov-2015		Total Costs	£2,846.8
7-Nov-2015		HLF grant	£2,700.00
7-Nov-2015		THS contribution	£146.8

- **Price per copy [+P&P]**
 - Cost price printing and map production only: £22.15
 - Complimentary: £00.00 (subsidy £22.15)
 - THS Members, Relatives £12.00 (subsidy £10.15)
 - Distributor (Alison’s Bookshop) £12.00 (subsidy £10.15)
 - Members of the public (THS Policy) £14.00 (subsidy £ 8.15)

B. TO PRODUCE A DIGITAL RECORD OF ALL BIOGRAPHIES FOR USE AS A TEACHING AID IN SCHOOL AT KS3 LEVEL; £300

My original idea in this electronic age was to provide schools with copies of the **book on disk** for use in schools but I would not like to extend this to **set up a website** in due course, attached to that of *THS*, which will enable the electronic publication of the whole project - including the original extended narrative. That is now under active investigation but will have to come within the budget above.

Conclusion

1a. To ask HLF and my **voluntary contributors** to agree to the proposal that we publish in **paper format a less extensive narrative and glossary** to accompany the **completed full biographies**; a total of **[324] 332pages**, all within the budget of **£2,700** as proposed above

1b. to explore the setting up of a website in addition to the publication of the project on disk. **Still to be decided but more feasible to make decision now book is complete. A dummy run was attempted for Anzac Day - see www.ths.freeuk.com.**

To ask HLF to accept **extended and absolute deadline for publication before 11 November 2015**; still the case in June 2015 but November 2015

1c. Following committee discussion 2 September 2015: item 5e/v. *John Dixon wished to provide electronic versions to schools with just biographies on them. If we do not provide copies to the schools, the society would have to repay the £300.*

Therefore, having investigated other electronic means of disseminating information, **I have decided to repay the £300 to HLF and use modern electronic ways which do not have cost implications to augment the book which will be offered to institutions who declare their interest. **Cheque 1170****

Best wishes,

Yours sincerely,

John Dixon, M.Phil.,

President & Treasurer.

Winner of the "Woodard Historical Research Award 1998, 2002, 2004 & 2007"

Short-listed for Bryan Jerrard Award, 2003 & 2008.

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24 November 2015



Our Ref: FW-13-02649

John Dixon
President & Research Co-Ordinator
Tewkesbury Hi
c/o 5 Stokes Court
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Dear John,

Researching and Publishing Biographies of all those killed in World War I in Tewkesbury

Thank you for submitting your End of Grant report which was received by the Heritage Lottery Fund on 11 November 2015.

Thank you also for returning the sum of -£300.00 to the Heritage Lottery Fund which represents your unspent grant.

We have authorised our Finance Department to process this repayment within the next seven working days. Our records have now been closed and the project has been recorded as complete.

Congratulations on completing your First World War, then and now project. In accordance with our approach to Project Evaluation you may be contacted in the near future to discuss the outcomes and impact of the project.

I look forward to receiving a copy of the book that was funded by HLF in due course.

Yours sincerely,

A. Swan

Angela Swan
Grants Officer
Email: AngelaS@hlf.org.uk

Book sent to HLF subsequently.